

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



24 January 2024

TERMS OF REFERENCE (TOR no. 2024/0207) Relaunch

Service provision for training of teachers of physical education pertinent to 9-year schools in Albania, 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 meeting of the Steering Committee of the project, it was decided for the project to support specific training activities for teachers of physical education pertinent to 9-year schools in Albania. These training activities should include a wide range of positive behavioural changes such as sports and physical exercise, healthy nutrition, as well as hygiene and environmental protection.

2. AIM AND OBJECTIVES OF THE SERVICE

Aim:

Save the Children is seeking to contract a service provider (company/NGO) capable of conducting training sessions on promotion of sustainable healthy behaviours among teachers of physical education pertinent to the 9-year school system, for the needs of the project “Shkollat për Shëndetin”.

Specific Objectives:

- To conduct 12 (twelve) onsite training sessions with teachers of physical education in the following three regions: Shkodër, Vlorë, and Gjirokastrë.
- To conduct 20 (twenty) online training sessions with teachers of physical education from all regions of Albania.

Save the Children in Albania National Office

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3. SERVICE PERIOD

The duration of the service will be over the period: 05 February – 23 February 2024¹. 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 training sessions (both onsite and online training sessions).
- Attendance lists from all training sessions (onsite and online sessions).
- Photos from training sessions (onsite and online sessions).

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 capacity building interventions in school settings, especially regarding promotion of positive behavioural changes, including the issues related to hygiene and environmental protection.
- The service provider must have relevant proven working experience with school staff in Albania.
- The key experts proposed by the service provider should have background in sports, physical education, but also in public health and health promotion.
- Also, the key experts proposed by the service provider should hold a MSc degree in Sport Sciences, Health Sciences, Social Sciences, or other relevant degrees and should have proven working experience with 9-year schools in Albania.
- 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 training sessions (both onsite and online);
 - 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 training sessions (onsite vs. online) in ALL (Albanian Lekë). The total cost should cover all costs associated with the activity (onsite and online). The financial offer should state if VAT is applicable for such services.

¹ above dates are indicative and will be agreed with the recommended service provider

- 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 capacity building interventions with school staff, especially in the area of health promotion, sports and exercise, as well as 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, certificate of tax office (QKB) / certificate from court 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
Technical proposal	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approaches (models) for the training sessions (onsite and online)	20%
	Feasibility and sustainability of implementation	10%
	Subtotal	40%
Financial proposal	overall fee for onsite training session (including all cost for the training, transportation, daily fees for delivering the training and preparation, materials, refreshers etc)	20%
	overall fee for online sessions (daily fees, preparation fee)	
	Financial feasibility	20%
	Subtotal	40%
CV of the applicant	<i>Company/NGO</i> : experience of the company/NGO with similar projects (capacity building interventions in school settings)	10%
	<i>Experts</i> : qualification and experience of the proposed key experts (in health promotion, sports, and physical exercise, as well as hygiene and environmental protection)	10%
	Subtotal	20%
TOTAL SCORE		100%

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 training activities conducted onsite and/or online in each of the three regions (Shkodër, Vlorë, Gjirokastër), as specified below:

- Completion of 12 onsite training sessions with teachers of physical education in the following three regions: Shkodër, Vlorë, and Gjirokastër;
- Completion of 20 online training sessions with teachers of physical education from all regions of Albania.

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 30-01-2024. 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. 2024-0207

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