

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



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09, June 2025

## TERMS OF REFERENCE (TOR no. 2025/ 0100)

### **Service provision for development and implementation of improvement annual working plans in the framework of the project “Shkollat për Shëndetin”**

#### **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.

This TOR outlines the requirements for developing and implementing improvement annual working plans in seven regions and Local Education Offices (ZVAPs) - Korçë (Pogradec, Kolonjë), Berat (Ura Vajgurore), Elbasan (Elbasan, Librazhd), Kukës (Kukës, Has) and establishing e-newsletters to support their implementation.

## **2. Aim:**

The primary objective of this call is to develop and implement seven improvement annual working plans in specified regions and to establish comprehensive monitoring and reporting systems that support the implementation of these plans across 7 LEUs. This will include creating regional dashboard systems and developing "E-Newsletters of Healthy Behaviors" to facilitate information sharing among schools, LEUs, and municipalities regarding health-related activities.

### **Objectives:**

- Develop and implement 7 improvement annual working plans for the regions of Korçë (Pogradec, Kolonjë), Berat (Ura Vajgurore), Elbasan (Elbasan, Librazhd), and Kukës (Kukës, Has) that effectively incorporate health promotion topics.
- Establish and maintain monitoring and reporting systems to track the implementation of improvement plans in the specified LEUs.
- Create dashboard systems for collecting information on health promotion activities on 7 locations.
- Develop "E-Newsletters of Healthy Behaviors" for 7 regions to facilitate sharing of information on health-related activities.
- Build capacity of local stakeholders in effectively using these systems for monitoring and reporting on health promotion activities.
- Organize workshops for the improved annual plans at both local levels and one workshop in Tirana.
- Enhance transparency, coordination, and accountability among stakeholders involved in health promotion within the education sector.

## **3. SERVICE PERIOD**

The duration of the service will be over the period: **23 June 2025 – 27 August 2025**. The service provider should ensure a timely and effective response to the current needs of the project team. All the communications with the project will be conducted in English or Albanian language according to the request of the project.

The service provider Company/joint companies are required to conduct the following activities:

### **I. Development of Improvement annual working 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.
- Conduct comprehensive assessments in each of the 7 target LEUs (Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Elbasan, Librazhd, Kukës, Has) to identify current health promotion practices, gaps, and areas for improvement.
- Organize workshops with key stakeholders including LEUs, LHCU, and municipal representatives to understand their specific needs, resources, and capacities related to health promotion.
- Incorporate the improvement plans into the annual plans of both Local Offices of Pre-university Education and schools covered by the project in Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Elbasan, Librazhd, Kukës, Has.
- 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.
- Ensure proper handing over of the local plans to local authorities including the digitalization tools (dashboard and newsletter)

## **II. Establishment of Monitoring and Reporting Systems**

- E-Newsletter Development: Develop "E-Newsletters of Healthy Behaviors" for each of the targetted ZVAPs in order to:
  - allowing schools and Local Offices of Pre-university Education to input and update information on health-related activities and improvement plans.
  - promote healthy behaviors among children, parents, and the community in Pogradec, Kolonjë, Ura Vajgurore, Elbasan, Librazhd, Kukës and Has. 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.
- 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.

### **III. Presentation of Improved Annual Plans and Capacity Building for Local Stakeholders**

- Regional Presentation Workshops: Organize seven onsite workshops (onsite workshop including lunch) in each target region to present and discussed the improvement plans to school and stakeholder representatives (including representatives Local Offices of Pre-university Education, Local Health Care Units, Local Government Units and schools)
- Progress Review Meetings: Facilitate regular progress review meetings with stakeholders to assess implementation progress, address challenges, and adjust strategies as needed.
- Present draft plans to stakeholders for feedback and validation, ensuring local ownership and commitment to implementation.
- Organize 1 onsite workshops (including lunch) for 7 Local Offices of Pre-university Education, Local Health Care Units, Local Government Units, and school directors' representatives on school improvement plans in order to start the preparations for the improvement plans.
- Conduct training sessions for LEU, LHCU, and municipal representatives on effectively using the monitoring and reporting systems, including data entry, report generation, and information sharing.
- Provide ongoing technical assistance to local stakeholders in implementing the improvement plans and using the monitoring systems effectively.
- Facilitate knowledge exchange between different regions and LEUs to share best practices, lessons learned, and innovative approaches to health promotion.

