

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



19 September, 2024

TERMS OF REFERENCE (TOR no. 2024/ 0301)

Service provision for piloting improvement annual working plans, implementation of curricular and extracurricular activities and endline survey 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).

This TOR outlines the requirements for piloting updated curricula, integrating curricular

activities with practical applications, conducting an endline survey, implementing the adapted Icelandic model in Albania, and piloting improvement plans in collaboration with local education and health authorities.

2. Aim:

The primary objective of this call is to pilot updated curricula and integrate them with practical activities in Tirana, Fier, and Dibër, conduct the endline survey to measure project impact at the end of the first phase, pilot the improvement plans in five Local Offices (Korçë, Peqin, Lezhë, Kuçovë and Maliq) and implement the Icelandic model to enhance healthy behaviours among parents, community members, and schoolchildren.

Objectives:

- Piloting updated curricula in the schools covered by the project.
- Assess the practical application and impact of the newly developed daily lesson plans on healthy behaviors in promoting positive health practices among children in the school targeted for onsite interventions.
- Build teachers' capacity to integrate healthy behavior topics effectively into their teaching practices through targeted workshops, training sessions, and hands-on support, enhancing their ability to deliver the updated curricula.
- Conduct an endline survey to assess changes in OG1 % of children 6-15 years with healthy behaviours.
- Pilot health improvement working plans with local offices of pre-university education, local health care units, and local government units to manage and report on health promotion activities effectively.
- Deliver useful information and encouragement of parents and community members regarding positive behavioral changes, access to organized sports, and other constructive leisure time activities.
- Support the integration of teaching with practice in the regions of Tirana, Fier and Dibër.

3. SERVICE PERIOD

The duration of the service will be over the period: 14 October 2024 – 31 January 2024. The service provider should ensure timely and effective response to the current needs of the project team. All the communications with the project will be conducting in English or Albanian language according to the request of the project.

The service provider (Company) is required to conduct the following activities:

I. Piloting of updated curricula

To enhance the teaching curriculum with elements promoting healthy behaviors, “Shkollat për Shëndetin” project has developed daily lesson plans focusing on healthy behaviors. These plans aim to assist teachers in basic and lower secondary education (ages 6-16) in

implementing healthy behaviors in real-life situations. The updated curricula will be piloted in selected schools in Tirana, Fier, and Dibër.

I.I. Activities for Curriculum Piloting:

- Organize and facilitate five online workshops for primary and lower secondary school teachers from 15 selected schools in Tirana, Fier, and Dibër. These workshops will focus on the subjects “Dituri Natyre”, “Edukim fizik, sporte dhe shëndet,” “Biologji,” and “Qytetari.”
- Distribution of Lesson Plans: Provide the daily lesson plans on healthy behaviors to participating teachers prior to the workshops.
- Prepare and distribute materials for the workshops, including presentations, discussion guides, and feedback forms to ensure interactive and engaging sessions.
- Conduct semi-structured interviews with focus groups of teachers to gather qualitative insights on their experiences with the new lesson plans. Ensure that these interviews are conducted by skilled trainers in curriculum development and teacher training.
- Quantitative Assessment: Distribute Likert scale-based questionnaires to teaching staff to quantitatively evaluate their perceptions of the lesson plans’ effectiveness and practicality in promoting healthy behaviors among students.
- Data Analysis: Collect and analyze data from both qualitative (interviews) and quantitative (questionnaires) feedback tools to assess the impact and effectiveness of the piloted lesson plans.
- Reporting: Prepare a detailed report summarizing findings, including teacher feedback, observations from the pilot phase, and recommendations for improving the lesson plans and integrating them into the curriculum.
- Collaborate with the 15 selected schools in Tirana, Fier, and Dibër to implement the daily lesson plans during regular classroom hours.
- Oversee the piloted curricula in each school and provide regular updates on their implementation and outcomes.
- Work with Local Offices of Pre-university Education to ensure the new content aligns with existing curriculum frameworks and school improvement plans.

II. Integration of curricula with activities and practice:

“Shkollat për Shëndetin” project has developed a guideline to facilitate the practical integration of the new curriculum with school children. Each school is responsible for creating its own activity plan, considering its human, infrastructural, and budgetary resources. By reviewing the schools' activity calendars, specific proposals will be made for incorporating additional activities that promote "healthy behaviors."

II.I. Activities for Integration of curricula:

- Review the Guideline for designing activity calendars focused on healthy behaviors in pre-university educational institutions, in alignment with the new directives from the Ministry

of Education and Sports (MAS). The guideline will be updated based on comprehensive principles and strategies for the successful planning of healthy behaviors in activity plans.

