



## TERMS OF REFERENCE (No. 2020/008)

### Consultancy Service for preparation of an in-depth analysis report on “Health Vulnerability Study” and other important existing studies involving Albanian children

*(in-depth data analysis and report writing)*

Date: 03 April 2020

#### 1. BACKGROUND

As of March 1, 2020, Save the Children has started the implementation of a Swiss Agency for Development and Cooperation (SDC) project: “Health promotion and non-communicable disease (NCD) prevention in schools in Albania”.

The overarching goal of the project is to reduce exposure to the major risk factors for NCDs in the Albanian population in general, but with a particular focus on schoolchildren. This project is intended to promote positive behavioural changes among all primary schoolchildren in Albania in order for them, their respective families and communities at large to engage in healthy lifestyle practices including healthy nutritional practices, physical activity, no use of smoking, alcohol or drugs, as well as promotion of other healthy behaviours/lifestyles.

The aim of the Inception Phase of the Project is to develop a structured and clear-cut implementation approach that will guide the intervention of the Main Phase with regard to achieving the ultimate goal of the project that is the engagement of Albanian schoolchildren in healthy behavioural/lifestyle characteristics.

As per one output of the Inception Phase, the Project aims to obtain important and detailed background information on children and their families in order to obtain disaggregated information with regard to health status and health behaviour according to socioeconomic characteristics of Albanian children and their families, addressing also gender-specific issues, potential minority/ethnic differences (including Roma/Egyptian communities and other minority groups), as well as disaggregated information related to other vulnerable and marginalized population subgroups including disabled, most in-need families and the poorest.

Such specific and disaggregated information can be obtained from the existing databases which have been compiled in the framework of several population-based surveys and other studies conducted in Albania in the past few years, as briefly described below:

- Health Vulnerability Study conducted in 2018.
- Assessment of Children’s Knowledge, Attitude and Behaviours related to food, health and nutrition (referred to as FAO-IPH survey) which was conducted in 2018.
- Health Behaviour in School-Aged Children (HBSC) conducted in 2018.

- Childhood Obesity Surveillance Initiative (COSI) conducted in 2016.

## **2. AIM AND OBJECTIVES OF THE CONSULTANCY**

Save the Children wants to obtain up-to-date evidence about lifestyle/behavioural patterns of schoolchildren enrolled in the 9-year system (6-15 years old) in Albania. In this context, the aim of this consultancy service is to generate a comprehensive report based on the existing evidence informing about the health behavioural characteristics of Albanian children and their families with a main focus on potential gender gaps, socioeconomic differences, and other potential differences pertinent to minority/ethnic groups, as well as other vulnerable and marginalized population categories.

**Specific objectives of the service are as follows (with further detailed explanation under Section 3):**

- Conduct a detailed secondary (in-depth) data analysis based on the existing databases pertinent to (at least) the following studies which have been recently conducted in Albania:
  - “Health Vulnerability Study” conducted in 2018 in the framework of HAP project (an SDC project).
  - “FAO-IPH” survey conducted in 2018
  - “HBSC” survey conducted in 2018
  - “COSI” survey conducted in 2016
- Compare and corroborate the findings of the “Health Vulnerability Study” with other surveys conducted in Albania including (at least) the following: FAO-IPH 2018 survey, HBSC 2018, COSI 2016.
- Compile a comprehensive report based on the in-depth analysis of (at least) the aforementioned studies and provide detailed information about health behaviour/lifestyle characteristics of Albanian children and their families with a main focus on gender issues, socioeconomic and socio-demographic differences, potential differences pertinent to minority/ethnic groups, as well as other vulnerable and marginalized population categories.

## **3. APPROACH OF THE CONSULTANCY SERVICE**

- 3.1. *The Consultancy Service Provider(experts group) is expected to conduct a preparatory work as specified below:*
  - Consult closely the final report of the Health Vulnerability Study (HVS), as well as the final reports of the other studies (including at least FAO-IPH 2018, HBSC 2018, and COSI 2016 surveys).
  - Obtain the databases (pertinent to HVS and the other studies mentioned above) and prepare the necessary files for secondary (in-depth) data analysis.
- 3.2. *The Consultancy Service Provider is expected to conduct in-depth data analysis of the “Health Vulnerability Study” (HVS):*
  - This process will consist of a comprehensive statistical analysis of the HVS 2018 database informing about health status and health behaviour according to socioeconomic and demographic characteristics of children and their families, with a main focus on gender-specific issues, potential minority/ethnic differences (Roma/Egyptian communities and other minority groups), as well as disaggregated information related to other

vulnerable/marginalized population subgroups (disabled, the poorest, etc.).

- 3.3. *The Consultancy Service Provider is expected to conduct in-depth data analysis of the other studies (FAO-IPH 2018, HBSC 2018, COSI 2016):*
  - This process will consist of a detailed statistical analysis of the FAO-IPH 2018 database, HBSC 2018 database and COSI 2016 database informing about health behaviour of Albanian children according to socioeconomic and demographic characteristics of children and their families, with a main focus on gender-specific issues, potential minority/ethnic differences (Roma/Egyptian communities and other minority groups), as well as disaggregated information related to other vulnerable/marginalized population subgroups (disabled, the poorest, etc.).
  
