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30 September 2025

## TERMS OF REFERENCE (TOR no. 2025/ 0280)

### **Service provision for development and implementation of improvement annual working plans and piloting of existing ZVAP 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 behavioral 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.

Building upon the Phase 1 and first implementation year of Phase 2, the project will expand its interventions to 13 additional Local Education Units (LEUs/ZVAPs) in: Cërrik, Belsh,

Gramsh, Përrenjas, Devoll, Skrapar, Poliçan, Mirditë, Malësi e Madhe, Vau Dejës, Tropojë, Kurbin and Shkodër.

In parallel, the activity will pilot the previously developed annual plans in the earlier target ZVAPs (Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Kuçovë, Peqin, Elbasan, Librazhd, Kukës, Has, Maliq, Lezhë).

In addition, this activity incorporates the strengthening of the nationwide network of health coordinators (including representatives from AKAP, DRAP, NJVKSHs, ZPAPs, and municipalities) to effectively implement the improved annual plans. By enhancing the capacity and coordination among health coordinators across the country, the Project ensures that standardized health promotion efforts are efficiently executed at the school level.

## **2. Aim:**

The objective of this assignment is to develop and implement 13 annual improvement plans in the above-mentioned ZVAPs), pilot the existing plans in previous LEUs (ZVAPs) and strengthen the nationwide network of health coordinators (including representatives from AKAP, DRAP, NJVKSHs, ZPAPs, and municipalities) to effectively implement the improved annual plans.

### **Objectives:**

- Develop and implement 13 improvement annual working plans tailored to local needs, integrating health promotion activities of DRAP Korçë (Cërrik, Belsh, Gramsh, Përrenjas, Devoll, Skrapar, Poliçan) and DRAP Lezhë (Mirditë, Malësi e Madhe, Vau Dejës, Tropojë, Kurbin and Shkodër).
- Pilot the improvement plans already designed in previous DRAP of Korçë and Lezhë (Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Kuçovë, Peqin, Elbasan, Librazhd, Kukës, Has, Maliq, Lezhë).
- Strengthen the nationwide network of health coordinators to ensure coherent application of health promotion standards at school level.
- Establish and maintain monitoring and reporting templates to track the implementation of improvement plans in the specified LEUs.
- Create dashboard systems for collecting information on health promotion on 7 ZVAPs.
- Develop "E-Newsletters of Healthy Behaviors" for 13 regions to facilitate sharing of information on health-related activities.
- Organize workshops to validate and coordinate the plans.

### **3. SERVICE PERIOD**

The duration of the service will be over the period: **27 October 2025 – 31 March 2026**. 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 conducting in English or Albanian language according to the request of the project.

### **4. SCOPE OF WORK**

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

#### **I. Development of 13 Improvement annual working plans**

- Work closely with 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 in DRAP Korçë (Cërrik, Belsh, Gramsh, Përrenjas, Devoll, Skrapar, Poliçan) and DRAP Lezhë (Mirditë, Malësi e Madhe, Vau Dejës, Tropojë, Kurbin and Shkodër).
- Identify health-related gaps and need locally and draft tailored School Improvement Plans to address these areas through conducting and evaluating the data on the School Health Index Survey 2025.
- Conduct comprehensive assessments in each of the 13 target LEUs to identify current health promotion practices, gaps, and areas for improvement.
- Organize meetings/workshops with key stakeholders including LEUs, LHCUs, and municipal representatives to understand their specific needs, resources, and capacities related to health promotion and to present and to discuss the improvement plans.
- Draft and incorporate the improvement plans into the annual plans of both Local Offices of Pre- university Education and schools covered by the project in DRAP Korçë (Cërrik, Belsh, Gramsh, Përrenjas, Devoll, Skrapar, Poliçan) and DRAP Lezhë (Mirditë, Malësi e Madhe, Vau Dejës, Tropojë, Kurbin and Shkodër).
- 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 the local plans to local authorities including the digitalization tools (dashboard and newsletter).
- 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.

