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August 04, 2025

## TERMS OF REFERENCE (TOR no. 2025/0219)

**Service provision for conducting onsite training activities with school staff, school health coordinators and other school related staff in the framework of the project “Shkollat për Shëndetin”**

### 1. BACKGROUND AND RATIONALE

In May 2025, Save the Children started the implementation of the first year 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.

One of the main interventions of the project “*Shkollat për Shëndetin*” concerns the capacity building of key actors and beneficiaries through provision of training activities, peer-to-peer education, and continuous professional development. Hence, similar to the previous implementation years of the first phase, the first implementation year of the second phase of the project “*Shkollat për Shëndetin*” (covering the period May 2025 – April 2026) foresees a wide range of capacity building activities involving teachers/school health coordinators and other relevant school staff.

Of note, in the first implementation year of the Phase II of the project, the onsite interventions will be in four regions of Albania respectively in Berat, Korça, Elbasan, and Kukës.

## 2. AIM AND OBJECTIVES OF THE SERVICE

### **Aim:**

Save the Children is seeking to prequalify (preselect) relevant service provider for eventually designing and conducting onsite training activities for teachers, school health coordinators and other school staff for the needs of the project “Shkollat për Shëndetin”.

### **Specific Objectives (with further explanations under Section 3: “Approach of the service”):**

- To conduct capacity building activities (training sessions) in Berat, Korça, Elbasan, and Kukës region involving teachers, school health coordinators (school nurses) and other relevant school staff.
- To deliver high-quality, accessible training sessions using onsite modalities, with a focus on underserved and vulnerable communities.
- To ensure that the training content is aligned with national health priorities, and the Shkollat për Shëndetin project objectives.
- To assess knowledge level of the training participants regarding health-related topics within the scope of “Shkollat për Shëndetin” project in each region (Berat, Korça, Elbasan and Kukës) and reflect on the correlation between the knowledge and the capacity building activities provided by the project.

## 3. APPROACH OF THE SERVICE

*3.1. The Service Provider is expected to be capable of eventually conducting capacity building activities with teachers/school health coordinators and other relevant school staff:*

- The schoolteachers included in the capacity building activities (training sessions) should consist of the following disciplines: biology, health and physical education, civic education, and primary education. In addition, other relevant school staff should be involved in these capacity building activities including school authorities, school nurses/physicians, psychologists, and social workers. The minimum number of participants in each training session should not be less than 12 participants.

*3.2. Training Topics: Training activities will cover, but are not limited to, the following thematic areas:*

- Health promotion: nutrition, physical activity, mental health, sexual and reproductive health

- Sustainable Development Goals (SDGs): integration of health-related SDGs into school practices
- School nurses: roles and responsibilities, first aid, and emergency response
- School psychologists: addressing substance use among students and other critical issues

### 3.3 Training Materials

- Ensure that the training modules are relevant for each target group.
- Use interactive and practical methodologies, including case studies, group exercises, and problem-solving activities.
- Update of the materials (as per topics), which will be used during the training sessions. (2 days for each training session; each training session will last 4 hours)

### 3.4 The Service Provider is expected to be capable of eventually assessing the level of knowledge of the participants with quantitative tools:

- The service provider design pre-post-tests to measure the participants' level of knowledge before and after each training session. The tool is to be approved by the project "Shkollat për Shëndetin".
- The service provider is expected to analyse and report the change of knowledge level of each target group and the overall change in knowledge as a result of the capacity building activities.

## 4. Service Period

The duration of the service will be over the period: 25 August– 27 October 2025<sup>1</sup>.

## 5. Deliverables

The service provider is expected to submit the following deliverables:

- Calendar of the training sessions
- Agenda for each training session (2 days for each training session)
- A narrative report for each training session conducted in each region: Berat, Korça, Elbasan, and Kukës. (A signed and sealed hard copy in addition to a soft copy)
- List of participants signed by each participant for each training session and disaggregated by each category of participants. (hard and soft copy)
- All presentations and materials used in the training sessions (word, power point, etc.)
- Pre- and post-tests to measure knowledge improvement and data analysis report summarizing the impact of training (hard and soft copy)
- Collected data sheet that has the answers of pre- and post-test (excel format)
- A final narrative report of all capacity building (training sessions) conducted both in Albanian and English languages including photos for each activity. The narrative report should evaluate and analyze the change in the level of knowledge of each

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

target group of participants with regard to the addressed health-related topics. (A signed and sealed hard copy in addition to a soft copy)

- Disaggregated data sheet (template given by project in Excel format)
- Fiscal invoice for the service given.