- Suggest including new activities in supplementary and extracurricular plans related to promoting healthy behaviors.
- Create instructional materials to integrate curricula with practical activities.
- Assess the activity calendars of partner schools by selecting a representative sample. This analysis will identify activities closely related to healthy behaviors and highlight gaps in the existing activity calendars.
- Recommend adding new activities to schools with a lack of focus on healthy behaviors. These recommendations will include detailed scenarios for implementing the new activities in practice.
- Conduct three online workshops, one for each region (Tirana, Fier, and Dibër), for teachers on incorporating practical activities into their existing curricula. These workshops will equip teachers with the skills and confidence to effectively integrate these activities into their classrooms. Examples include cooking healthy foods during biology lessons, using sport equipment in physical education classes, and applying good hygiene practices during civic education.
- Implement a pilot phase with practical activities for the proposed new curriculum. This phase will evaluate the feasibility of the daily plans and provide recommendations for their improvement.
- Teachers will be introduced to the activity calendar in advance and will adapt the activities according to the resources and capacities available at their schools to meet all developmental objectives.

III. **Improvement plans to be piloted for coordinating and reporting the activities of Health Improvement Plans**

- Work closely with four Local Offices of Pre-university Education, Local Health Care Units, and Local Government Units to develop and implement school improvement plans focused on promoting healthy behaviors.
- Identify health-related gaps and needs locally and draft tailored School Improvement Plans to address these areas.
- Incorporate the improvement plans into the annual plans of both Local Offices of Pre-university Education and schools covered by the project in Korçë, Peqin, Lezhë, Kuçovë and Maliq.
- Provide guidance and support to Local Offices of Pre-university Education, Local Health Care Units, and Local Government Units in implementing, monitoring, and reporting on the improvement plans.
- Develop and maintain an information system (e-newsletter) allowing schools and Local Offices of Pre-university Education to input and update information on health-related activities and improvement plans.
- E-Newsletter Development: Create five e-newsletters as an electronic platform to promote healthy behaviors among children, parents, and the community in Korçë,

Peqin, Lezhë, Kuçovë and Maliq. The newsletters will feature sections on schools, community activities, and an activity calendar.

- Assist schools in updating the platform with new content, including articles, videos, and infographics on healthy behaviors, school activities, and community events, to ensure it remains engaging and informative.
- Organize 10 workshops for Local Offices of Pre-university Education, Local Health Care Units, Local Government Units, and school directors' representatives on school improvement plans, effectively using the platform, including data entry, reporting, and activity scheduling.
- Implement a color-coded interactive calendar on the platform to highlight scheduled health promotion activities, distinguishing between school-based and community-based events.
- Establish a dashboard to track user engagement, content access, and platform usage metrics. Provide regular performance reports to stakeholders and identify areas for improvement.
- Collaborate with schools and local education authorities to create and share content such as success stories, case studies, and best practices to inspire other schools and communities.
- Integrate a feedback feature within the platform to gather user input from schools, parents, and community members on usability, content relevance, and areas for enhancement.

IV. Endline Survey:

The "Baseline Assessment of Schools" (BAS) Questionnaire was conducted during the inception phase to ensure a wide reach and, eventually, national coverage of all schools. In the fourth year of intervention, the "School for Health" project will conduct an endline survey to assess changes in schools since the baseline survey.

- Create and deploy the "Baseline Assessment of Schools" (BAS) Questionnaire as an online tool. This survey will be conducted nationwide across all primary schools in Albania.
- Assess the % increase in healthy behaviors for children 6-16 years in overweight, obesity, healthy diet (children eat fruits and vegetables daily), physical activity, alcohol consumption, and smoking.
- Set up the survey instrument, including key sections such as; General information about schools; Pupils; Teachers, management, supporting staff; Physical environment of school; Curriculum & learning sources.
- The BAS will collect data populating the GIS database with additional information layers.
- BAS would have an access management module, which allows: role-based access permissions, user registration, reporting and data analysis.

- Collaborate with the General Directorate of Pre-university Education (GDPE) and Local Offices of Pre-university Education to oversee the implementation of the BAS questionnaire.
- Provide login credentials to school representatives for accessing the BAS system.
- Conduct training sessions on how to use the BAS system effectively.
- Offer assistance to both school and representatives in completing the BAS questionnaire.
- Maintain the BAS survey database to ensure data integrity and accessibility.
- Generate and distribute the BAS data to relevant stakeholders.
- Conduct the survey with school administrators, teachers, and other relevant staff to collect detailed information on school conditions, children demographics, health practices, and the incorporation of healthy behavior topics into the curriculum.

