

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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09 November 2023

## TERMS OF REFERENCE (TOR no. 2023/155) Relaunch

**Service provision for assessment/mapping of dental care services, design of implementation in phases of the national screening program on oral health, and awareness raising campaign on oral health for school-aged children in Albania in the framework of the project “Shkollat për Shëndetin”**

### 1. 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 behaviour practices and healthy lifestyle habits in the Albanian population, with a particular focus on schoolchildren (aged 6-16 years) to effectively control and prevent the major risk factors for NCDs.

Oral health (dental care) is very important as its compromised status can alter food choices thereby negatively impacting food intake. A core group of pertinent to the Albanian Ministry of Health and Social Protection (MoHSP) has prepared a policy brief on dental care<sup>1</sup>. This policy brief envisages a strong commitment and a clear plan for the provision of oral health services in school settings in Albania. Furthermore, this policy brief on dental care has already been endorsed by the National Committee on Child Protection, which is under the auspices of the MoHSP.

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<sup>1</sup> The working group includes representatives from the Ministry of Health, Health Care Operators, University Dental Clinic, National Institute of Public Health, and other relevant institutions.

Based on this policy brief, the project “Shkollat për Shëndetin” is aiming at supporting the MoHSP regarding the implementation of a dental care (oral health) campaign consisting of the following components:

- Awareness raising campaign about oral health aspects (dental care) among pupils (aged 6-16 years) and their parents/caregivers.
- Assessment/mapping of the dental care services for school-aged children (aged 6-16 years) in Albania.
- Mapping of the program and subsequent support of the MoHSP for the design of implementation in phases of the national screening program on oral health (dental care).

## 2. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking to recruit an organization/company or a consortium of organizations/companies with proven experience at least 3 (three) years in conducting similar projects in the area of public health and social development.

### Specific Objectives:

- To assess/map the public dental care services for school-aged children (6-16 years old) in Albania.
- To support the MoHSP to design the implementation in phases of the national screening program on oral health (dental care), based on the mapping to be conducted and the situation analysis already identified by the MoHSP structures/institutions.
- To raise the awareness (public health campaigns) about oral health aspects (dental care) among pupils (6-16 years old) and parents/caregivers in Albania.

## 3. SERVICE PERIOD

The duration of the service will be over the period: 22 November 2023– 07 February 2024\*.

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

No.	Assignment Steps**
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1.	<p>Desk review of the current legal framework and organization of public dental care services:</p> <ul style="list-style-type: none"> <li>○ Organize meetings with MoHSP, National Health Service Operator (NHSO), University Dental Clinic (UDC).</li> <li>○ Review of the current legal framework including current protocols and guidelines.</li> </ul>
2.	<p>Assessment and mapping of the dental care services for school-aged children (aged 6-16 years):</p> <ul style="list-style-type: none"> <li>○ Data collection and analysis based on questionnaires for service providers (informing about the respective dental care services provided: type, frequency, coverage, etc.).</li> <li>○ Provide recommendations to the working group (MoHSP core group on dental care/oral health) based on the findings.</li> </ul>
3.	<p>Mapping on the National Dental Care Screening Program in schools:</p> <ul style="list-style-type: none"> <li>○ Mapping of the enrolment of the National Dental Care Screening Program in schools for children aged 6-16 years (focussed on availability, distribution).</li> <li>○ Develop, discuss, and agree with the working group on the final draft including relevant recommendations for an effective and timely implementation of the screening program.</li> </ul>
4	<p>Support to the MoHSP for the design of implementation in phases of the national dental care screening program in schools:</p> <ul style="list-style-type: none"> <li>○ Review (qualitative) of the current implementation of the national screening program on oral health.</li> <li>○ Provision of support to the MoHSP for strengthening the design of implementation in phases of the national screening program on oral health among schoolchildren in Albania.</li> </ul>
5.	<p>Awareness Raising Campaign on Oral Health:</p> <ul style="list-style-type: none"> <li>○ Preparation of the public health campaign on seeking dental care (oral health) services for pupils aged 6-16 years including objectives of the campaign, communication and media activities, and budgets as per designed activities.</li> <li>○ Develop and implement jointly with national structures a communication strategy for the National Dental Care Screening Program in schools for children aged 6-16 years.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Produce communication materials to raise awareness on adequate oral health care, on oral health care seeking and service provision available for pupils aged 6-16 years and their parents/caregivers to address various stakeholders.</li> <li>○ Prepare social media design posts (infographics) and short videos addressing oral health service provision for pupils aged 6-16 years.</li> <li>○ Conduct the awareness raising campaign on oral health.</li> </ul>
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\* Any changes to the timeline should be agreed upon with the selected service provider based on the work plan.

