



Save the Children

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



03 August 2026

TERMS OF REFERENCE (TOR no. 2026/0576)

Service provision for conducting different competitions between schools for the project “Shkollat për Shëndetin”

1. BACKGROUND AND RATIONALE

In May 2026, Save the Children began the second-year implementation of the second phase of the Swiss Agency for Development and Cooperation (SDC) project “Shkollat për Shëndetin”

The overall goal of Phase II Project is the adoption of healthy behavioral practices and healthy lifestyle habits in the Albanian population, with a particular focus on schoolchildren (aged 6-16 years) in order to reduce the major risk factors for non-communicable diseases (NCDs).

Building on the success of Phase 1, one of the main interventions of the project “Shkollat për Shëndetin” continues to be the competitions between schools. This activity was successfully implemented in the first phase of the project (covering the period March 2021 – April 2025) in 12 regions of Albania (Kukës, Elbasan, Korçë, Lezhë, Durrës, Berat, Shkodër, Vlorë, Gjirokastrë, Tiranë, Fier and Dibër).

In the first implementation year of Phase II, 40 schools were targeted for in-depth onsite interventions in the regions of Elbasan, Berat, Korçë and Kukës. The onsite interventions planned for the second year of Phase II (covering the period May 2026 – April 2027) are mainly focused in 40 schools pertinent to the following five regions of Albania.

The competitions are mainly focused to the following five regions of Albania: Tirana (16 schools), Fier (8 schools), Vlorë (8 schools), Lezhë (4 schools), and Dibër (4 schools).

2. AIM AND OBJECTIVES OF THE SERVICE

Aim:

The purpose of this Framework Agreement is to secure a service provider capable of organizing school competitions during Year 2 of Phase II of the project “Shkollat për Shëndetin.

The Framework Agreement will provide Save the Children the possibility to request specific services based on a Scope of Work that will be developed during the agreement period, including but not limited in conducting competition-based activities that promote a wide range of healthy behaviours.

Specific Objectives:

- To conduct different competitions activities between schools on a wide range of healthy behaviours in selected schools pertinent to the 9-year system across five regions: Tirana, Fier, Vlorë, Lezhë and Dibër.
- To enable school children to receive information on health topics, through sharing of good practices among peers.
- To highlight the positive impact physical activity and an active lifestyle have on health.
- To build a sense of community and encourage **family involvement** in sport competitions.
- To emphasize the role of active lifestyle in health for the children and society.
- To enable supportive environments in schools regarding health promotion interventions and health education activities.
- To ensure a wide reach of children aged 6-16 years in the areas targeted for in-depth interventions.
- To ensure social inclusion, integration and participation of vulnerable groups in targeted communities in promoting healthy lifestyle.
- To offer different scenarios to ensure that the most suitable approach is chosen (based on the local context) when is appropriate.

3. SERVICE PERIOD

The duration of the service will be over the period: **1 September 2026 – 15 April 2027** (with the possibility of extension subject to satisfactory performance and the supplier's availability to agree on the relevant term). The service provider must respond in a timely and effective manner to the project team's needs and proceed in line with the assignment steps below.

Assignment Steps ^{1 2}
Preparatory work: - Consultative meetings with relevant stakeholders and the project team. - Preparation of all required materials and equipment.
- Organization of knowledge-based competitions on health topics in targeted schools in Tirana, Fier, Vlorë, Lezhë, and Dibër. - Organisation of regional final competitions on health topics - Organization of sport competitions in targeted schools in Tirana, Fier, Vlorë, Lezhë, and Dibër. - Organisation of regional sport-competition finals

The service provider should provide participating certificates for all participants to school competitions and presents (sport accessories) for the winners' pupils and schools at each competition. The service provider should provide T-shirts with project logo for all participants.

4. DELIVERABLES

- Scenario used in electronic format (Word)
- List of participants (hard and soft copy).
- Disaggregation sheet for parents and children indicating the participation of vulnerable groups in the activities (soft copy and hard copy).
- Disaggregation sheet for parents and children indicating the participation of vulnerable groups in the activities.

