



6 November 2022

## TERMS OF REFERENCE (TOR no. 2022/073)

### **Service provision for conducting informative sessions on the adaptation of the Icelandic Model on health promotion in the framework of the project” Shkollat për Shëndetin”**

#### 1. BACKGROUND

As of the 1<sup>st</sup> 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 “*Shkollat për Shëndetin*” is to promote healthy behavioural practices and healthy lifestyle habits in the Albanian population, with a particular focus on schoolchildren (aged 6-15 years) in order to control and prevent effectively the major risk factors for non-communicable diseases (NCDs).

One of the activity of the project is the implementation of the Icelandic Model in health promotion activities among children of school aged 6-16 years old in Albania.

The project should scale up the approach of this model among the national central level actors which are been identified as key stakeholders for the project (Ministry of Education and Sport, Ministry of Health and Social Protection, General Directory of the Health Care Operator, General Directory of Pre University Education, Institute of Public Health, Faculty of Medicine.)

As per above, the project “*Shkollat për Shëndetin*” is seeking for a service provider who will organise and deliver informative sessions on the adaptation of the Icelandic model/approach regarding health promotion based on the knowledge gained during the study visit of Albanian experts in Iceland.

## 2. AIM AND OBJECTIVES OF THE ASSIGNMENT

'Save the Children' is seeking to contract a service provider (Company/NGO) which will organise and deliver informative sessions on the adaptation of the Icelandic model/approach among the main actors and stakeholders involved in the implementation of the project "Shkollat për Shëndetin".

### Specific objectives

- To organize and deliver informative sessions on the approach of the Icelandic model.
- To summarize findings from the informative sessions.
- To work closely with the project team.
- To organize and deliver sessions in a gender and culturally manner and in accordance with national context, traditional and current circumstances.

## 3. SERVICE PERIOD

In order to respond to the objectives of assignment, the Service provider 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 meeting with the project team on finalizing of working plan and the target audience of the sessions   |
| 2.  | Organizing and delivering the informative sessions as follows:<br>2 (two) informative sessions -- Public Health in Faculty of Medicine<br>One informative session -- Institute of Public Health (Department of Non-Communicable disease)<br>2 (two) informative sessions – General Directory of Pre-University Education and Local Directory of Education of Tirana<br>One informative session -- Local Directory of Health Care of Tirana<br>One informative session -- NGO focus on Child protection |
| 3.  | Submit the final report (with recommendations of key actors) and a narrative report at the end of the service.   |

The duration of this service will be over the period 21 November – 8 December 2022.

#### **4. DELIVERABLES**

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

- List of participants in each of the informative sessions.
- Pictures from the events.
- Main findings from the informative sessions.
- A final report and a narrative report on the services provided in the end of service.

#### **5. QUALIFICATION AND SELECTION CRITERIA OF THE SERVICE PROVIDER**

The service provider (company or NGO) should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Proven expertise in organizing and deliver sessions with audience according to the requirements of this assignment.
- Staff with:
  - Background in health science, social sciences, educational sciences and
  - Excellent oral and written communication skills in Albanian and English;
  - Previous experience in conducting sessions according to the requirements of this assignment.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.

#### **6. 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 service in every step of the process and will provide:

- Presentations which will be used during the informative sessions.
- A list of Experts with efficient knowledge on the Icelandic health promotion model.

No action will be taken without the approval of the project.

The *Service Provider* is responsible for organize and deliver the informative sessions involving the target groups of interest in a timely manner and submit a technical report on findings during the informative sessions and a short narrative report describing the assignment process.

## **7. PROPOSAL**

The Service Provider is expected to submit a proposal as described below:

- Technical proposal including, at least, the following:
  - Methodology for development of the informative sessions with the actors.
  - A detailed plan and a preliminary calendar of the sessions in central/local level.
- Financial bid/proposal: detailed expenditure plan for session in ALL (Albanian Lekë), including taxes according to the Albanian legislation.
- CVs of the Service Provider and the key members who will organize the informative sessions. The CVs should include a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in conducting sessions in the health and education fields targeting the actors .

A copy of ID card of the designated service provider representative (acting on behalf of the applicant).

## **8. AWARD CRITERIA**

The award criteria consist of the following:

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

## **9. PAYMENT MODALITY**

The payment will be done at the end of the services as “lump sum” after the delivery of:

- For all the informative sessions:
  - Agenda
  - List of participants
  - Pictures from the informative session
  - Report on the session
- A technical report on the main findings of the informative sessions.

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

## **10. OTHER BUSINESS**

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

Interested Service Providers should submit a technical proposal, a financial proposal (if VAT is applicable and type of invoice issued), CVs (of the company/organization, and for each of the members involved in the workshops), and a copy of ID card (of the designated service provider representative), by close of business **14** – 11 – 2022.

The application should be submitted in [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org)

Submission of written questions about this call may be addressed to [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org), by close of business 8 – 11 – 2022.

All questions will be responded by close of business **10** – 11 – 2022.