

SC-PR-37 Terms of Reference (ToR)-ALB 2025 0298

Call for 2 (two) primary teachers to conduct after school classes with children in Municipalities of Tirane (Shkoza Area) & Gjirokaster (Zinxhiraj).

16-12-2025

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 to build a model based on children's right perspective and address the issues of access, enrolment and participation in 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 “EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in the Western Balkans and Turkey (RARE), phase II” is funded by the European Commission through the Directorate-General for Enlargement and the Eastern Neighbourhood and is implemented by REF Romania and REF Serbia.



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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 (PSE).
- 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 seeking for 2 (two) primary teachers to conduct after school classes with children of 1st & 2nd grade in schools/community centres, in two target area respectively in Tirane (Shkoza Area) & Gjirokaster (Zinxhiraj). Two teachers (one per region) will be responsible for conducting “Doing My Homework” classes for first- and second-grade Roma children, as well as other marginalized children attending the targeted schools, to improve their learning outcomes. SCIA, together with the appointed teachers, will design a program that enhances both the academic and social skills of participating children.

Location and official travel involved

The local primary teachers will carry out the assignment in Tirane (Shkoza Area) & Gjirokaster (Zinxhiraj).

Services the Supplier will provide

- Collaborate with the expert to develop an educational plan for first- and second-grade primary school children, tailored to their specific needs. Furthermore, the program will be designed in line with school curricula for grade 1 and 2 but also will include games and play in order to support children's holistic development

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- Conduct “Doing My Homework” classes for first- and second-grade Roma children, as well as other marginalized children attending the targeted schools. Each teacher will conduct 8 hours per month (2 sessions per week × 1 hour each) in each region.
- Reinforce concepts taught during regular school hours (literacy, numeracy). Provide individualized attention to students who need extra help and strengthen foundational skills in reading, writing, and basic math.
- Prepare a report on children’s progress, focusing on improvements in learning standards and the overall learning environment.

Experience and skill set required

The *applicant* should have the following qualifications to address effectively and timely the specific requirements of this assignment:

- University degree in Primary Education or another related field.
- Minimum 5 of experience teaching primary school (grades 1–4).
- Experience working with diverse and marginalized communities.
- Good communication and reporting skills.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Preparation of Individual Working Plan for targeted children	PEI will be prepared by the expert & primary teacher for targeted children	Word Document to be provided to Save the Children project staff
2	Submission of written report on activities in the end of each month	Monthly report will be prepared by the expert in the end of each month	Excel Document to be provided to Save the Children project staff
3	Submission of timesheet on activities in the end of each month	Timesheet will be prepared in the end of each month	Word Document to be provided to Save the Children project staff
4	Provision of quarterly report on academic progress of children.	The progress report of children will be prepared quarterly.	Word Document or excel to be provided to Save the Children project staff

Timeline

Estimated Commencement Date:01-01-2026

Estimated End Date:30-06-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date

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1	Preparation of Individual Working Plan for targeted children	Save the children team	30-01-2026
2	Submission of written report on activities in the end of each month	Save the children team	Every month
3	Submission of timesheet on activities in the end of each month	Save the children team	Every month
4	Provision of quarterly report on academic progress of children.	Save the children team	30-03/06/-2026

Acceptance

1. Preparation of Individual Working Plan in collaboration with the Education Expert for targeted children - January 2026.
2. Submission of written report on activities in the end of each month.
3. Submission of timesheet in the end of each month.
4. Quarterly report on the progress of children.

General assumptions and dependencies

Save the Children appointed staff will ensure the following: Provide all necessary documents and SCIA resource materials. Provide supervision and guidance during the activities. Provide educational materials to support learning and play for children.

Payment information

The primary teachers are expected to work 6(six) months, from 1 January to 30 June 2026. Payments will be made at the end of each month in accordance with SC policies, with 15% government tax deducted. Payment will be processed upon submission of the report and timesheet for the relevant period by the consultant. The fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

How to apply for the services

The service provider is expected to submit a proposal, including: The 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 within 19 Dec 2025 by 17:00pm.

Subject: *Call for 2 (two) primary teachers to conduct after school classes with children in Municipalities of Tirane & Gjirokaster.*

The deadline for responses is: 19-12-2025

Application for: *2 (two) primary teachers to conduct after school classes with children in Municipalities of Tirane & Gjirokaster.*

The award criteria consist of the following:

Criteria	Description	Score
1	University degree in Primary education.	35
2	Minimum 5 of experience teaching primary school (grades 1–4).	25
3	Experience working with diverse and marginalized communities	25

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Good communication and reporting skills

15

TOTAL SCORE

100

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