

Një projekt i Agjencisë Zvicerane për  
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Agjencia Zvicerane për Zhvillim  
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



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16 October, 2023

## TERMS OF REFERENCE (TOR no. 2023/0170)

### **Service provision for school-based health promotion activities and community-based health promotion activities in the framework of the project “Shkollat për Shëndetin”**

#### **1. BACKGROUND AND RATIONALE**

In March 2023, Save the Children started the third-year implementation 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).

More specifically, “Shkollat për Shëndetin” is intended to promote positive behavioural changes among all primary schoolchildren (aged 6-16 years) in Albania, their respective families and communities at large.

Beneficiaries of this project consist of all 9-year schools in Albania (through online interventions).

Furthermore, a nationwide representative sample of 120 schools benefits from additional onsite (in-depth) interventions, through a gradual inclusion of schools. Currently, in the third implementation year of the project, 90 schools are targeted for in-depth (onsite) interventions in the following nine regions of Albania: Kukës, Elbasan, Korçë, Lezhë, Durrës, Berat, Shkodër, Vlorë and Gjirokastrë.

Onsite (in-depth) interventions of the third-year implementation (covering the period March 2023 – February 2024) are mainly focused in 30 schools pertinent to the following three regions of Albania: Shkodër (12 schools), Vlorë (10 schools), and Gjirokastër (8 schools). In these 30 schools and their respective communities, a wide range of activities is envisaged for the third implementation year of the project aiming at promoting sustainable positive behavioural changes among children, their respective families, and communities at large.

## 2. AIM AND OBJECTIVES OF THE SERVICE

### **Aim:**

Save the Children is seeking to contract a service provider (company/NGO) capable of conducting school-based health promotion activities and community-based health promotion activities for the needs of the project “Shkollat për Shëndetin”.

### **Specific Objectives:**

- To conduct a range of school-based health promotion activities in selected schools pertinent to the 9-year system in the following three regions of Albania: Shkodër, Vlorë, Gjirokastër:
  - School-based learning activities on cooking and preparing healthy foods, as well as physical activity classes;
  - Competitions: organisation of different competitions between schools regarding a wide range of healthy behaviours;
  - Promotion of good hygienic practices.
- To carry out an array of community-based health promotion activities in selected areas pertinent to the following three regions: Shkodër, Vlorë, Gjirokastër:
  - Supportive collaboration in healthy recreational activities like organized sports, music, etc.
- To conduct awareness raising and information sessions to transfer the “know how” for the children, teachers, other school staff, local health personnel and other local staff on health and education topics.
- To enable supportive environments in schools regarding health promotion interventions and health education activities.
- To ensure a wide reach of children aged 6-16 years in the areas targeted for in-depth interventions.

- To offer different scenarios in order to ensure that the most suitable approach is chosen (based on the local context) when is appropriate.

### 3. SERVICE PERIOD

The duration of the service will be over the period: 06 November 2023 – 19 January 2024\*. The service provider should ensure timely and effective response to the current needs of beneficiaries, schools, and all relevant stakeholders at community level.

The service provider (company/NGO) is required to conduct the following activities according to the respective timelines:

No.	ACTIVITY**	QUANTITY	TIMELINE		Shkodër	Vlorë	Gjirokastër
			Begin	End	12 Schools	10 Schools	8 Schools
1.	School-based learning activities on cooking and preparing healthy foods, as well as physical activity classes	40 cooking and physical activities classes completed (20 cooking classes and 20 physical activities) in 3 regions of the project (Shkodër, Vlorë, Gjirokastër)	01-11-2023	26-01-2024	16	14	10
2.	Competitions: organisation of different competitions between schools regarding a wide range of healthy behaviours	13 competitions implemented in 3 regions of the project (Shkodër, Vlorë, Gjirokastër)	01-11-2023	26-01-2024	6	4	3

3.	Promotion of good hygienic practices	6 sessions on good hygienic practices conducted in three regions (Shkodër, Vlorë, Gjirokastër)	01-11-2023	26-01-2024	2	2	2
4.	Supportive collaboration in healthy recreational activities like organized sports, music, etc.	4 events on healthy recreational activities like organized sports, music, etc.	01-11-2023	26-01-2024	2	1	1

\* Any changes of the timeline should be agreed with the selected service provider based on the work plan.

\*\* The activities will be conducted in Shkodër in 12 schools (6 schools in urban areas and 6 schools in rural areas), Vlorë in 10 schools (5 schools in urban areas and 5 others in rural areas), Gjirokastër in 8 schools (5 schools in urban areas and 3 schools in rural areas). The names of the schools and the respective communities where the activities will take place will be provided by the project team in due time.

#### 4. DELIVERABLES

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

DELIVERABLE TITLE	FORMAT
<b>Cooking and physical activities classes:</b> Pictures Original signed lists (by adults) of participants Report of the activity Questionnaires (completed) on satisfaction with the activity Pre and post tests	<b>Cooking and physical activities classes:</b> JPG Hard copy, excel format Electronic word document Hard copy document Hard copy document
<b>Competition between schools:</b> Scenario used	<b>Competition between schools:</b> Electronic word document

