

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



03 May 2024

TERMS OF REFERENCE (TOR no. 2024/0236)

Service provision for school-based health promotion activities and community-based health promotion activities in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND AND RATIONALE

In March 2024, Save the Children started the fourth-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, 120 schools are targeted for in-depth (onsite) interventions in the following nine regions of Albania: Kukës, Elbasan, Korçë, Lezhë, Durrës, Berat, Tirana, Fier, Dibër, Tirana, Fier and Dibër.

Onsite (in-depth) interventions of the fourth-year implementation (covering the period March 2024 – February 2025) are mainly focused in 30 schools pertinent to the following three regions of Albania: Tirana (18 schools), Fier (8 schools), and Dibër (4 schools). In these 30 schools and their respective communities, a wide range of activities is envisaged for the fourth implementation year of the project aiming at promoting 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 school-based health promotion activities and community-based health promotion activities for the needs of the project “Shkollat për Shëndetin”.

Specific Objectives:

- To conduct a range of school-based health promotion activities in selected schools pertinent to the 9-year system in the following three regions of Albania: Tirana, Fier, Dibër according to the scenarios provided by the project:
 - School-based learning activities on cooking and preparing healthy foods, as well as physical activity classes; In this activity the Service provider need to produce a teaching module for educating both children and parents about healthy nutrition during extracurricular activities.
 - Promotion of good hygienic practices.
 - Peer-to-peer education and strengthening of children’s governance structures.
 - Sharing of the experience among schools on health promotion (The exchange visits will involve schoolchildren and teachers from the regions targeted for in-depth interventions (regions from years 1-3 and the additional regions from the fourth year))
 - Organization of cooking classes in schools with participation of the school staff and school directors.
- To carry out an array of community-based health promotion activities in selected areas pertinent to the following three regions: Tirana, Fier, Dibër according to the scenarios provided by the project:
 - Supportive collaboration in healthy recreational activities like organized sports, music, etc.
- To carry out visits and excursions in farms/food processing factories/slow food points by local institutions, school staff and pupils.
- To promote children’s participation in peer groups considering children as the main agents of behavioral changes through child-led advocacy and peer-to-peer delivery of information on healthy behavior/lifestyles.
- To enable supportive environments in schools regarding health promotion interventions and health education activities.
- To ensure a wide reach of children aged 6-16 years in the areas targeted for in-

depth interventions.

- To ensure timely and effective response to the current needs of beneficiaries, schools, and all relevant stakeholders at community level.
- To ensure direct participation and contribution of beneficiaries, schools and all institutions involved in project activities.
- To enable prompt feedback and valuable insights from all concerned parties and project beneficiaries.

3. APPROACH OF THE SERVICE

3.1. The Service Provider (NGO/Company) is expected to be capable of conducting school-based health promotion activities as specified below:

- All school-based health promotion activities should consist of suitable approaches and sustainable models ensuring supportive environments for children to develop and apply effective life skills and positive behavioural changes.

3.2. The Service Provider (NGO/Company) is expected to be capable of conducting community-based health promotion activities as specified below:

- All the community-based activities should be coordinated with all relevant sectors and across a large number of stakeholders in the governmental sector, other state actors, non-governmental sector and also the private sector with the aim of providing synergy and foster joint action through appropriate incentives for each actor involved, to ultimately induce sustainable positive behavioural changes and healthy lifestyle practices among children, their families, and communities at large.

3.3. The Service Provider (NGO/Company) is expected to be capable of ensuring a wide coverage of project beneficiaries as specified below:

- All the interventions should aim at reaching also the most marginalized and vulnerable subgroups of children and adolescents and create a sustainable solution for their social inclusion. Additionally, the service provider should conduct a gender analysis to understand the specific needs, roles, and challenges faced by different genders within the target groups.
- The service provider should carefully consider the situation of vulnerable and marginalized population subgroups and should apply meaningful approaches to ensure that children with special needs, those pertinent to Roma and Egyptian minorities, and other population subgroups left behind are included and benefit from the health promotion activities implemented in the framework of the current project.

3.4. The Service Provider (NGO/Company) is expected to be capable of ensuring timely and effective response to the current needs of beneficiaries as described below:

- *All the activities should respond to the current needs of beneficiaries and other actors involved. From this perspective, the service provider should also respond to health emergencies, thereby reshaping the approach toward healthylifestyle choices.*

3.5. *The Service Provider (NGO/Company) is expected to be capable of ensuring direct participation and contribution of beneficiaries (whenever relevant and applicable as described below:*

- *All the interventions should carefully consider and adequately address the principles of participation and decision-making, which are fundamental principles of good governance. From this standpoint, all the proposed interventions should consider (whenever relevant and applicable) direct participation and full involvement of pupils' governments, parent councils, curricular teams, teachers' councils, school boards, commissions of health, safety & environment of the schools.*

3.6. *The Service Provider (NGO/Company) is expected to be capable of ensuring prompt feedback and valuable insights from all concerned parties as described below:*

- *All the interventions should stimulate sharing of the ideas, feedback, opinions, and discussions of the participating schoolchildren, school staff, parents, and all other relevant actors.*
- *The service provider should consider introduction of appropriate technologies for effective and timely delivery of health promotion messages to schoolchildren, their parents, and school staff thereby increasing further their capacities, competencies, and resources for promoting healthy behaviours among schoolchildren.*
- *In addition, appropriate means should be sought by the service provider in order to allow beneficiaries (schoolchildren, parents, and school staff) to communicate, share and discuss about all the envisaged activities implemented in the framework of the current project.*

4. SERVICE PERIOD

The duration of the service will be over the period: 20 May 2024 – 13 December 2024. The service provider should ensure timely and effective response to the current needs of beneficiaries, schools, and all relevant stakeholders at community level.

