

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



---

16 February, 2024

## TERMS OF REFERENCE (TOR no. 2024/0223)

### Service provision for capacity building on urban planning 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 Gjirokastër.

## ***Urban planning and public health***

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 urban planning. Therefore, there is currently a need to strengthen capacities and structures at central and especially local level regarding urban planning for a healthy living.

Promotion of effective urban planning is a major prerequisite for ensuring sustainable communities. Sound urban planning involves creating well-designed, liveable, and sustainable communities that meet the needs of their residents while preserving natural resources and promoting economic growth. By considering the key characteristics of effective urban planning (smart growth, sustainability, accessibility, community engagement, economic development and quality of life) the project can support different communities for ensuring a vibrant, sustainable and inclusive environment, promoting a good quality of life for all residents.

## **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 urban planning conducive to healthy behaviours for the needs of the project “Shkollat për Shëndetin”.

### **Specific Objectives:**

- To conduct 6 (six) onsite capacity building interventions in selected communities in the following six regions of Albania: Shkodër, Vlorë, Gjirokastrë, Berat, Korçë, Elbasan.
- To conduct 15 (twenty) online capacity building interventions including different communities from all regions of Albania.
- To conduct 4 (four) intersectoral advocacy forums/ meetings the central/local level that highlight viable solutions for safer and healthier schools: Shkodër, Vlorë, Gjirokastrë and Kukës.

## **3. SERVICE PERIOD**

The duration of the service will be over the period: 22-29 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 community members.
- Attendance lists of all capacity building sessions.
- Photos from capacity building sessions with 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 community-based activities, especially on the issues related to urban planning.
- The service provider must have relevant proven working experience with community-based activities.
- The key experts proposed by the service provider should have background in engineering, urban planning and public health.
- Also, the key experts proposed by the service provider should hold a MSc degree in Engineering, Health Sciences, Social Sciences, or other relevant degrees and should have proven working experience with community-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;
- 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 community-based activities, especially in the area of urban planning 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 NIP; court registration recent certificates for NGOse).

## 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: a) Onsite capacity building interventions (including all cost for the training, transportation, daily fees for	20%

	delivering the training and preparation, materials, refreshers etc) b) Online capacity building interventions (daily fees, preparation fee) c) Intersectoral advocacy forums/ meetings (including all cost for the training, transportation, daily fees for delivering the training and preparation, materials, lunch break, transportation for around 12-15 participants etc) ii) Overall fee for the required service (based on the quantity/volume of work specified under section 2: "Aim and objectives of the service")	
	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 community-based interventions)	10%
	<i>Experts</i> : qualification and experience of the proposed key experts (in community-based 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, as described in these Terms of References.

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 20-02-2024. 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. 2023-0223 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 19-02-2024. All questions will be responded by close of business 19-02-2024.