V. Implementation of the adapted Icelandic model in Albania

The “Shkollat për Shëndetin” project has developed a practical manual (operational guide) based on the Icelandic Model of Healthy Behaviors. This guide outlines the essential knowledge, skills, and best practices parents and caregivers need to effectively promote their children's health. It covers areas such as healthy eating habits, physical activity, prevention of tobacco, alcohol, and drug use, and mental health promotion, all in alignment with the Icelandic model.

- Create e-education materials for practical guidance for parents and community members on promoting healthy behaviours. This will raise awareness about the adapted Icelandic model and its benefits, encouraging broader community engagement and support.
- Organize 6 online workshops (two in each region) with parents and community members
- Pilot the adapted Icelandic model in selected schools in Tirana, Fier, and Dibër to test the approach's effectiveness in the Albanian context.
- Prepare a detailed report summarizing findings, including parents feedback, observations from the pilot phase, and recommendations.

4. DELIVERABLES

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

- **Report on the Piloting of Updated Curricula:** Detailed report including stakeholder feedback, lessons learned, and recommendations for further improvement.
- **Report on Integrating Curricula with activities and practice:** Document outlining practical integration strategies.
- **Report on the Endline Survey Report:** Report on the data collected of the endline survey and the changes in behaviours.

- **Report on Implementing the Adapted Icelandic Model:** Summary of activities conducted, participation levels, and feedback from parents and community members.
- **Report on the Improvement Plans:** Report on the piloting of the improvement plans of annual activities in Korçë, Peqin, Lezhë, Kuçovë and Maliq. Five e-newsletter web applications will be published and populated with school activities.

5. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The service provider (company) 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 in Albania and comply with the country's legislation.
- Must have experience designing and implementing web applications and information systems, providing a successful experience working on similar projects in Albania in the last five years.
- Experience in data analysis: collection, cleaning, exploration, transformation, statistical analysis, machine learning, visualization, and interpretation.
- Proven experience in curriculum development, training, and implementation within the education sector in Albania.
- Expertise in conducting surveys and data analysis in collaboration with educational and health authorities.
- Experience working with health promotion projects, particularly in school settings.
- Experience in carrying out scopes of work of similar size and complexity in projects for the national and local government.
- Experience carrying out similar scopes of work complexity in projects financed by international donors.
- Experience working with pre-university education level in Albania, in the last five years.
- Experience in providing capacity development, trainings or coaching to local or central government;
- Experience in managing teams of consultants/experts in similar projects.
- Must prove human resources organizational capacity, having at least 10 employees.
- 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.
- The Project Manager should have a Computer Science degree and at least 10 years of experience in the field.
- The company's key staff should be composed of:
 - Software engineers with a degree in Computer Engineering or a diploma in a computer-related discipline.
 - Education Experts (Pre-University and University) with a Master's Degree in Education or Social Sciences.
 - Health Promotion Experts with a Master's Degree in Public Health, or Biology.

6. PROPOSAL

The *Service provider (company)* is expected to submit a proposal including the following documents:

- Technical proposal
 - Technical proposal/plan of activities and milestones
 - Methodology including feasibility and sustainability of the implementation
- 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)
Piloting of updated curricula in the schools covered by the project				
Integration of curricula with activities and practice				
Endline survey				

Improvement plans to be piloted in ZVAPs and NJVKSHs in collaboration with School Health Coordinators, for coordinating and reporting the activities of Health Improvement Plans				
Implementation of the adapted Icelandic model in Albania				

* 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.

- CV of the Company, as well as CVs of all key experts, including a summary of expertise areas as per requirements of these “Terms of Reference”.
- A copy of the ID cards for the designated representative of the service provider and the key experts proposed.
- Legal registration of the Company (a copy of NIPT).

7. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 30%
- Financial proposal: 40%
- Qualification and experience of the experts: 30%

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

CRITERIA	DESCRIPTION	SCORE
Technical proposal	Technical proposal/plan of activities and milestones	15%
	Feasibility and sustainability of implementation	15%
	Subtotal	30%
	Total cost for each type of activity (based on the table under section 3: “Service period”)	

Financial proposal	evaluation will be done based on formula Score= Pminxmax.Points /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%
	<i>Company: Previous experience</i>	15%
CV of the Applicant	<i>Project Manager: degrees, qualifications and experience of the proposed team leader (project manager)</i>	10%
	<i>Experts: qualification and experience of the proposed key experts</i>	5%
	Subtotal	30%
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 two installments (August and December) after the delivery the reports (in English and Albanian).

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) should submit the applications in English in a sealed envelope no later than **03-10-2024**. 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 **25-09-2024**. All questions will be responded by close of business **27-09-2024**.