

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
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Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



15 September 2021

TERMS OF REFERENCE 2021-039

Service provider for monitoring selected school-based activities implemented during the period September-November 2021 in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND

As of the 1st of March 2021, Save the Children have started the implementation of the main phase of the Swiss Agency for Development and Cooperation (SDC) Project: “Shkollat për Shëndetin”.

The aim of the Project is to promote healthy behavioural practices and healthy lifestyle habits in the Albanian population, with a particular focus on schoolchildren (aged 6-16 years) in order to control and prevent effectively the major risk factors for NCDs.

Selected activities of the project “Shkollat për Shëndetin” for this year consist of the following:

- *Cooking and physical activity classes*: school-based learning activities on cooking and preparing healthy foods, as well as physical activity classes.
- *School competitions*: organization of different competitions between schools regarding different sports and types of physical activities, as well as cooking and healthy nutrition.
- *Sharing school experiences*: sharing of the experiences among selected schools on health promotion activities and programs.

- *Good hygienic practices:* joint activities between children, parents and teachers regarding hand washing, respiratory etiquette, waste management, etc.
- *Integration of curricula with activities and practice:* promoting delivery of specific activities and earmarked events in the course of teaching curricula (practicing on different sport devices and equipment in the framework of physical education classes; application of good hygienic practices while teaching civic education; application of COVID prevention measures at school, etc.).
- *Cooking classes with school staff:* organization of cooking classes in schools with participation of the school staff and school directors.
- *Support the health and sport activities at schools:* based on the new devices and equipment provided by the project “Shkollat per Shëndetin”.
- *Involvement of local farmers:* in order to promote healthy foods and gardening
- *Implementation of the Iceland’s model:* Monitoring substance abuse; Information and encouragement for parents and other stakeholders; Access to organized sports and other constructive leisure time activities.
- *Visits and excursions in farms/food processing factories:* support the visits and excursions in farms/food processing factories/slow food points by local institutions, school and pupils.

All the aforementioned activities will be conducted in three regions of Albania (Kukës, Korçë, Elbasan). More specifically, the activities will be organized in 30 schools pertinent to these three regions (a detailed list of schools is provided in Annex 1).

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

‘Save the Children’ is seeking to contract a suitable service provider (NGO/Company) for conducting monitoring visits for the following activities:

- Cooking and physical activity classes.
- School competitions.
- Sharing school experiences.
- Good hygienic practices.
- Integration of curricula with activities and practice.
- Cooking classes with school staff.
- Support the health and sport activities at schools.
- Involvement of local farmers.
- Implementation of the Iceland’s model.
- Visits and excursions in farms/food processing factories.

Specific objectives

- To conduct monitoring visits for the following activities:
 - Cooking and physical activity classes.
 - School competitions.
 - Sharing school experiences.
 - Good hygienic practices.
 - Integration of curricula with activities and practice.
 - Cooking classes with school staff.
 - Support the health and sport activities at schools.
 - Involvement of local farmers.
 - Implementation of the Iceland's model.
 - Visits and excursions in farms/food processing factories.
- To prepare report of each of monitoring visit
- To coordinate and communicate closely with the project team.

3. SERVICE PERIOD

In order to respond to the objectives of assignment, the NGO/Company is expected to closely work with the team of the project “*Shkollat për Shëndetin*” implemented by Save the Children Albania.

No.	Assignment Steps
1.	Consultative meetings with the project team regarding the monitoring visits plan.
2.	Monitoring visits.
3.	Overall narrative report at the end of the service.

The duration of the consultancy service will be over the period 22 September – 30 November 2021. The amount of the expected monitoring visits from the NGO/Company is presented in the table below:

ACTIVITY (September-November 2021)	Number of monitoring sessions (NGO/Company)	Hrs per session
Cooking and physical activity classes	21	2
School competitions	14	2
Sharing school experiences	1	4
Good hygienic practices	6	2
Integration of curricula with activities and practice	12	1
Cooking classes with school staff	3	1
Support the health and sport activities at schools	9	2
Involvement of local farmers	6	1
Implementation of the Iceland's model	6	2
Visits and excursions in farms/food processing factories	4	4
Total	82	

Two or more sessions will be organized in one day for one region. The 3 regions are Elbasan, Kukes and Korca. The list of schools is as annex to the TORse.

4. DELIVERABLES

It is expected from the service provider to submit the following deliverables:

- Report for each of monitoring visit.
- Narrative report at the end of service.

5. QUALIFICATION AND SELECTION CRITERIA OF THE SERVICE PROVIDER

The *NGO/Company* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Experts with minimum MSc degree in Education, Health Sciences, Social Sciences, Sports, Nutrition or other relevant fields.
- Experience in school activities, community activities, health promotion, or public health in general is considered an important added value.