\*\* This list will be refined and confirmed at the beginning of the assignment.

#### **4. DELIVERABLES**

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

- Desk review Report of the current piloting initiative of the public dental care services provided for pupils aged 6-16 years in Albania.
- Mapping Report for the enrolment of the National Dental Care Screening Program in schools for children aged 6-16 years (focused mainly on availability and distribution of dental care services).
- Report with concrete recommendations to the MoHSP on the design for implementation in phases of the national screening program on oral health.
- Communication strategy document for the National Dental Care Screening Program in schools for children aged 6-16 years.
- Copy of the communication materials for children aged 6-16 years and their parents/caregivers.
- Designs posts (infographics) and short videos available for social media.
- Pre- and-post test results on dental care (oral health) seeking behaviour for children and their parents/caregivers.
- Pre- and-post test results on knowledge change regarding the importance of oral health (dental care for pupils aged 6-16 years and their parents/caregivers).
- A narrative report on the structure, process, and all other relevant content and organizational details related to the awareness raising campaign on oral health (dental care).

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

The service provider (organization/company or a consortium of organizations/companies) should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- At least 3 (three) years of experience in conducting similar projects in the area of public health and social development.
- Experience at least 3 (three) years in the field of communication campaigns, preferably in oral health (dental care).
- Proven experience in preparation of spots on social issues in Albania in a sensitive and ethical manner (links to videos/spots should be provided).

Moreover, the implementing team proposed by the organization should fulfil the following criteria:

One team leader (responsible for supervision and delivery of the service provision) should have the following qualifications:

- i. University degree in Health, Law, Economy, Social Sciences.
- ii. Previous experience in assessments and reporting skills.
- iii. Experience with international institutions is preferred.
- iv. At least 3 years of experience in managing teams of similar scope.

Maximum 2 (two) experts, with the following qualifications:

- i. University degree(s) in public health, social sciences or related fields.
- ii. At least 3 years of experience on similar projects, assessments, and mapping in the health and social fields.
- iii. Strong ability for data collection, processing, analysing and interpretation of questionnaire data.
- iv. Organization skills to involve resources ensuring successful implementation of the service.
- v. Good computer skills in Microsoft Office and data analysis.
- vi. Experience in similar events (organization of campaigns).
- vii. Experience in drafting, editing reports and ability to organize meetings and synthesize presentations.

A self-standing (dedicated) communication campaign team leader will have overall responsibility for supervision and delivery of the project and should meet the following qualifications:

- i. University degree in Social Sciences/Economy or relevant field.
- ii. Previous experience in presentation and reporting skills. Experience with international institutions is preferred.
- iii. At least 3 years of experience in managing projects at national level.
- iv. At least 3 years of experience in communication campaigns.

## **6. PROPOSAL**

The service provider is expected to submit an application including:

- Technical proposal including the methodology proposed for the required activities, the proposed work plan, timeline, and other relevant elements.
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for the service provided, including taxes according to the Albanian legislation. The service provider should be eligible to issue an invoice according to the Albanian legislation for the services provided.
- 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 conducting activities at the community level.
- A copy of ID card of the representative of the service provider.

## **7. AWARD CRITERIA**

The award criteria will consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the service provider: 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 of implementation	10%
	<b>Subtotal</b>	<b>40%</b>
<b>Financial proposal</b>	Financial bid	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	<i>Company</i> : experience of the company with similar projects	5%
	<i>Team Leader</i> : degrees, qualifications and experience of the proposed team leader	5%
	<i>Communication Expert and other key Experts proposed</i> : qualification and experience relevant for the required services	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 this 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 carrying out the activities according to the requirements and timeline included in these Terms of Reference.

## 9. PAYMENT MODALITY

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

- Desk review Report of the current piloting initiative of the public dental care services provided for pupils aged 6-16 years in Albania.
- Mapping Report for the enrolment of the National Dental Care Screening Program in schools for children aged 6-16 years (focused mainly on availability and distribution of dental care services).
- Report with concrete recommendations to the MoHSP on the design for implementation in phases of the national screening program on oral health.
- Communication strategy document for the National Dental Care Screening Program in schools for children aged 6-16 years.
- Copy of the communication materials for children aged 6-16 years and their parents/caregivers.
- Designs posts (infographics) and short videos available for social media.
- Pre- and-post test results on dental care (oral health) seeking behaviour for children and their parents/caregivers.
- Pre- and-post test results on knowledge change regarding the importance of oral health (dental care for pupils aged 6-16 years and their parents/caregivers).

Narrative report on the awareness raising campaign on oral health (dental care). 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 **14-11-2023**. 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. 2023-155

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.