



---

May 17, 2024

## TERMS OF REFERENCE (TOR no. 2024/0243)

**Service provision for conducting onsite training activities with school staff, health promotion specialists, local government representatives and key agents of change at community level in the framework of the project “Shkollat për Shëndetin”**

### 1. BACKGROUND AND RATIONALE

As of March 2024, Save the Children have started the implementation of the fourth year 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 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) and other health emergencies including COVID-19.

One of the main interventions of the project “*Shkollat për Shëndetin*” concerns the capacity building of key actors and beneficiaries through provision of training activities, peer-to-peer education, and continuous professional development. Hence, similar to the previous implementation years, the fourth implementation year of the project “*Shkollat për Shëndetin*” (covering the period March 2024 – February 2025) foresees a wide range of capacity building activities involving teachers and other relevant school staff, health professionals, local government representatives and key agents of change at local level including individuals, groups of individuals and local civil society organizations (CSOs).

Of note, in the fourth implementation year of the project, the onsite interventions will be expanded in three other regions of Albania that is Tiranë, Fier and Dibër.

## 2. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking for relevant service provider(s) for eventually conducting onsite training activities for all actors at local level consisting of key agents of change including teachers, health promotion specialists, local government representatives, as well as individuals, groups of individuals and local CSOs, for the needs of the project “Shkollat për Shëndetin”.

From this perspective, the focus of these capacity building activities should be on training of not only the teachers and health promotion professionals, but also a wide range of municipality personnel, other key local representatives, local SCOs, as well as private sector representatives.

### Specific Objectives (with further explanations under Section 3: “Approach of the service”):

- To conduct 20 capacity building training sessions<sup>1</sup> in total in the regions of Tiranë, Fier and Dibër involving school staff (especially the schools selected by the project for in depth intervention), health professionals, local government representatives and key agents of change at local level including individuals, groups of individuals and local civil society organizations (CSOs).
- To conduct 12 capacity building activities (training sessions) in Tiranë region involving schoolteachers and other relevant school staff, health professionals, local government specialists, local CSOs, groups of individuals and key individuals (agents of change) at local level.
- To conduct 5 capacity building activities (training sessions) in Fier region involving schoolteachers and other relevant school staff, health professionals, local government specialists, local CSOs, groups of individuals and key individuals (agents of change) at local level.
- To conduct 3 capacity building activities (training sessions) in Dibër region involving schoolteachers and other relevant school staff, health professionals, local government specialists, local CSOs, groups of individuals and key individuals (agents of change) at local level.
- To assess knowledge level of the training participants with regard to health-related topics within the scope of “Shkollat për Shëndetin” project in each region (Tiranë, Fier and Dibër) and reflect on the correlation between the knowledge and the capacity building activities provided by the project.

## 3. APPROACH OF THE SERVICE

*3.1. The Service Provider is expected to be capable of eventually conducting capacity building activities with teachers and other relevant school staff:*

---

<sup>1</sup> A training session in this call consists of delivering two days capacity building activity.

- The schoolteachers included in the capacity building activities (training sessions) should consist of the following disciplines: biology, health and physical education, civic education, and primary education. In addition, other relevant school staff should be involved in these capacity building activities including school authorities, school nurses/physicians, psychologists, and social workers. The minimum number of participants in each training session should not be less than 12 participants.

3.2. *The Service Provider is expected to be capable of eventually conducting capacity building activities with health professionals:*

- The health professionals included in the capacity building activities (training sessions) should consist of local health promotion specialists and other relevant health professionals attached to health promotion cabinets (pertinent to local health care units). The minimum number of participants in each training session should not be less than 12 participants.

3.3. *The Service Provider is expected to be capable of eventually conducting capacity building activities with local government representatives:*

- The local government representatives included in the capacity building activities (training sessions) should consist of a wide range of professionals working at municipalities in charge of education, health, social services, food and nutrition, school infrastructure, as well as other relevant sectors. The minimum number of participants in each training session should not be less than 12 participants.

3.4. *The Service Provider is expected to be capable of eventually conducting capacity building activities with key agents of change at community level:*

- The local agents of change included in the capacity building activities (training sessions) should consist of key individuals, groups of individuals and CSOs at local/community level in the areas targeted for in-depth interventions by the project “Shkollat për Shëndetin”. The minimum number of participants in each training session should not be less than 12 participants.

3.5. *The Service Provider is expected to be capable of eventually assessing the level of knowledge of the participants with quantitative tools:*

- The service provider design pre-post-tests to measure the participants’ level of knowledge before and after each training session. The tool is to be approved by the project “Shkollat për Shëndetin”.
- The service provider is expected to analyse and report the change of knowledge level of participants as a result of the capacity building activities in each region.

The service provider should guarantee all technical matters regarding audio and video for presentations.

#### 4. SERVICE PERIOD

The duration of the service will be over the period: 03 June – 12 July 2024\*.