## **6. ELIGIBILITY CRITERIA FOR POTENTIAL SERVICE PROVIDERS**

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 should consist of a nongovernmental organization (NGO)/ company or a joint venture with specific experience in capacity building interventions.
- The service provider must be a legally registered NGO/company in Albania and comply with the country's legislation.
- The service provider must have a minimum of 5 years working experience with capacity building activities.
- The service provider should have a minimum of 5 years proven experience in project management and in report writing through past references.
- The service provider should have proved ability to meet deadlines and work under pressure through past references and /or experiences.
- The service provider should have the proven flexibility in responding to the needs of the contracting agency through past references and /or experiences.
- The manager (CEO) of each of the service provider must have adequate qualifications (at least a master's degree) and proven working experience (at least 5 years) with capacity building activities (training sessions) with the respective targeted audiences.
- The key experts proposed should hold a MSc degree in Health Sciences, Education, Social Sciences, or other relevant degrees and should have proven working experience with capacity building activities. 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 is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
  - Interventional approach of the capacity building activities (training sessions) including the proposed work-plan, timeline, and other relevant elements; In your interventional approach specify senior/junior expert engaged in each training session.
  - Comprehensiveness and coherence according to the specific objectives of this call.
  - Feasibility of the proposed interventions.

- **Financial bid/proposal** including the following elements<sup>1</sup>:
  - Daily fees in CHF (Swiss franc) of the proposed experts (all taxes included), differentiating between senior experts and junior experts.
  - Onsite training cost (breakdown budget for the training cost) for one session (2 days) of at least 12 participants, including: training room, transport in Berat, Korça, Elbasan, and Kukës Region, printing materials and stationaries, snack and refreshments/coffee break for participants.
  - Total fee in CHF (Swiss franc) for preparatory work prior to the training sessions for each target group (material update, coordination, etc.).
  - Fee for analysing the data and preparing the final report (including pre- and post-test results, all the data in excel sheets and narrative analysis /report).
  - **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.**

Category	Cost Item	Unit Cost (CHF)	Quantity	Total Cost (CHF)
Senior Expert Daily Fee for training	Daily rate			
Junior Expert Daily Fee for training	Daily rate			
Expert daily fee for preparatory work and reporting	Daily rate			
Training Room	Per Day			
Transport	Per trip (round)			

<sup>1</sup> Non-compliance Penalty: Failure to submit the financial proposal in the specified format will result in a penalty. The service provider will face a deduction in the scoring evaluation of the financial proposal if the financial proposal is not as the template above.

Printing Materials	Per participant			
Stationery	Per participant			
Snacks and Refreshments	Per participant			

- CVs of the NGO/Company and the key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in conducting capacity building activities (training sessions).
- A copy of ID card of the representative of the NGO/Company.
- Legal registration of the NGO/Company (a copy of NIPT).

### ***Important Note***

Bidders are not expected to provide a total price for the mandate, but rather indicate the daily fees (all taxes included) of the proposed experts and onsite training cost for one session for at least 12 participants.

The evaluation of the bids will be done based on the value for money taking in consideration the overall score in function of the profile and experience of the bidding organization, the adequacy of the proposed experts, the fee charged for each of them and fee of one session.

The total value of the mandate will be established in a second stage, with the winner, based on a jointly agreed operational planning that respects the budget constraints of the project.

## **8. AWARD CRITERIA**

The award criteria will consist of the following:

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

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

CRITERIA	DESCRIPTION	SCORE
<b>Technical proposal</b>	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approach for the capacity building activities	15%

	Feasibility of implementation	10%
	<b>Subtotal</b>	<b>35%</b>
<b>Financial proposal</b>	Experts' daily fees	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	<i>Experience with similar projects (capacity building activities for teachers/school health coordinators and other relevant school staff)</i>	10%
	<i>Project Manager:</i> degrees, qualifications and experience of the proposed team leader (project coordinator)	5%
	<i>Experts:</i> qualification and experience of the proposed key experts (in health promotion, health education, capacity building interventions)	10%
	<b>Subtotal</b>	<b>25%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 9. ADMINISTRATIVE ASPECTS

Interested service providers should submit:

- i) A technical proposal (approach, work-plan, and the proposed timeline of the activities),
- ii) Financial proposal,
- iii) CV of the service provider and the respective key experts proposed,
- iv) Copy of the ID card of the legal representative,
- v) If the service provider is a joint venture, they should submit a partnership agreement (joint venture) among the NGOs/companies constituting the service provider, with a clear specification of the responsibilities and tasks of each NGO/company involved and specifying the NGO/company which will act as the contractor for the service,
- vi) Bank details of the NGO/ company responsible for the financial report as per the partnership agreement,

The application should be submitted in English (hard copy and CD) 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.

by close of business 08 – 08 – 2025.

**Address:** The envelopes should be submitted to the following address: ***Please do not open!***

**TORs ref. no. 2025-0219**

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](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 05 – 08 – 2025. All questions will be responded by close of business 06 – 08 – 2025.