

Një projekt i Agjencisë Zvicerane për  
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft  
Confédération suisse  
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Confederaziun svizra

Agjencia Zvicerane për Zhvillim  
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



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30 October, 2023

**TERMS OF REFERENCE (TOR no. 2023/0150) Relaunch**  
**Service provision for training of Child Protection Agency at the central level and their units at local level about health promotion and educational activities in the framework of the project**  
**“Shkollat për Shëndetin”**

**BACKGROUND AND RATIONALE**

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 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 non-communicable diseases (NCDs).

One of the activities of the project “*Shkollat për Shëndetin*” for the third implementation year aims to train the Child Protection Agency of at central and their unit in local level. The involvement will enable Child Protection Agency to strengthen its capacities for monitoring of the rights of children toward health and education and the respective laws on prevention of NCD risk factors.

It is expected that participation of staff of child protection units at central and local levels will improve naturally their awareness, knowledge and attitude regarding health promotion interventions in schoolchildren (including healthy lifestyle habits and healthy behavioural practices) and will enable them to engage more pro-actively in health promotion interventions with children aged 6-16 years and their parents/families.

## 1. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking to contract a service provider capable of training the staff of Child Protection Agency at central level (in Tirana) and their units at local level in the regions of Shkodër, Dibër, Vlorë, Fier and Gjirokastrë for the needs of the project “Shkollat për Shëndetin”.

### Specific Objectives:

- To provide in-depth training for the staff of child protection units at both central and local levels (overall, 6 training sessions). The training will cover the following aspects:
  - Enhancing knowledge and attitudes regarding health promotion interventions in schoolchildren (including healthy lifestyle habits and healthy behavioural practices) and effective delivery of educational activities with a focus on health promotion among children aged 6-16 years and their parents/families.
  - Identification and reach out of a large audience for delivering effective training sessions for knowledge transfer for child protection unit dealing with vulnerable and marginalized categories of children and their families.
  - Strengthening the capacities of Child Protection Agency and their units at local level for monitoring of the rights of children toward health and education and the respective laws on prevention of NCD risk factors.
- To deliver training sessions in a gender- and culturally-sensitive manner and in accordance with the local contexts, traditions and current circumstances.

## 2. SERVICE PERIOD

The duration of the service will be over the period 10 November – 21 December 2023\*.

The service provider is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work: <ul style="list-style-type: none"><li>- Drafting the training materials (based on solid and well-known resources which should be approved by the project team), which will be used during the training sessions with child protection unit at municipality level.</li><li>- Consultative meetings with relevant stakeholders and the project team.</li></ul>
2.	Training sessions (one day training in each of the following regions):

	Tirana (1), Shkodër (1), Dibër (1), Vlorë (1), Fier (1), Gjirokastrë (1).
3.	Writing the report of the service provided.

\* Any revision of the above timeline will be agreed with the selected company/NGO based on the work plan. The sessions are anticipated to include the local child protection units of all the municipalities, as per the regions specified.

### **3. DELIVERABLES**

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

- A narrative report about training sessions conducted in each region.
- List of participants in the each of the training sessions.
- Pre-tests and post-tests documenting the change in the knowledge level for each training session.
- Materials used during the training sessions (including PowerPoint presentations, other documents and hand-outs distributed to training participants).
- Photos from all events.
- The final report should be in Albanian with a short summary in English.

### **4. 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 conducting training sessions according to the requirements of this assignment.
- Proven expertise in health promotion activities and other fields related to the scope of this call.
- Staff with background in public health and health promotion with:
  - excellent oral and written communication skills in Albanian and English;
  - previous experience in conducting training sessions at municipality level.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.

### **5. PROPOSAL**

The service provider is expected to submit a proposal, including:

- Technical proposal including the approach to the training sessions (the respective methods of conducting the trainings and proposal on the main topics), the proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: Cost for one day training in ALL (Albanian Lekë) specified for each region included in this call, in line with the proposed working plan, including taxes according to the Albanian legislation. The service provider should be eligible to issue an invoice for the service.
- CVs of the company/NGO and key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in delivery of the training sessions at municipality level.
- A copy of ID card of the representative of the service provider.

## **6. AWARD CRITERIA**

The award criteria will consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the service provider: 20%

## **7. RESPONSIBILITY OF THE PROJECT IMPLEMENTED BY SAVE THE CHILDREN AND THE SERVICE PROVIDER**

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.

The project team will monitor, supervise and facilitate the service provider in every step of the process. No action will be taken without the approval of the project.

The service provider is responsible for conducting the training sessions according to the requirements and timeline included in these Terms of Reference.

## **8. PAYMENT MODALITY**

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

- A final report (in English and Albanian) about the training sessions conducted in Tirana and each region (Shkodër, Dibër, Vlorë, Fier, Gjirokastër, Tiranë), along with training materials, lists of participants attending the training events, and photos from each event.
- A short narrative report of the service (the template will be provided by the project in due time).

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

## **9. ADMINISTRATIVE ASPECTS**

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 (companies/NGOs) should submit a technical proposal, a financial proposal (if VAT is applicable and type of invoices issued), CV of the company/NGO and the key experts proposed, and a copy of the ID card of the representative (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 06– 11 – 2023.