

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



May 14, 2025

TERMS OF REFERENCE (TOR no. 2025/0091)

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

1. BACKGROUND AND RATIONALE

In May 2025, Save the Children has started the first-year implementation of the second phase of the Swiss Agency for Development and Cooperation (SDC) Project: “*Shkollat për Shëndetin*”.

The overall goal of Phase 2 of the Project “Shkollat për Shëndetin” in Albania is: *The population of Albania increases its adoption of healthy behaviours and reduces the main risk factors for 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.

Following the first 4-year implementation phase of the Project, which focused mainly on the identification of effective models for positive and sustainable behavioural changes among Albanian schoolchildren, the second phase aims at ensuring handover and full ownership to local structures and central government institutions in Albania.

The project aims 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.

In the first implementation year of the second phase of the project, 40 schools are targeted for in-depth (onsite) interventions in the following four regions of Albania respectively in Elbasan, Berat, Korçë and Kukës.

In these 40 schools and their respective communities, a wide range of activities is envisaged for the first implementation year of the second phase of the project, aiming at promoting sustainable positive behavioural changes among children, their respective families, and communities at large.

Onsite (in-depth) interventions of the first-year implementation (covering the period May 2025 – April 2026) are mainly focused in 40 schools pertinent to the following four regions of Albania: Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools). In these 40 schools and their respective communities, a wide range of activities is envisaged for the first implementation year of the second phase 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 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: Elbasan, Berat, Korçë and Kukës according to the scenarios provided by the project:
 - School-based learning activities on healthy behaviours to equip children with knowledge and habits needed to make informed choices about their diet and physical activity.
 - Peer-to-peer education and strengthening of children's governance structures.
 - Organization of nationwide digital health competitions to encourage children to innovate and engage with health topics using the digital tools.

- Sharing of experiences among schools on health promotion. The exchange visits will involve schoolchildren and teachers from the regions targeted for in-depth interventions).
- 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 ensure a wide reach of children aged 6-16 years in the areas targeted for in-depth interventions.
- To ensure the **involvement of national structures in implementation for a sustainable handover.**

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 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.

3.3. 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 healthy lifestyle choices.

3.4 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.

3.4. 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 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: 15 June 2025 – 5 March 2026¹. The service provider should ensure timely and effective response to the current needs of beneficiaries and schools.

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

No.	ACTIVITY ²	QUANTITY	Elbasan	Berat	Korçë	Kukës
			12 Schools	10 Schools	10 Schools	8 Schools
1.	School-based learning activities on healthy behaviours	40 activities completed in four regions (Elbasan, Berat, Korçë, Kukës)				

¹ Any changes of the timeline should be agreed with the selected service provider based on the work plan.

² The activities will be conducted in Elbasan in 12 schools, Berat in 10 schools, Korçë in 10 schools, and Kukës in 8 schools. 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.

			12	10	10	8
2.	Peer-to-peer education and strengthening of children's governance structures	40 meetings conducted in four regions (Elbasan, Berat, Korçë, Kukës)	12	10	10	8
3.	Sharing of experiences among schools on health promotion	4 sharing experiences events (1 per region)	1	1	1	1

5. DELIVERABLES

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

DELIVERABLE TITLE	FORMAT
School-based learning activities on healthy behaviours:	
Documents used	Electronic word document
Pictures ³	JPG
Original signed lists of participants	Hard copy
Report of the activity in both Albanian and English Languages	Electronic word document (hard and soft copies)
Disaggregated (regions, gender, vulnerability) participants' list	Excel format (Project's templates)
Pre and post tests	Hard/Soft Copy - Excel format
Timesheets	Excel format (Project's templates)
Peer-to-peer education and strengthening of children's governance structures:	
Documents used	Electronic word document
Pictures	JPG
Original signed list of participants	Hard copy

³ 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.

Disaggregated (regions, gender, vulnerability) participants' list Report of the activity in both Albanian and English Languages Timesheets	Excel format (Project's templates) Electronic word document (hard and soft copies) Excel format (Project's templates)
Sharing of experiences among schools: Documents used Pictures Original signed list (by adults) of participants Report of the activity Questionnaires (completed) on satisfaction with the activity Effort Reporting (Timesheet)	Electronic word document JPG Hard copy, excel format Electronic word document (hard and soft copies) Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document Excel format

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 health promotion activities, explaining why these methods are suited for Elbasan, Berat, Korçë, and Kukës.
 - 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. the timeline.
- Financial bid/proposal including, at least, the following elements:
 - Total cost for each type of activity in CHF 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)	No of days for each Expert	Daily fee for each Expert (CHF)	Total fee per each activity (CHF)
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	on CV submitted) ⁴			
1. School-based learning activities on healthy behaviours				
2. Peer-to-peer education and strengthening of children's governance structures				
3. Sharing of experiences among schools on health promotion				

- 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, 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).

8. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 20%
- Financial proposal: 40%
- 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%

⁴ 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.

	Detailed description of the proposed methodologies and approaches for implementing the school-based health promotion activities	5%
	Detailed description of the proposed methodologies and approaches for implementing the school-based health promotion activities	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")	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)	5%
	<i>Preferred entities that are civil society organization</i>	5%
	<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%

9. 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.

10. PAYMENT MODALITY

The payment will be done in instalments after the delivery of a final reports (in English and Albanian) for each activity conducted in each of the four regions (Elbasan, Berat, Korçë, Kukës), consisting of the following:

- Completion of 40 school-based learning activities on healthy behaviours;
- Completion of 40 sessions on peer-to-peer education and strengthening of children's governance structures;
- Completion of 4 experience sharing events among schools.

The payment will be subject to the current Albanian legislation taxes.

11. 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 19–05–2025 by 16:00**. 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. 2025-0091

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 15–05–2025. All questions will be responded by close of business 16–05–2025.