

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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23 January, 2024

## TERMS OF REFERENCE (TOR no. 2024/0206)

### **Service provision for capacity building on hygiene and environmental protection 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.

Based on a decision of the Steering Committee of the project, it was decided for the project to give a particular focus on the issues concerning hygiene and environmental protection. Therefore, there is currently a need to strengthen capacities and structures at local (community) level for ensuring good hygienic practices, appropriate waste management practices, and environmental protection in general.

Enabling of a safe environment will eventually support the promotion of 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 capacity building interventions related to hygiene and environmental protection for the needs of the project “Shkollat për Shëndetin”.

### **Specific Objectives:**

- To conduct 12 (twelve) online capacity building interventions in selected schools pertinent to the 9-year system in the following three regions of Albania: Shkodër, Vlorë, Gjirokastrë:
  - Six online capacity building activities for the children (pupils) on good hygienic practices and environmental protection in general;
  - Six online capacity building activities for the school staff on good hygienic practices and environmental protection in general.
- To conduct 3 (Three) online awareness raising sessions regarding the importance of good hygienic practices and environmental protection with the children’s parents and other community members in three regions of Albania (Shkodër, Vlorë, Gjirokastrë).

## **3. SERVICE PERIOD**

The duration of the service will be over the period: **7 February – 16 February 2024**. The service provider should ensure timely and effective response to the current needs of beneficiaries, schools, and all relevant stakeholders at community level.

#### **4. DELIVERABLES**

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

- A final narrative report describing in detail the content of the capacity building interventions with children, school staff, parents and other community members.
- Attendance lists of all capacity building sessions.
- Photos from capacity building sessions with different audiences (children, school staff, parents and other community members).

#### **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 school-based and/or community-based activities, especially on the issues related to hygiene and environmental protection.
- The service provider must have relevant proven working experience with school-based and/or community-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 key 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) for the capacity building activities in order to engage a broad online audience;
  - 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 capacity building activity in ALL (Albanian Lekë). The total cost should cover all costs associated with the activity. The financial offer should state if VAT is applicable for such services.
- 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, especially in the area of hygiene and environmental protection.
- 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 and Court certificate for NGOs).

## 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>	<ul style="list-style-type: none"> <li>i) Fee for each type of capacity building activity (with children, school staff, parents and other community members including all cost for the training, daily fees for delivering the training and preparation of the materials/reports, refreshers, etc)</li> <li>ii) Overall fee for the required service (based on the quantity/volume of work specified under section 2: “Aim and objectives of the service”)</li> <li>iii) Specify whether the company/NGO is subject to VAT. If yes, then specify whether the fee includes VAT.</li> </ul>	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)	10%
	<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 5 (five) capacity building sessions with children;
- Completion of 5 (five) capacity building sessions with school staff;
- Completion of 3 (three) capacity building sessions with parents and other community members.

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 a technical proposal (approach, work-plan, and other relevant details), the financial proposal, CVs of the proposed experts/consultants, and a copy of ID of the representative of the company/NGO (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 02-02-2024.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 25-01-2021. All questions will be responded by close of business 26-01-2024.