### **IV. Maintenance and optimization of Monitoring and Evaluation Tool**

- The company will offer a high-quality service in terms of management, maintenance, and modification of the M&E Tool in place.
- Assist MEAL Specialist in training and inserting different types of disaggregation for each activity based on the project's requirements for the second phase of the project.
- The digital monitoring and evaluation tool will be optimized to enable an easily input of reports, datasheets related to activities, photographs, and other relevant information.
- Ensure all activities in the system are linked to the project's Logical framework in a manner to produce the Indicator Progress Tracking Table (IPTT).
- Organize the existing outcome, outputs, indicators, and activities according to the project requirements.
- Update the graphical reporting to measure indicator's progress against targets/updated targets.
- Monitor through graphic production to monitor the progress per output and activity.\

## **4. DELIVERABLES**

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

**Report on the Improvement Annual Working Plans:** comprehensive improvement annual working plans for the specified LEUs (Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Elbasan, Librazhd, Kukës, Has), including detailed implementation strategies, resource allocation plans, and monitoring frameworks.

**Report on the Monitoring and Reporting E-Newsletters:** 7 regional "E-Newsletters of Healthy Behaviors" with appropriate user guides and training materials. The E-newsletters should be published and populated with school activities.

**Presentation of Improved Annual Plans and Capacity Building for Local Stakeholders:** Comprehensive reports on the workshops organized for the stakeholders on plan implementation and system usage, including participant feedback and recommendations for further capacity building.

**Final Evaluation Report:** A final report for the improvement working plans and monitoring systems, including recommendations for sustainability and scale-up.

**Final report on the maintenance and optimization of Monitoring and Evaluation Tool for the Second Phase of the Project.**

## 5. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The service provider (company/joint companies) 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.
- The company demonstrates solid experience in development of local plans with local authorities including municipalities
- Proven experience (5 years) 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 data analysis in collaboration with educational and health authorities.
- Experience working with health promotion projects, particularly in school settings.
- Experience at least 5 years in carrying out scopes of work of similar size and complexity in projects for the national and local government including projects financed by international donors. Experience with Swiss projects at local government is an asset.

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- 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;
- Proven Experience in managing teams of consultants/experts on similar projects. The service provider should have proven experience in project management.
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- Must prove human resources organizational capacity, having at least 10 employees.
- 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/joint companies' key staff should be composed of:
  - Education Experts (Pre-University) with a Master's Degree in Education or Social Sciences.
  - Health Promotion Experts with a Master's Degree in Public Health, or Biology.
  - Software engineers with a degree in Computer Engineering or a diploma in a computer-related discipline.

## 6. PROPOSAL

The *Service provider (company/joint companies)* 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 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.
  - ***All products and services provided within the framework of the project shall be***

**considered in accordance with letter “c”, point 1, article 60 of Law No. 92/2014 “On VAT” as stated in the Regulation no. 6, date 24.02.2025. As a result, VAT will be applied at a rate of zero percent (0%). If the selected supplier is subject to issue an invoice with VAT then the invoice should include the relevant codes that will be provided to the contractor.**

Activity	Type of expertise proposed (name based on CV submitted)*	No of days for each Expert	Daily fee for each Expert (CHF)	Total fee per each activity (CHF)
Development of joint annual working plans including health promotion components through ZVAPs, NJVKSHs and Municipalities.				
Establishment of the e-newsletters for 7 ZVAPs;				
Optimization of the Digital Monitoring and Evaluation Tool				
Presentations/workshops for the improvement annual plans for 7 ZVAPs				

\* 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/Joint Companies, 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/representatives of the service provider/service providers and the key experts proposed.
- Legal registration of the Company/Companies (a copy of NIPT).

## 7. AWARD CRITERIA

The award criteria consist of the following:

- a. Technical proposal: 30%
- b. Financial proposal: 40%
- c. Qualification and experience of the experts: 30%

award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
<b>Technical proposal</b>	Technical proposal/plan of activities and milestones	15%
	Feasibility and sustainability of implementation	15%
	<b><i>Subtotal</i></b>	<b>30%</b>

<b>Financial proposal</b>	Total cost for each type of activity (based on the table under section 3: “Service period”) evaluation will be done based on formula Score= Pmin×max.Points /P P – Total Price of the fee to be assessed Pmin – Total Price of the lowest Proposal maxPoints – 40	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
	<i>Company: Previous experience</i>	15%
<b>CV of the Applicant</b>	<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%
	<b>Subtotal</b>	<b>30%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 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 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 **11:00am of Monday 16-06-2025**. 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

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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 **10-06-2025**. All questions will be responded by close of **business 12-06-2025**.