

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



11 November 2024

## TERMS OF REFERENCE (TOR no. 2024/0340)

### **Service provision for conducting onsite and online cascade training activities with school staff, health promotion specialists, local government representatives 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, as well as key agents of change at community level.

Of note, in the fourth implementation year of the project, the onsite/online interventions (*cascade training approach*) will be expanded in three other regions of Albania that is Tirana, Fier and Dibër following the TOTs delivered previously.

## 2. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking to prequalify (preselect) relevant service providers for eventually conducting onsite/online cascade training activities in the regions of Tirana, Fier and Dibër for all actors at local level consisting of teachers, health promotion specialists, local government representatives, as well as key agents of change at community level for the needs of the project “Shkollat për Shëndetin”.

From this perspective, the focus of these capacity building activities should be on cascade training approach of not only the teachers and health promotion specialists, but also a wide range of other key local professionals at local level. There will be a peer-to-peer training approach, which means that the already trained participants through TOTs will deliver training for their colleagues.

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

- To conduct capacity building activities (training sessions-cascade approach) with schoolteachers and other relevant school staff.
- To conduct capacity building activities (training sessions-cascade approach) with health professionals.
- To conduct capacity building activities (training sessions-cascade approach) with local government representatives.
- To conduct capacity building activities (training sessions-cascade approach) with key agents of change at community level.

## 3. APPROACH OF THE SERVICE

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

- *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.
  
- *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 at local/community level in the areas targeted for in-depth interventions by the project “Shkollat për Shëndetin”.

#### **4. 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 organizations (NGOs)/company 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 proven working experience with capacity building activities (provision of training sessions with the respective targeted audiences).
- The service provider should have proven experience in project management and in 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.

#### **5. 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 (onsite cascade training sessions) including the proposed work-plan, timeline, and other relevant elements; In your interventional approach specify senior/junior expert engaged in each training session.
  - Comprehensiveness and coherence according to the specific objectives of this call; Feasibility of the proposed interventions.
- **Financial** bid/proposal including the following elements<sup>1</sup>:
  - Daily fees in CHF (Swiss franc) 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 day training session of at least 12 participants, including: training room, transport in Tirana, Fier and Dibër Region, printing materials and stationaries, snack and refreshments/coffee break for participants.
  - Online training cost (breakdown budget for the training cost) for one day training session.

Category	Cost item	Unit Cost (CHF)	Quantity	Total Cost (CHF)
<b>ONSITE TRAINING COST</b>				
Senior Expert Daily Fee	Daily rate			
Junior Expert Daily Fee	Daily rate			
Training Room	Per day			
Transport	Per trip (round)			
Printing Materials	Per participant		12	
Stationery	Per participant		12	
Snacks and Refreshments	Per participant		12	
<b>TOTAL ONSITE TRAINING COST</b>				
<b>ONLINE TRAINING COST</b>				
Senior Expert	Daily rate			

<sup>1</sup> **Non-compliance Penalty:** Failure to submit the financial proposal in the specified format will result in a penalty. The service provider will face a deduction in the scoring evaluation of the financial proposal if the financial proposal is not as the template above.

Daily Fee				
Junior Expert Daily Fee	Daily rate			
Technical Support	Per session			
<b>TOTAL ONSITE TRAINING COST</b>				

- CVs 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 (onsite/online training sessions) with the targeted audiences (school teachers, health professionals, local government representatives, and key agents of change at community level). The CV must be signed by each junior/senior expert.
- A copy of ID card of the representative of the service provider.
- Legal registration of the service provider (a copy of NIPT).

***Important Note***

Bidders are not expected to provide a total price for the mandate, but rather indicate the daily fees (all taxes included) of the proposed experts, onsite training cost for one day training session for at least 12 participants and online training cost.

The evaluation of the bids will be done based on the value for money taking in consideration the overall score in function of the profile and experience of the bidding organization, the adequacy of the proposed experts, the fee charged for each of them and fee of one day training session.

The total value of the mandate will be established in a second stage, with the winners, based on a jointly agreed operational planning that respects the budget constraints of the project.

**6. AWARD CRITERIA**

The award criteria will consist of the following:

- Technical proposal: 20%
- Financial proposal: 40%
- Qualification and experience of the service provider: 40%

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	5%
	Methodology: proposed intervention approach for the capacity building activities	5%
	Feasibility of implementation	10%
	<b>Subtotal</b>	<b>20%</b>
<b>Financial proposal</b>	a) Experts' daily fees b) Onsite training cost evaluation will be done based on formula $\text{Score} = \frac{\text{Pmin} \times \text{maxPoints}}{\text{P} - \text{Total Price of the fee to be assessed} - \text{Pmin} - \text{Total Price of the lowest Proposal} - \text{maxPoints} - 40}$	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	Experience with similar projects (capacity building activities for teachers, health professionals, local governments, agents of change at community level)	15%
	<i>Project Manager</i> <sup>2</sup> : degrees, qualifications and experience of the proposed team leader (project coordinator)	10%
	<i>Experts</i> <sup>3</sup> : qualification and experience of the proposed key experts (in health promotion, health education, capacity building interventions)	15%
	<b>Subtotal</b>	<b>40%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 7. ADMINISTRATIVE ASPECTS

Interested service providers should submit:

<sup>2</sup> The manager (CEO) 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).

<sup>3</sup> The key experts proposed by the NGO/Company 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.

- i) A technical proposal (approach, work-plan, and the proposed timeline of the activities),
- ii) Financial proposal indicating if VAT is included or not in the proposal (if the company/NGO is not subject to VAT kindly specify)
- iii) CV of the NGO and the respective key experts proposed,
- iv) Copy of the ID card of the legal representative,
- v) Bank details of the NGO responsible for the financial report as per the partnership agreement (joint venture),

by close of business 19 – 11 – 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. 2024-340***

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 14 - 11 – 2024. All questions will be responded by close of business 15 – 11 – 2024.