



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



30 September 2025

TERMS OF REFERENCE (TOR no. 2025/0281)

Service provision for conducting different competitions between schools for 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 aim of the 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).

For the first year of the second phase of the project (covering the period May 2025 – April 2026), 40 new schools are targeted for in-depth (onsite) interventions in the following four regions of Albania respectively in Elbasan, Berat, Korçë and Kukës. In these 40 schools and their respective communities, a wide range of activities is envisaged for the first implementation year of the second phase of the project, aiming at promoting sustainable positive behavioural changes among children, their respective families, and communities at large.

The competitions are mainly focused in 40 schools pertinent to the following four regions of Albania: Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools).

2. AIM AND OBJECTIVES OF THE SERVICE

Aim:

Save the Children is seeking to contract a service provider capable of conducting different competitions for the first year of the second phase of the project “Shkollat për Shëndetin”.

Specific Objectives:

Competition activities between schools promoting wide range of healthy behaviours

- To conduct different competitions activities between schools regarding a wide range of healthy behaviours in selected schools pertinent to the 9-year system in the following four regions of Albania: Korçë, Elbasan, Berat and Kukës.
- To allow school children to receive information on health topics, through sharing of good practices among each-other.
- 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.
- Emphasizing 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 **17 October 2025 – 30 March 2026**.

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

Assignment Steps
Preparatory work: - Consultative meetings with relevant stakeholders and the project team. - Preparation of all materials and of the equipment.

- Organization of 40 competitions in 40 schools in Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools)) related their knowledge on health topics
- Organization of 3 final competitions related health topics
- Organization 40 sport competitions in 40 schools in Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools)) related their knowledge on health topics
- Organization of 3 final sport competitions

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

** The activities will be conducted in 40 schools pertinent to the following four regions of Albania: Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools)

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-shirt 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).
- Report on activities related to health topics and sport events (electronic document – soft and hard copy duly signed and sealed) including pictures from the activities

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 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 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*) 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), for each of the activities (separately for health promotion campaigns and for celebrities' advocacy activities).

- Overall fee for the required service (based on the quantity/volume of work specified in the table under 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 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 campaigns at community level, and celebrities' advocacy activities and 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 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 (based on the quantity/volume of work 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 (project manager)	5%
	<i>Experts:</i> qualifications and experience of the proposed team leader and 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.

The project team will provide the content of health promotion materials which will be used in all community activities (health promotion campaigns).

Also, the project team will monitor, supervise and facilitate the service provider in every step of the process, including the approval of celebrities. No action will be taken without the approval of the project.

The service provider is responsible for:

- Development (production) of the health promotion 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

The service provider should propose the payment schedule based on the progressive implementation of the campaigns and thereby delivery of the respective financial reports and narrative reports about competitions conducted in each region (Korçë, Elbasan, Berat and Kukës), along with the lists of participants attending the competitions as well as reports for the activities. 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 should submit:

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

by close of business **07 – 10 – 2025**.

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. 2025-0281

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 02- 10 - 2025.

All questions will be responded by close of business 03- 10 - 2025.

Annex 01 – Financial Offer

Different Competitions

Assignment Steps	Unit	Activity fee (CHF)	Total fee per each activity without VAT (CHF)	Total cost (CHF)
Preparatory work: - Consultative meetings with relevant stakeholders and the project team. - Preparation of all materials and equipments, t-shirts, and sport accessories for all activities	1			

- Organization of competitions in schools in Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools)) related their knowledge on health topics	40			
Organization of 3 final competitions related health topics	3			
Organization sport competitions in schools in Elbasan (12 schools), Berat (10 schools), Korçë (10 schools) and Kukës (8 schools)) related their knowledge on health topics	40			
Organization of final sport competitions	3			

For each assignment you need to propose a detailed list of expenditure including VAT cost if applicable.