- Conduct training sessions for ZVAPs, NJVKSHs, and municipal representatives on effectively using monitoring and reporting systems, including data entry, report generation, and information sharing.

## **II. Piloting of Annual Improvement Plans**

- Support ZVAPs, schools, NJVKSHs and local government authorities in initiating activities outlined in the plans, ensuring that they will be carried out within the 2025-2026 academic year.
- Support the stakeholders in updating the e-newsletter in order to promote healthy behavior's
- Provide ongoing support in capturing data on activities, outputs and outcome in each of the 13 ZVAPs.
- Prepare reports highlighting key achievements, barriers, and enabling factors during the piloting phase.
- Facilitate regular progress review meetings with stakeholders to assess implementation progress, address challenges, and adjust strategies as needed.
- Use the lessons learned from piloting to refine the 13 new annual improvement plans and develop a standardized framework for future replication.

## **III. Strengthening of the nationwide health coordinators network**

- 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 ZVAPs to share best practices, lessons learned, and innovative approaches to health promotion.

## **IV. Establishment of Monitoring and Reporting tools**

- E-Newsletter Development: Develop "e-Newsletters of Healthy Behaviors" for each of the targeted ZVAPs in order to:
  - allowing schools and Local Offices of Pre-university Education to collect, update and visualize information on health- related activities and improvement plans.
  - promote healthy behaviors among children, parents, and the community in respective ZVAPs. The newsletters will feature sections on schools, community activities, and the activity calendar.
  - ***Include interactive features*** in order to engage the participants.
- 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 feedback features within the platform to gather user input from schools, parents, and community members on usability, content relevance, and areas for enhancement.

## 5. DELIVERABLES

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

- **Report on the Improvement Annual Working Plans:** comprehensive report on the improvement annual working plans for the DRAP Korçë (Cërrik, Belsh, Gramsh, Përrenjas, Devoll, Skrapar, Poliçan) and DRAP Lezhë (Mirditë, Malësi e Madhe, Vau Dejës, Tropojë, Kurbin and Shkodër) (Albanian and English) The Annual plans should be developed in Albanian and one of the them should be provided in English.
- **Report on the Monitoring and Reporting E-Neswletters:** 13 regional "E-Newsletters of Healthy Behaviors" with appropriate user guides. The E-newsletters should be published and populated with school activities. (Albanian and English)
- **Report on the piloting and lessons learnt for monitoring of the implementation of the existing annual working plans:** report on the implementation and the lessons learnt of the previously developed implementation plan on each of the ZVAPs (Korçë, Pogradec, Kolonjë, Berat, Ura Vajgurore, Kuçovë, Peqin, Elbasan, Librazhd, Kukës, Has, Maliq, Lezhë). (Albanian and English)
- Disaggregation of data according to the template of the project.

## 6. 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.
- 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.
- 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's 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.

## 7. 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 without VAT for each Expert (CHF)	Total fee without VAT per each activity (CHF)
Development of joint annual working plans including health promotion components through ZVAPs, NJVKSHs and local government including SHI				
Establishment of the e-newsletters for 13 ZVAPs;				
Piloting of the 13 improvement annual working plans				

\* 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).

## 8. 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
<b>Technical proposal</b>	Technical proposal/plan of activities and milestones	15%
	Feasibility and sustainability of implementation	15%
	<b>Subtotal</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= $P_{min} \times \max.Points / P$ 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>



<b>CV of the Applicant</b>	<i>Company: Previous experience</i>	15%
	<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><i>Subtotal</i></b>	<b>30%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 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 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 **20–10–2025**. Financial offer should be submitted in a separate envelope from the technical proposal (hardcopy and softcopy (USB) 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. 2025-0280

Save the Children Albania National Office

Street: “Mihal Popi”, Lagjia 8,

Building 1 Maji, Vila “Lami”; P.O. Box 8185

Tel: +355 4 2261840

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 07–10–2025.

All questions will be responded by close of business 09–10–2025.