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

No.	Assignment Steps
1.	Preparatory work: <ul style="list-style-type: none"><li>- Update of the materials (as per topics), which will be used during the training sessions.</li><li>- Update the pre-post tests to assess the increase of knowledge of the participants.</li><li>- Agenda for 2 days for each training session. (13:00-17:00)</li></ul>
2.	20 capacity building sessions involving school staff (especially the schools selected by the project for in depth intervention), health professionals, local government representatives and key agents of change at local level including individuals, groups of individuals and local civil society organizations (CSOs). <ul style="list-style-type: none"><li>- 12 capacity building sessions in Tirana region (including Tirana, Kavajë, Rrogozhinë, Vorë, Kamëz)**.</li><li>- 5 capacity building sessions in Fier region (including Fier, Lushnjë, Divjakë, Patos, Roskovec)**.</li><li>- 3 capacity building sessions in Dibër region (including Bulqizë, Peshkopi, Maqellarë, Sodoholl)**.</li></ul>
3	Analyze the data to measure changes in knowledge for each target group

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

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

#### 5. Deliverables

The service provider is expected to submit the following deliverables:

- Calendar of the training sessions
- Agenda for each training session
- A narrative report for each training session conducted in each region: Tiranë, Fier and Dibër (a signed and sealed hard copy in addition to a soft copy)
- List of participants signed by each participant for each training session and disaggregated by each category of the participants. (1 hard and soft copy)
- High quality photos from each training session (jpg format)
- All presentations and materials used in the training sessions (word, power point, etc. in 1 hard and soft copy)

- A Quantitative data collection tool (pre-post-tests) used in the training session (1 hard and soft copy)
- Collected data sheet (excel format)
- A narrative report evaluating and analyzing the change in the level of knowledge of participants regarding the addressed health-related topics.
- A final narrative report of all capacity building (training sessions) conducted both in Albanian and English languages (A signed and sealed hard copy in addition to a soft copy)
- Disaggregated data sheet (template given by project in Excel format)
- Fiscal invoice for the given service.

## **6. ELIGIBILITY CRITERIA FOR POTENTIAL SERVICE PROVIDERS**

The service provider should meet the following criteria in order to address effectively and timely the specific requirements of this call:

- The service provider should consist of a nongovernmental organization (NGO)/ company or a joint venture with specific experience in capacity building interventions with the respective targeted audiences (teachers, health professionals, local government representatives, and agents of change at community level).
- The service provider must be a legally registered NGO/company in Albania and comply with the country's legislation.
- The service provider must have a minimum of 5 years working experience with capacity building activities (provision of training sessions with the respective targeted audiences).
- The service provider should have a minimum of 5 years proven experience in project management and in report writing through past references.
- The service provider should have proved ability to meet deadlines and work under pressure through past references and /or experiences.
- The service provider should have the proven flexibility in responding to the needs of the contracting agency through past references and /or experiences.
- The manager (CEO) of each of the service provider must have adequate qualifications (at least a master degree) and proven working experience (at least 5 years) with capacity building activities (training sessions) with the respective targeted audiences (teachers, health professionals, local government representatives, and agents of change at community level).
- The key experts proposed by each of the NGOs should hold a MSc degree in Health Sciences, Education, Social Sciences, or other relevant degrees and should have proven working experience with capacity building activities. All the proposed experts pertinent to the service provider should have excellent oral and written communication skills in both Albanian and English languages.

## 7. PROPOSAL

The service provider is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
  - Interventional approach of the capacity building activities (training sessions) including the proposed work-plan, timeline, and other relevant elements;
  - Comprehensiveness and coherence according to the specific objectives of this call;
  - Feasibility of the proposed training sessions to be delivered.
- Financial bid/proposal including the following elements:
  - Daily fees in ALL (Albanian Lekë) of the proposed experts (all taxes included), differentiating between senior experts and junior experts.
  - Onsite training cost (breakdown budget for the training cost) for one session of at least 12 participants, including: training room, transport, printing materials and stationaries, snack and refreshments/coffee break for participants).
- CV of the service provider and the key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in conducting capacity building activities (training sessions) with the targeted audiences (school teachers, health professionals, local government representatives, and key agents of change at community level).
- A copy of ID card of the representative of the service provider.
- Legal registration of the service provider (a copy of NIPT).

## 8. AWARD CRITERIA

The award criteria will consist of the following:

- Technical proposal: 35%
- Financial proposal: 40%
- Qualification and experience of the service provider and experts: 25%

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 approach for the capacity building activities	15%

	Feasibility of implementation	10%
	<b>Subtotal</b>	<b>35%</b>
<b>Financial proposal</b>	a) Experts' daily fees b) Onsite training cost evaluation will be done based on formula Score= $\frac{P_{min} \times \max.Points}{P}$ P – Total Price of the fee to be assessed Pmin – Total Price of the lowest Proposal maxPoints – 40	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	<i>Service provider:</i> experience with similar projects (capacity building activities for teachers, health professionals, local governments, agents of change at community level)	10%
	<i>Project Manager:</i> degrees, qualifications and experience of the proposed team leader (project coordinator)	5%
	<i>Expert:</i> qualification and experience of the proposed key experts (in health promotion, health education, capacity building interventions)	10%
	<b>Subtotal</b>	<b>25%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 9. ADMINISTRATIVE ASPECTS

Interested service providers should submit:

- i) A technical proposal (approach, work-plan, and the proposed timeline of the activities),
- ii) Financial proposal,
- iii) CV of the service provider and the respective key experts proposed,
- iv) Copy of the ID card of the legal representative,
- v) If the service provider is a joint venture they should submit a partnership agreement among the NGOs/companies constituting the service provider, with a clear specification of the responsibilities and tasks of each NGO/company involved and specifying the NGO/company which will act as the contractor for the service,

- vi) Bank details of the NGO/company responsible for the financial report as per the partnership agreement (joint venture),  
by close of business 27 – 05 – 2024.

The application should be submitted in English in a sealed envelope. Financial offer should be submitted in a separate envelope from the technical proposal and state if VAT is applicable for such service. 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-XXX***

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 20 – 05 – 2024. All questions will be responded by close of business 22 – 05 – 2024.