5. QUALIFICATION AND SELECTION CRITERIA OF THE SERVICE PROVIDER

The service provider (company, NGO/ consortium) should have the following qualifications in order to address effectively and timely the specific requirements of the given assignments:

- The service provider must be a legally registered Company/NGO in Albania and comply with the country's legislation.
- The service provider must have relevant proven working experience (at least 5 years) with community-based and/or school-based activities.
- Proven expertise in sport activities and competitions
- Proven expertise in community work.
- Staff with background in public health and health promotion, with excellent oral and written communication skills in Albanian and English.
- 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

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 40 schools pertinent to the following five regions of Albania Tirana (16 schools), Fier (8 schools), Vlorë (8 schools), Lezhë (4 schools), and Dibër (4 schools).

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.
- The service provider should work with the Health Coordinator of the school to facilitate the organization of the activities.

6. PROPOSAL

The service provider (*company/NGO/consortium*) is expected to submit a proposal, including:

Technical proposal for the Competitions between schools including proposed interventional approaches (models).

Financial bid/proposal: lump-sum in CHF (Swiss Francs) for all services provided, including taxes according to the Albanian legislation. In addition, financial feasibility should be clearly indicated, according to the financial template (see Annex 01).

- Overall fee for the required service (according to the section 3: “Service period”).
- ***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.***

CVs of the company/NGO/consortium and **CVs of all key experts** proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in conducting health promotion events at community level, 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/consortium) and the key experts proposed.
- Legal registration of the Company/NGO/consortium (a copy of NIPT).

7. AWARD CRITERIA

The award criteria will consist of the following:

- Technical proposal: 25%
- Financial proposal: 40%
- Qualification and experience of the service provider: 35%

The award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
Technical proposal	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approaches (models)	10%
	Feasibility of implementation	5%
	Subtotal	25%
Financial proposal	i) Fee for each type of activity ii) Overall fee for the required service (as specified in the table under section 3: "Service period")	20%
	Financial feasibility according to the financial template (Annex 01)	20%
	Subtotal	40%
CV of the applicant	<i>Company</i> : experience of the company with similar projects (similar interventions and/or community-based programs)	20%
	<i>Project Manager</i> : degrees, qualifications and experience of the proposed team leader	5%
	<i>Experts</i> : qualifications and experience of key experts (in similar intervention, in health promotion, health education, and community interventions)	10%
	Subtotal	35%
TOTAL SCORE		100%

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 closely work with the team of the project "*Shkollat për Shëndetin*" implemented by Save the Children Albania.

Also, 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:

- Development (production) of the materials and provision of other goods (e.g., tents, benches, sport equipment, spots, etc.) which are necessary for the organization of the sport competitions.
- Carrying out the competitions according to the requirements and timeline included in these Terms of Reference.

9. PAYMENT MODALITY

Payments will be made in line with the terms agreed in each Scope of Work issued under the Framework Agreement.

10. ADMINISTRATIVE ASPECTS

A Framework Agreement 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 should submit:

- 1 - A technical proposal (approach, work-plan, and timeline),
- 2 - Financial proposal (refer to annex 01),
- 3 - CVs of the company/NGO/consortium and key experts proposed together with examples of previous similar work,
- 4 - Copy of the ID card of the legal representative,
- 5 – A bank details letter,

by close of business **24 – 08 – 2026**.

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. 2026-0576

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

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 14 – 08 – 2026.

All questions will be responded by close of business 18– 08 – 2026.

Annex 01 – Financial Offer

Different Competitions

Activity (per single event)	Unit fee per activity, excl. VAT (CHF)	VAT applicable (Y/N)
Organization of one school-level competition on health topics, including preparation of all materials		
Organization of one regional final competition on health topics all cost inclusive		
Organization of one school-level sport competition including all cost inclusive including materials, equipment, T-shirts, and sport accessories		
Organization of one regional final sport competition (all cost inclusive)		