- 3.4. *The Consultancy Service Provider is expected to conduct a comparison of different surveys and corroborate the evidence generated from these existing studies (HVS, FAO-IPH, HBSC, COSI):*
  - This process will consist of a cross-survey comparison regarding the findings of all the aforementioned studies (HVS 2018, FAO-IPH 2018, HBSC 2018, COSI 2016).
  - The process should also provide the opportunity to find similar (comparable) data in the HVS 2018, FAO-IPH 2018, HBSC 2018, COSI 2016 surveys/studies that will be analysed in relation to health behaviours of Albanian children aged 6-15 years.
  
- 3.5. *The Consultancy Service Provider is expected to write and submit a final report:*
  - The final report should provide comprehensive information based on the in-depth analysis of all the existing studies (including at least the HVS 2018, FAO-IPH 2018 survey, HBSC 2018 survey, and COSI 2016 survey) and recommendations for further research or other actions as needed.

The methodology of all components will be subject of decision and consultation with the project team and the end product should clearly state, whenever possible, the situation of the following groups of children (and/or their families):

- Females vs. males
- Socio-economic groups (defined in terms of parental/caregiver education, employment, family income, or other proxy measures)
- Minority groups (Roma and Egyptian communities)
- Disability status

#### **4. CONSULTANCY SERVICE PERIOD**

In order to respond to the consultancy service objectives, the *Consultancy Service Provider* is expected to closely work with the team of the project implemented by Save the Children Albania.

The duration of the consultancy service will be over 22 April – 04 June 2020, as briefly summarized in the table below:

No.	Assignment Steps
1	<b>Preparatory work:</b> obtaining the necessary databases and preparing the related data files for secondary (in-depth) analysis.
2	<b>Data analysis:</b> of the Health Vulnerability Study (HVS).
3	<b>Data analysis:</b> of the other studies conducted in Albania (FAO-IPH, HBSC, COSI)
4	<b>Comparison of studies:</b> comparing and corroborating the findings of HVS with the other studies.
5	<b>Final Report:</b> a comprehensive report based on the in-depth analysis of all the aforementioned studies.

A possible timeline on the service implementation can be as per the following Gant chart:

No.	April-June 2020					
	W1 (22-29 April)	W2	W3	W4	W5	W6 (1-4 June)
1.	Preparatory work					
2.		Data analysis of HVS				
3.			Data analysis of the other studies			
4.				Comparison of studies		
5.					Final report	

## 5. DELIVERABLES

It is expected that the *Consultancy Service Provider* submits the following deliverables at the end of service implementation:

- Final report providing comprehensive information based on the secondary (in-depth) data analysis of all existing studies (including at least the HVS 2018, FAO-IPH 2018 survey, HBSC 2018 survey, COSI 2016 survey) and recommendations for further research or other actions as needed.
- Submission of the raw databases of each of the studies included in the analysis and the final report.
- The final report must be submitted in both Albanian and English languages.

## 6. QUALIFICATION AND SELECTION CRITERIA OF THE CONSULTANCY SERVICE PROVIDER

The *Consultancy Service Provider* should preferably consist of a group of at least 3 (three) renowned experts. Each expert of the *Consultancy Service Provider* should have the following qualifications in order to answer and address the specific requirements of this consultancy:

- Minimum MSc degree in Health Sciences (Medicine, or Public Health), Social Sciences, or Statistics;
- Proven experience in public health data management, data analyzes, and report writing;
- Proven capacity to develop and deliver written reports;

- Experience in documentation and reporting of existing studies, as well as project evaluation;
- Good administration and interpersonal skills;
- Working experience and very good knowledge of the 9-year school system.
- Working experience and very good knowledge of the health system in Albania.
- Excellent oral and written communication skills in Albanian and English languages.

## **7. PROPOSAL**

The *Consultancy Service Provider* is expected to submit a proposal, including:

- Technical proposal including, at least, the following:
  - Proposed operational plan (timeline, milestones, meetings, and other relevant elements);
  - Detailed plan of activities (including detailed information on preparatory work, division of tasks between experts pertinent to the group, envisaged methods of data analysis, and anticipated content/outline of the final report).
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for all services provided, including taxes according to the Albanian legislation.
- CVs of all members of the experts group (*Consultancy Service Provider*), including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in secondary data analysis and report writing.
- A copy of ID cards of all members of the experts group (*Consultancy Service Provider*).

## **8. Award Criteria**

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience: 20%

## **9. Responsibility of the Project implemented by Save the Children and the Consultant**

The team of the project implemented by Save the Children will monitor, supervise and facilitate the *Consultancy Service Provider* in every step of the process. No action will be taken without the approval of the project.

The *Consultancy Service Provider* is responsible for:

- Obtaining the necessary databases which is a basic prerequisite for conducting the required in-depth data analysis;
- Periodic communication with the project team to update on progress of the consultancy, and;
- Submitting a comprehensive final report informing about the health behavioural characteristics of Albanian children with a main focus on potential gender gaps, socioeconomic differences, and other potential differences pertinent to minority/ethnic groups, as well as other vulnerable and marginalized population categories.

## **10. PAYMENT MODALITY**

The payment will be done as a lump-sum following the delivery of the final report by the *Consultancy Service Provider*.

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 *Consultancy Service Provider*.

## **11. OTHER BUSINESS**

A contract between the project implemented by Save the Children and *Consultancy Service Provider* (each member of the expert group) will be established covering the activities defined in these “Terms of Reference”.

Interested *Consultancy Service Providers* should submit a letter of interest, the technical proposal (detailed working plan, and responsibilities of each member of the experts group), the financial proposal, CVs of all members of the experts group, and a copy of ID cards (in a single email) to: info.albania@savethechildren.org, by close of business **15.04.2020**.