

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



17 January, 2025

TERMS OF REFERENCE (TOR no. 2025/005)

Service provision for promotion of good hygienic practices/good practices, conduct training sessions and propose policy solutions in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND AND RATIONALE

As of the 1st of March 2021, Save the Children have started the implementation 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 6-15 years) in order to control and prevent effectively the major risk factors for NCDs.

One of the activities of the project “*Shkollat për Shëndetin*” for this year concerns raising the capacities of parents/caregivers regarding healthy lifestyle habits and healthy behavioural practices.

The aim of this activity is to deliver informative sessions good hygienic practices/good practices to teachers, parents and children, conduct training sessions to different types of professionals and experts at local level, groups of individuals and CSOs at local level and provide evidence-based policy solutions.

2. AIM AND OBJECTIVES OF THE SERVICE

Aim:

Save the Children is seeking to contract a service provider capable in promoting good hygienic practices/good practices, conduct capacity-building training sessions with diverse stakeholders related to mental health, and develop policy solutions that support health promotion.

Specific Objectives:

- Organization of 2 training sessions with different types of professionals and experts at local level, groups of individuals and CSOs at local level related mental health.
- Organization of 4 training sessions with different group of individuals that serve as important agents of change regarding project writing, grant applications, searching for opportunities and funding, donor requirements, project implementation, financing, and monitoring and evaluation.
- Organization of 10-15 cleaning sessions promoting good hygienic practices/good practices with teachers, parents, and children.
- Organization of 2 workshops with different types of professionals/experts/individuals at local/national level/ local government units in order to discuss the health promotion strategies, challenges and policy solutions to be developed.
- Develop 1 (one) comprehensive proposal for law improvement (policy support) on health promotion.
- Develop 1 (one) school health/health promotion normative act and guideline based on evidence-based needs in Albania to enhance local/national health initiatives.
- Assess the implementation of the local action plan in Korça according to the vision, goal and the strategic objectives as outlined in the Local Action Plan.

3. SERVICE PERIOD

The duration of the service will be over the period: 31 January – 21 February 2025*.

The service provider is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work: - Update of the materials (as per topic), which will be used during the sessions with different stakeholders - Consultative sessions with relevant stakeholders and the project team.

2.	<u>2 training sessions</u> with different types of professionals and experts at local level, groups of individuals and CSOs at local level related mental health. <u>4 training sessions</u> with different group of individuals related mental health Pre-post test to measure changes in knowledge
3.	<u>10 (onsite) informative sessions</u> promoting good hygienic practices/good practices with teachers, parents, and children.
4.	<u>2 workshops</u> with different types of professionals/experts/individuals at local/national level/ local government units in order to discuss about policy support on health promotion at local institutional level.
5.	Develop <u>1 (one) comprehensive proposal for law improvement</u> (policy support) on health promotion. Develop <u>1 (one) health promotion normative act and guideline</u> based on evidence-based needs in Albania to enhance local health initiatives. Assess the implementation of <u>the local action plan in Korça</u> according to the vision, goal and the strategic objectives as outlined in the Local Action Plan.

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

** This list will be refined and confirmed at the beginning of the assignment.

4. DELIVERABLES

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

- A narrative report about training sessions with different group of stakeholders (soft and hard copy)
- A narrative report about informative sessions promoting good hygienic practices/good practices (soft and hard copy).
- Lists of participants in training capacities (sessions) and informative sessions. The number of participants should be at least 12 (twelve) per session. (soft copy and scanned copy)
- 1 (one) comprehensive proposal for law improvement (policy support) on health promotion.
- 1 (one) school health/health promotion normative act and guideline based on evidence-based needs in Albania to enhance local/national health initiatives.

- 1 (one) report on the Assessing addressing social determinants
- Disaggregated data for each activity as per template provided by the project.

5. QUALIFICATION AND SELECTION CRITERIA OF 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 school-based and/or community-based activities, especially on the issues related mental health
- The service provider must have relevant proven working experience with school based and/or community-based activities.
- The key health experts proposed by the service provider should have background in public health and health promotion.
- One expert proposed by the service provider should have background in law.
- 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 a 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 key experts pertinent to the service provider should have excellent oral and written communication skills in both Albanian and English languages.

6. PROPOSAL

The service provider (company/NGO) is expected to submit an application including:

- Technical proposal including the following elements:
 - The approach of the training sessions, workshops, informative sessions, the proposed work-plan, timeline, and other relevant elements.
 - Detailed description of the proposed methodologies and approaches for implementing the activities, as described in the assignment steps.

- Quality assurance measures: description of quality control measures that will be in place to ensure the high standard of all delivered activities and outputs.
- Sustainability plan in order to ensure the sustainability of project activities.
- Financial bid/proposal:
 - 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 on CV submitted) *	Unit	Unit cost in CHF	Quantity	Total Cost (CHF)
Preparatory work		Days			
Training sessions with different types of professionals and experts at local level, groups of individuals and CSOs at local level related mental health.		Days			
		Training cost per participants including (Training room, transport per round trip, printing materials, stationery, snacks and refreshments.)		12	
Training sessions with different group of individuals related mental health.		Days			
		Training cost per participants including (Training room, transport per round trip), printing materials, stationery, snacks and refreshments.		12	
<u>Workshops</u> with different types of professionals/experts/individuals at local/national level/ local government		Days			

units in order to discuss about policy support on health promotion at local institutional level		Training cost per participants including (Training room, transport per round trip, printing materials, stationery, snacks and refreshments.)		12	
<u>(informative sessions promoting good hygienic practices/good practices with teachers, parents, and children.</u>		Session			
<u>1 (one) comprehensive proposal for law improvement (policy support) on health promotion.</u>		Days			
<u>1 (one) school health/health promotion normative act and guideline based on evidence-based needs in Albania to enhance local/national health initiatives.</u>		Days			
<u>Assess the implementation of the local action plan in Korçe.</u>		Days			

** 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.*

- 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 (*signed by each expert*), 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).

7. 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
Technical proposal	Innovative strategies to engage participants and stakeholders	5%
	Timeline and workplan for activities	5%
	Detailed description of the proposed methodologies and approaches for implementing the activities, including the evaluation of the impact of the awareness campaigns.	20%
	Quality assurance measures and feasibility and sustainability of implementation	5%
	Subtotal	30%
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”) evaluation will be done based on formula $\text{Score} = \frac{\text{Pmin} \times \text{max.Points}}{P}$ P – Total Price of the fee to be assessed Pmin – Total Price of the lowest Proposal maxPoints – 40	20%

	Financial feasibility	20%
	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)	15%
	<i>Project Manager</i> : degrees, qualifications and experience of the proposed team leader (project manager)	10%
	<i>Experts</i> : qualification and experience of the proposed key experts (in health promotion, health education, school-based interventions and community interventions)	15%
	Subtotal	30%
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 this assignment, the service provider is expected to closely work 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 carrying out the sessions according to the requirements and timeline included in these Terms of Reference.

9. PAYMENT MODALITY

The payment will be done as in two installments after delivery reports (in English and Albania):

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

10. 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 **24-01-2025**. 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

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 21-01-2025. All questions will be responded by close of business 22-01-2025.