The service provider (NGO/Company) is required to conduct the following activities according to the respective timelines:

No.	ACTIVITY**	QUANTITY	TIMELINE		Tirana	Fier	Dibër
			Begin	End	18 Schools	10 Schools	8 Schools
1.	School-based Learning activities on cooking and preparing healthy foods as well as physical activity classes	75 cooking and physical activities classes completed (37 cooking classes and 38 physical activities) in three regions of the project (Tirana, Fier, Dibër)	22 May 2024	13 December 2024	45	19	11
2.	Peer-to-peer education and strengthening of children's governance structures	39 meetings on peer-to-peer education and strengthening of children's governance structures conducted in three regions of the project (Tirana, Fier, Dibër)	22 May 2024	13 December 2024	23	10	6
3.	Sharing of the experience among schools on health promotion	2 sharing of the experience among schools in Tirana and Fier	22 May 2024	14 June 2024	1	1	0
4.	Promotion of good hygienic practices	52 activities in on good hygienic practices conducted in three regions (Tirana, Fier, Dibër)	22 May 2024	13 December 2024	32	13	7

5.	Food fairs: organisation of food fairs in schools, where children and parents bring different traditional healthy foods from their homes.	2 food fairs organized in Tirana and Fier	22 May 2024	14 June 2024	1	1	
6.	Supportive collaboration in healthy recreational activities like organized sports, music, etc.	5 events on Healthy recreational activities like Organized sports, music, etc.	22 May 2024	14 June 2024	3	1	1
7.	Organization of cooking classes in schools with participation of the school staff and school directors.	12 sessions on cooking classes organized in three regions (Tirana, Fier and Dibër)	22 May 2024	13 December 2024	7	3	2
8.	Visits and excursions in farms/food processing factories/slow food points by local institutions, school staff and pupils	18 visits and excursions	22 May 2024	30 October 2024	10	5	3

** The activities will be conducted in Tirana in 18 schools (9 schools in urban areas and 9 schools in rural areas), Fier in 10 schools (5 schools in urban areas and 5 others in rural areas), Dibër in 8 schools (5 schools in urban areas and 3 schools in rural areas). The names

of the schools and the respective communities where the activities will take place will be provided by the project team in due time.

5. DELIVERABLES

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

DELIVERABLE TITLE	FORMAT
<p>Cooking and physical activities classes: Pictures*** Original signed lists of participants Detailed report of the activity in both Albanian and English languages Disaggregated (regions, gender, vulnerability) participants' list Approved questionnaires (completed) on satisfaction with the activity Pre and post tests Effort Reporting (Timesheet) A teaching module for educating both children and parents about healthy nutrition</p>	<p>Cooking and physical activities classes: JPG Hard and soft copies in excel format Electronic word document (hard and soft copies) Excel format (Project's templates) Approved questionnaires in soft copy; collected (completed) questionnaires in hard copy document Excel format Excel format Hard and soft copies in word document</p>
<p>Peer-to-peer education: Documents used Pictures*** Original signed list of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Effort Reporting (Timesheet)</p>	<p>Peer-to-peer education: Electronic word document JPG Hard and soft copies in excel format Excel format (Project's templates) Electronic word document (hard and soft copies) Excel format</p>
<p>Sharing of the experience among schools: Pictures*** Original signed list of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Approved questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)</p>	<p>Sharing of the experience among schools: JPG Hard and soft copies in excel format Excel format Excel format (Project's templates, Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed) questionnaires in hard copy document Excel format</p>
<p>Promotion of good hygienic practices: Documents used Pictures*** Original signed list (by adults) of participants Disaggregated (regions, gender, vulnerability) participants' list</p>	<p>Promotion of good hygienic practices: Electronic word document JPG Hard and soft copies in excel format Excel format (Project's templates)</p>

<p>Approved questionnaires on Pre/Post Test to measure change of behaviour in good hygienic practices Pre and Post Test Report of the activity Effort Reporting (Timesheet)</p>	<p>Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Hard copy and excel format Electronic word document (hard and soft copies) Excel format</p>
<p>Food fairs: Documents used Pictures*** Original signed list (by adults) of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Approved questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)</p>	<p>Food fairs: Electronic word document JPG Hard and soft copies in excel format Excel format Excel format (Project's templates) Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Excel format</p>
<p>Supportive collaboration in healthy recreational activities: Documents used Pictures*** Original signed list (by adults) of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Approved questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)</p>	<p>Supportive collaboration in healthy recreational activities: Electronic word document JPG Hard and soft copies in excel format Excel format Excel format (Project's templates) Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Excel format</p>
<p>Organization of cooking classes: Pictures*** Original signed list (by adults) of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Approved questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)</p>	<p>Organization of cooking classes: JPG Hard and soft copies in excel format Excel format Excel format (Project's templates, Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Excel format</p>
<p>Visits and excursions in farms/food: Pictures*** Original signed list (by adults) of participants Disaggregated (regions, gender, vulnerability) participants' list Report of the activity Approved questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)</p>	<p>Visits and excursions in farms/food: JPG Hard and soft copies in excel format Excel format Excel format (Project's templates, Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Excel format</p>

