SC-PR-37 Terms of Reference (ToR)-ALB 2025 0292

Request for an IT expert to provide Digital Learning sessions for parents in Municipalities of Tirane & Gjirokaster.

26-11-2025

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The project "Roma Children Learn, Reducing Barriers for Education and Development" proposes is built build a model based of children right perspective and address the issues of access, enrolment and participation on quality Early Childhood Care Development (ECCD) and primary education for both Roma boys and girls to exercise their rights for quality inclusive education and support their parents families equally share community life and promote Roma culture in the neighbourhoods of Tirana and Gjirokastra.

This project is part of the "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in Western Balkans and Turkey (RARE) phase II", funded by European Union (EU) and Roma Education Fund (REF Romania)".

The project responds to one of the main priorities in the current National Strategy for Education of the Ministry of Education and Sports that states "pre-university education system are ensuring quality education, full participation to ensure inclusiveness and equal access for all children of the age group in preschool and compulsory education, improving the infrastructure of schools and kindergartens according to standards, reducing the number of students per class, training teachers, equipping schools with science laboratories and computers". Roma children and their families in the selected regions will benefit from access and participation to quality learning opportunities, and enhanced capacities of educational institutions to implement inclusive education principles and also supportive family and community childcare practices, Additionally, there will be increased public awareness of the value that Roma traditions and language bring to enriching national culture. To ensure that Roma children have an equal start in ECCD and successful transition to primary education, the project's intervention will address the issues below:

1)   Roma children access and enrolment to Early Childhood Education (ECD) and successful transition to Primary School Education (PRI).

2)   Supporting Roma children learning outcomes and promoting Roma Language and Culture through increased capacities of pre-primary and primary teachers.

3)   Empowering local communities and institutions to overcome barriers like cost, institutional challenges, and cultural obstacles to access quality education.

Objective

In the framework of the project **"Roma Children Learn, Reducing Barriers for Education and Development"**, "Save the Children in Albania is looking for an IT expert who will be responsible on capacitating Roma parents/caregivers and roma mediators to use of digital platforms such as E-Albania and SPIM platform in both targeted area Tirana and Gjirokastra. Roma parents/caregivers of children who attend ECD (kindergartens) and Primary education in 2 regions where the project will be implemented, will be capacitated supported to use of digital platforms such as E-Albania for raising capacities in using E-Albania for documents needed to obtain child enrolment in ECD as well enrolment in pre-primary and primary education in both targeted area Tirana and Gjirokastra. Sessions on the use of digital platform such as SMIP will be provided for Roma parents and caregivers in community center premises of both regions

Location and official travel involved

IT expert will carry out the assignment in Tirane (Shkoza Area) - 2 (two) days in the field & Gjirokaster (Zinxhiraj) - 2 (two) days in the field.

Services the Supplier will provide

The expected results of the consultancy include:

- Provision of the learning sessions on capacitating Roma parents/caregivers and roma mediators to use of digital platforms such as E-Albania and SPIM platform in both targeted area Tirana and Gjirokastra 2 (two) sessions per each area. – in total 4 (four) working days.

- Preparation of the manual on platform use and submission of written report (including photo + list of participants in the learning sessions) and timesheet on activities in the end of consultancy. - 1(one) working day

Experience and skill set required

- Relevant University Degree. -35 points
- Strong knowledge of E-Albania and SPIM functionalities. - 25 points
- Digital literacy expertise, including basic computer and smartphone use. 15 points
- Cultural sensitivity and experience working with marginalized communities. 15 points

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Preparation of manual on platform use	The manual on the platform use will be prepared the IT training expert	Word Document to be provided to Save the Children project staff
2	Submission of written report on activities in the end of consultancy	Final report will be prepared by the expert at the end of consultancy including photo +list of participants in the learning sessions.	Word Document to be provided to Save the Children project staff
3	Submission of timesheet in the end of consultancy	Timesheet to be prepared	Excel Document to be provided to Save the Children project staff

Timeline

Estimated Commencement Date:15-12-2025
Estimated End Date:31-03-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Preparation of manual on the E- Albania & SMIP platform use	Save the children team	30-01-2026
2	Submission of written report on activities in the end of consultancy	Save the children team	25-03-2026
3	Submission of timesheet in the end of consultancy	Save the children team	25-03-2026

Acceptance

Deliverable 1 – Final written report on activities in the end of consultancy to be accepted by Project coordinator • Deliverable 2 – timesheet to be accepted by Project coordinator in the end of consultancy

<u>General assumptions and dependencies</u>

Save the Children will provide all necessary documents, will provide supervision and guidance during the activities. Provide logistic and materials needed.

<u>Payment information</u>

The payment will be made in the end of this consultancy based on SC policies out of which 15 % of gov taxes, upon receipt of the report and timesheet for the relevant period by the IT expert. Expert fee: 5 days × €118/day (4 days for training and 1 day for preparation of the manual on platform use and training report). The fee The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

<u>How to apply for the services</u>
The service provider is expected to submit a proposal, including:
The service provider is expected to submit a proposal, including Interested candidates can send their CV, expression of interest, and relevant documents in one **e-mail to info.albania@savethechildren.org** or submit **hard copy** at Save the Children's offices
The deadline for responses is: 05-12-2025
Application for Request for an IT expert to provide Digital Learning sessions for parents in Municipalities of Tirane & Gjirokaster.
Procurement Team Save the Children Albania Rr Mihal Popi ndertesa 7 (Vila Lami) Tirana Shqiperi

<u>The award criteria consist of the following:</u>

Criteria	Description	Score
1	Relevant University Degree (Computer Science)	35
2	Strong knowledge of E-Albania and SPIM functionalities	25
3	Digital literacy expertise, including basic computer and iPAD use	25
4	Cultural sensitivity and experience working with marginalized communities	15

TOTAL SCORE	100