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23 September, 2024

# **TERMS OF REFERENCE (TOR no. 2024/0294) – Relaunch Service provision for designing a Chart Card for Scoliosis Screening in children and development of Training Curriculum and organization of ToT Trainings for Physical Education Teachers 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.

The project “Shkollat për Shëndetin” is aiming at supporting the MoHSP into designing a standardized chart card for scoliosis screening to be used in schools across Albania and to enhance the capacity of physical education teachers to effectively utilize this tool.

## **2. AIM AND OBJECTIVES OF THE SERVICE**

### **Aim:**

Save the Children is seeking for relevant service provider(s) in order to:

- Design a chart card for scoliosis screening in children.
- Develop a training curriculum and organize 12 Training of Trainers (ToT) sessions across 12 regions in Albania for physical education teachers to ensure widespread understanding and application of scoliosis screening techniques.

### Specific Objectives:

- To design a user-friendly and standardized chart card for scoliosis screening, compatible with the existing health screening protocols in Albanian schools.
- To develop a comprehensive training curriculum tailored for physical education teachers on scoliosis screening.
- To organize and conduct 12 ToT training sessions across 12 regions in Albania to ensure effective use of the chart card and enhance physical education capacity in schools.

### 3. SERVICE PERIOD

The duration of the service will be over the period: 26 September – 30 November 2024\*.

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

No.	Assignment Steps
1.	<b>Preparatory work:</b> <ul style="list-style-type: none"><li>- Develop the chart card design for scoliosis screening to be used in schools across Albania.</li><li>- Design pre-post tests to assess the knowledge level of physical education teachers regarding scoliosis screening.</li><li>- Agenda for 1 day for each training session.</li></ul>
2.	<b>Chart Card Design and Pilot Testing:</b> <ul style="list-style-type: none"><li>- Develop a prototype of the <u>chart card for scoliosis screening</u>.</li><li>- Conduct pilot testing in selected schools and refine the chart based on feedback.</li></ul>
3.	<b>Training Curriculum Development:</b> <ul style="list-style-type: none"><li>- Develop a detailed <u>training curriculum</u>, including theoretical and practical module, for physical education teachers on scoliosis screening.</li></ul>
4.	<b>Organization of Trainings:</b> <ul style="list-style-type: none"><li>- Conduct 12 ToT training sessions in 12 regions across Albania (5 in Tirana, 2 in Fier, 3 in Korça and 2 in Lezha) providing all necessary training materials and support. Evaluate the effectiveness of the training sessions through <u>pre-and post-training assessments</u>.</li></ul>

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

#### **4. Deliverables**

The service provider is expected to submit the following deliverables:

- A finalized, print-ready chart card design for scoliosis screening including the pilot test report summarizing the feedback from the initial implementation and refinements made.
- A comprehensive training curriculum and training manuals for physical education teachers sessions (word, power point, etc. in 1 hard and soft copy).
- Calendar of the training sessions
- Agenda for each training session
- A narrative report for each training session conducted in each region: Tiranë, Fier, Korça and Lezha (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)
- 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.
- 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.

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

The service provider (nongovernmental organization (NGO)/ company) should meet the following criteria in order to address effectively and timely the specific requirements of this call:

- The service provider must be a legally registered NGO/company in Albania and comply with the country's legislation.
- Proven experience (at least 3 years) in designing educational or health-related materials.
- The service provider must have a minimum of 5 years working experience with capacity building activities (provision of training sessions with the respective targeted audience).
- The service provider should have a minimum of 5 years proven experience in health promotion or educational projects.
- 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), health promotion or educational projects.

- Key experts should have backgrounds in public health and education, with at least 5 years of experience in relevant fields.
- Expert in health education with experience in developing educational materials and tools for schools, ensuring that the chart is appropriate for use by non-medical staff like teachers and school nurses.
- The service provider should have previous experience in designing medical or clinical tools, particularly screening tools or charts used in school or community settings.
- The service provider should have familiarity with current scoliosis screening protocols and guidelines to ensure that the chart is both clinically valid and up-to-date.
- The service provider should have the ability to collaborate with a multidisciplinary team, including medical professionals, teachers, and graphic designers, to ensure that the chart meets both clinical and educational needs.
- The service provider should have strong project management skills, including experience in report writing in both Albanian and English.
- 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.

## **6. PROPOSAL**

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

- Technical proposal including, at least, the following elements:
  - Detailed description of the proposed methodologies and approaches, including the design of the chart card, the training curriculum and the implementation plan for the 12 ToT sessions;
  - 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 CHF (CHF) 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 20 participants, including: training room, transport, printing materials and stationaries, snack and refreshments/coffee break for participants).

Description	Unit	Unit price	Unit number	Total Cost CHF	VAT	Total with VAT CHF
Senior expert fees in CHF *	day					
Junior expert fees in CHF *	day					
Training room rent	day					
Transport cost per person	person					
Printing materials	person					
Coffee break	person					
Lunch break	person					
Totals in CHF						

\*propose total days for training and include the preparatory of materials

- 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).
- A copy of ID card of the representative of the service provider.
- Legal registration of the service provider (a copy of NIPT).

## 7. 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 $\text{Score} = \frac{\text{Pmin} \times \text{max.Points}}{P}$ P – Total Price of the fee to be assessed	20%

	Pmin – Total Price of the lowest Proposal maxPoints – 40	
	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	10%
	<b>Subtotal</b>	<b>25%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 8. 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 – 09 – 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. 2024-0294***

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 24 – 09 – 2024. All questions will be responded by close of business 25 – 09 – 2024.

- **Important Note:**

If you have applied in response to the initial call for applications, there is no need to reapply as your previous application is already under consideration.