<p style="text-align: right;">Pictures</p> <p>Original signed lists (by adults) of participants</p> <p style="text-align: right;">Report of the activity</p> <p>Questionnaires (completed) on satisfaction with the activity</p> <p style="text-align: right;">Post tests</p>	<p style="text-align: right;">JPG</p> <p style="text-align: right;">Hard copy, excel format</p> <p style="text-align: right;">Electronic word document</p> <p style="text-align: right;">hard copy document</p>
<p><b>Promotion of good hygienic practices:</b></p> <p style="text-align: right;">Documents used</p> <p style="text-align: right;">Pictures</p> <p>Original signed list (by adults) of participants</p> <p style="text-align: right;">Report of the activity</p> <p style="text-align: right;">Post tests</p>	<p><b>Promotion of good hygienic practices:</b></p> <p style="text-align: right;">Electronic word document</p> <p style="text-align: right;">JPG</p> <p style="text-align: right;">Hard copy, excel format</p> <p style="text-align: right;">Electronic word document</p>
<p><b>Supportive collaboration in healthy recreational activities:</b></p> <p style="text-align: right;">Documents used</p> <p style="text-align: right;">Pictures</p> <p>Original signed list (by adults) of participants</p> <p style="text-align: right;">Report of the activity</p> <p>Questionnaires (completed) on satisfaction with the activity</p>	<p><b>Supportive collaboration in healthy recreational activities:</b></p> <p style="text-align: right;">Electronic word document</p> <p style="text-align: right;">JPG</p> <p style="text-align: right;">Hard copy, excel format</p> <p style="text-align: right;">Electronic word document</p> <p style="text-align: right;">Hard copy document</p>

## 5. QUALIFICATION AND SELECTION CRITERIA FOR 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:

- The service provider must be a legally registered Company/NGO in Albania and comply with the country's legislation.
- The service provider must have proven working experience with community-based and/or school-based activities.
- The service provider must have relevant proven working experience (at least 5 years) with community-based and/or school-based activities.
- The key health experts proposed by the service provider should have background in public health and health promotion.

- Also, the key health promotion experts and education experts proposed by the service provider should hold a MSc degree in Health Sciences, Social Sciences, or other relevant degrees and should have proven working experience with community-based and/or school-based activities.
- The service provider should have proven experience in project management.
- Furthermore, the service provider should have proven expertise in Albanian and English report writing.
- The service provider should have proven ability to meet deadlines and work under pressure.
- The service provider should have flexibility in responding to the needs of the contracting agency.
- All the proposed experts pertinent to the service provider should have excellent oral and written communication skills in both Albanian and English languages.

## 6. PROPOSAL

The *Service provider (company/NGO)* is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
  - Proposed interventional approaches (models);
  - Comprehensiveness and coherence according to the specific objectives of this call;
  - Feasibility of the proposed interventions.
- Financial bid/proposal including the following elements:
  - Total cost for each type of activity in ALL (Albanian Lekë) as per the table provided below. The fees should be categorized based on the specified activities mentioned in the table under section 3: “Service period”; The total cost should cover all costs associated with the activity.

Activity	Type of Experts	No of days for each Expert	Daily fee for each Expert (ALL)	Total fee per each activity (ALL)
1. School-based learning activities on cooking and preparing healthy foods, as well as physical activity classes				
2. Competitions: organisation of different				

competitions between schools regarding a wide range of healthy behaviours				
3. Promotion of good hygienic practices				
4. Supportive collaboration in healthy recreational activities like organized sports, music, etc.				

- Overall fee for the required service (based on the quantity/volume of work specified in the table under section 3: “Service period”).
- CV of the Company/NGO, as well as CVs of all key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in school-based health promotion interventions and community-based activities.
- A copy of the ID cards for the designated representative of the service provider (Company/NGO) and the key experts proposed.
- Legal registration of the Company/NGO (a copy of NIPT).

## 7. AWARD CRITERIA

The award criteria consist of the following:

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

The award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
<b>Technical proposal</b>	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approaches (models)	20%
	Feasibility and sustainability of implementation	10%
	<b>Subtotal</b>	<b>40%</b>

<b>Financial proposal</b>	i) Fee for each type of activity: <ul style="list-style-type: none"> <li>- Cooking and physical activities classes;</li> <li>- Competitions;</li> <li>- Sessions on good hygienic practices;</li> <li>- Events on healthy recreational activities like organized sports, music, etc.</li> </ul> ii) Overall fee for the required service (based on the quantity/volume of work specified in the table under section 3: "Service period")	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	<i>Company/NGO:</i> experience of the company/NGO with similar projects (in school-based interventions and/or community-based health promotion)	5%
	<i>Project Manager:</i> degrees, qualifications and experience of the proposed team leader (project manager)	5%
	<i>Experts:</i> qualification and experience of the proposed key experts (in health promotion, health education, school-based interventions and community interventions)	10%
	<b>Subtotal</b>	<b>20%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 8. 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 work closely 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 all the envisaged activities according to the requirements and timeline included in these Terms of Reference.



## 9. PAYMENT MODALITY

The payment will be done as lump sum after the delivery of a final report (in English and Albanian) about all the activities conducted in each of the three regions (Shkodër, Vlorë, Gjirokastër), consisting of the following:

- Completion of 40 cooking and physical activities classes;
- Completion of 13 competitions;
- Completion of 6 sessions on good hygienic practices;
- Completion of 4 events on healthy recreational activities like organized sports, music, etc.

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

## 10. 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 the applications in English in a sealed envelope no later than **30-10-2023**. Financial offer should be submitted in a separate envelope from the technical proposal and state if **VAT** is applicable for such services. On each envelope (technical proposal, and financial offer) it should be written clearly the full name of the current tender/call.

*Address:* The envelopes should be submitted to the following address: Please do not open!

TORs ref. no. 2023-0170

Save the Children Albania national office

Street: “Mihal Popi”, Lagjia 8,

Building 1 Maji, Vila “Lami”; P.O. Box 8185

Tel: +355 4 2261840 / +355 4 2261929 / +355 4 2266227

Fax: +355 4 2263 428

E-mail: [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org)

*Late submissions:* Bids submitted after the deadline will not be taken into consideration. They will not be opened and will be destroyed.

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 18-10-2023. All questions will be responded by close of business 20-10-2023.