- Proven expertise in education, health promotion, community activities, or social work.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.
- Excellent oral and written communication skills in Albanian and English.

6. PROPOSAL

The *Company/NGO* is expected to submit a proposal, including:

- Technical proposal including the methodology, proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: fee per session (2 sessions will be organized in one day per region) including travel cost in ALL (Albanian Lekë) for all services provided, including taxes according to the Albanian legislation. The service provider should issue an invoice in line with the Albanian legislation.
 - Fee per 2 session in Elbasan
 - Fee per 2 session in Korca
 - Fee per 2 session in Kukës
- CV of the company/NGO and the proposed key experts, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in similar monitoring visits.
- A copy of NIPT of the service provider and ID card of the representative of the company/NGO.

7. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the Company/NGO and qualification of the experts: 20%

8. RESPONSIBILITY OF THE PROJECT IMPLEMENTED BY SAVE THE CHILDREN AND THE SERVICE PROVIDER

The team of the project implemented by Save the Children will facilitate the experts in every step of the process. No action will be taken without the approval of the project.

The *NGO/Company* is responsible for conducting the monitoring visits as per the approved work-plan; reporting for each monitoring visit and also for submission of the overall narrative report at the end of the service.

9. PAYMENT MODALITY

The payment will be done as lump sum after the delivery of:

- Report for each of the monitoring visit.
- Overall narrative report at the end of the service.

The payment will be subject to the current Albanian legislation taxes.

Expenses related to travelling to different sites and/or other potential expenses will not be covered by the project and should be responsibility of the service provider.

10. ADMINISTRATIVE ASPECTS

A contract between the project implemented by Save the Children and the Company/NGO will be established covering the activities defined in these “Terms of Reference”.

Interested Companies/NGOs should submit a technical proposal (methodology, work-plan, and other relevant details), the financial proposal, CVs of the NGO/company and proposed key experts, and a copy of ID of the representative (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 21 – 09 – 2021.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 16 – 09 – 2021. All questions will be responded by close of business 17 – 09 – 2021.

Annex 1. List of schools in three regions targeted for onsite activities

ELBASAN

NO.	SCHOOL NAME	DAR/ZA	URBAN/RURAL
1.	Jorgji Dilo	Elbasan	(Elbasan) Urban
2.	Ptoleme Xhuvani	Elbasan	(Elbasan) Urban
3.	Genci Leka	Librazhd	(Librazhd) Urban
4.	Qybra Sokoli	Librazhd	(Përrenjas) Urban
5.	Halit Uruçi	Elbasan	(Belsh) Urban
6.	35 - Vjetori	Gramsh	(Gramsh) Urban
7.	Bishqem	Peqin	(Peqin) Rural
8.	Mengël	Elbasan	(Elbasan) Rural
9.	Bradashesh	Elbsanan	(Elbasan) Rural
10.	Shtërmën	Elbasan	(Cerrik) Rural
11.	Rrajcë-fushë	Librazh	(Rrajcë-fushë) Rural
12.	Dilaver Nezha	Librazhd	(Qukës) Rural

KORÇA

NO.	SCHOOL NAME	DAR/ZA	URBAN/RURAL
1.	Isuf Dalipi	Korçë	Fshat (Mollaj) Rural
2.	Asdreni	Korçë	(Korçë) Urban
3.	Sevasti Qirjazi	Korçë	(Korçë) Urban
4.	Nuci Naci	Korce	(Korcë) Urban
5.	Vashtemi	Maliq	(Maliq) Rural
6.	M.e. Minarolli	Pogradec	(Pogradec) Urban
7.	Kolë Koci	Pogradec	(Pogradec) Urban
8.	Muharem Veizi	Maliq	(Libonik) Rural
9.	Nesim Kacani	Devoll	(Devoll) Rural
10.	Shefki Muçllari	Pogradec	(Vërdovë) Rural

KUKËS

NO.	SCHOOL NAME	DAR/ZA	URBAN/RURAL
1.	Beslidhja e Malësisë	Tropojë	Qytet (Tropojë) Urban
2.	Lidhja E Prizerenit	Kukës	Qytet (Kukës) Urban
3.	Avni Rustemi	Kukës	Qytet (Kukës) Urban
4.	Sejdi Dida	Has	Qytet (Has) Urban
5.	Ali Ibër Neza	Tropojë	Fshat (Tropojë) Rural
6.	Golaj	Has	Fshat (Golaj) Rural
7.	Qazim Shehu	Kukës	Fshat (Shtiqën) Rural
8.	Vehbi Shehu	Kukës	Fshat (Bicaj) Rural