***A minimum of 5 images per session/event/ activity. Images should capture the essence and impact of the activity. The photographs should represent a diverse cross-section of participants, highlighting inclusivity and engagement.

6. 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 and/or school-based activities at least 5 years.*
- *The project manager must have adequate qualifications (at least a master's degree) and proven working experience (at least 5 years) with community-based and/or school-based activities.*
- *In particular, the key health experts proposed by the service provider should have background in public health and health promotion (with a working experience of at least 5 years in these fields).*
- 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 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 (company/NGO)* is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
 - Innovative strategies (description of innovative techniques that will be used to engage participants effectively).
 - Quality assurance measures: description of quality control measures that will be in place to ensure the high standard of all delivered activities and outputs.
 - Plan for involving various stakeholders (schools, health coordinators, health

experts) in the implementation of activities.

- Detailed description of the proposed methodologies and approaches for implementing the school-based and community-based health promotion activities, explaining why these methods are suited for Tirana, Fier and Dibër.
- Sustainability plan in order to ensure the sustainability of project activities.
- A detailed timeline that outlines all activities and a work plan that aligns with the timeline.
- **Financial bid/proposal** including the following elements:
 - Total cost for each type of activity in ALL (Albanian Lekë) as per the table provided below. The fees should be categorized based on the specified activities mentioned in the table under section 3: “Service period”. The total cost should cover all costs associated with the activity.

Activity	Type of expertise proposed (name based on CV submitted) *	No of days for each Expert	Daily fee for each Expert (ALL)	Total fee per each activity (ALL)
1. School-based learning activities on cooking and preparing healthy foods, as well as physical activity classes				
2. Peer-to-peer education and strengthening of children’s governance structures				
3. Sharing of the experience among schools on health promotion				
4. Promotion of good hygienic practices				
5. Organization of food fairs in schools				
6. Supportive collaboration in healthy recreational activities like organized sports, music, etc.				
7. Organization of cooking classes in schools with participation of the school staff and school directors				

8. Visits and excursions in farms/food processing factories/slow food points by local institutions, school staff and pupils				
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* For each activity, the applicant should specify the name of the key expert proposed for the activity, based on the CV submission. This will ensure evaluation of the feasibility for each activity cost.

- Overall fee for the required service (based on the quantity/volume of work specified in the table under section 3: “Service period”).
- CV of the Company/NGO, as well as CVs of all key experts proposed (*signed by each expert*), 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.
- 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).

7. AWARD CRITERIA

The award criteria consist of the following:

- a. Technical proposal: 20%
- b. Financial proposal: 40%
- c. Qualification and experience of the experts: 40%

The award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
Technical proposal	Innovative strategies to engage participants and stakeholders	5%
	Timeline and workplan for activities	5%
	Detailed description of the proposed methodologies and approaches for implementing the school-based and community-based health promotion activities	5%
	Quality assurance measures and feasibility and sustainability of implementation	5%
	Subtotal	20%

Financial proposal	i) Fee for each type of activity ii) Overall fee for the required service (based on the quantity/volume of work specified in the table under section 3: "Service period") evaluation will be done based on formula $\text{Score} = \frac{\text{Pmin} \times \text{max.Points}}{\text{P}}$ P – Total Price of the fee to be assessed Pmin – Total Price of the lowest Proposal maxPoints – 40	20%
	Financial feasibility	20%
	Subtotal	40%
CV of the applicant	<i>Company/NGO</i> : experience of the company/NGO with similar projects (in school-based interventions and/or community-based health promotion)	20%
	<i>Project Manager</i> : degrees, qualifications and experience of the proposed team leader (project manager)	10%
	<i>Experts</i> : qualification and experience of the proposed key experts (in health promotion, health education, school-based interventions and community interventions)	10%
	Subtotal	40%
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 in installments after the delivery final reports (in English and Albanian) for each activity conducted in each of the three regions (Tirana, Fier, Dibër),

consisting of the following:

- Completion of 75 cooking and physical activities classes;
- Completion of 39 sessions on peer-to-peer education;
- Completion of 2 experience sharing among schools;
- Completion of 52 sessions on good hygienic practices;
- Completion of 2 food fairs;
- Completion of 5 events on healthy recreational activities like organized sports, music, etc.
- Completion of 12 cooking classes in school with school staff and school directors.
- Completion of 18 visits and excursion.

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 **10-05-2024**. 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. 2023-0170

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

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, by close of business 06-05-2024. All questions will be responded by close of business 08-05-2024.