

SC-PR-37 Terms of Reference (ToR)-ALB 2025 0306

Call for an Educational Expert to develop Educational Plans for 1st and 2nd grade students in the municipalities of Tirana (Shkozë area) and Gjirokastër (Zinxhiraj).

13-01-2026

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 rights 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

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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 seeking for an Educational expert to prepare Educative Plan for Roma children and also other marginalized children who attend targeted schools to improve their learning outcomes in schools/community centres, in two target area respectively in Tirane (Shkoza Area) & Gjirokaster (Zinxhiraj). The expert will design the program in line with national school curricula for grade 1 and 2 but also will include games and play in order to support children's holistic development. Therefore, the project will provide educational materials to support learning and playing. Two primary teachers (one per region) will be responsible for conducting "Doing My Homework" based on Educative Plan developed by the Expert.

Location and official travel involved

The education expert will carry out the assignment in Tirane (Shkoza Area) & Gjirokaster (Zinxhiraj).

Services the Supplier will provide

- Based on the national educational curriculum, the expert will be engaged to prepare an educational plan for first and second grade children of targeted primary school tailored to the children's needs for learning improvements, in two target areas Tirana (Shkoza area) and Gjirokastër (Zinxhiraj). (2-days plan preparation per each region.)
- On-the-job training for pre-primary teachers who will Conduct "Doing My Homework" classes for first- and second grade for Roma children, as well as other marginalized children attending the targeted schools. (1- day assistance per each region)
- Prepare the training report and timesheet based on the working days.

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Experience and skill set required

- Master's degree in education-25 points
- Experience in designing educational plans consistent with the primary basic education curriculum for the target group of children. 25 points
- Strong knowledge of the competency based primary education curriculum. -25 points
- Strong knowledge of the assessment framework for pre university education. - 25 points

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Preparation of educative Plan for targeted children	Educative Plan prepared for Roma children of 1st and 2nd grade in both target regions Tirane (Shkoza area) and Gjirokaster (Zinxhiraj)	Word Document to be provided to Save the Children project staff
2	Submission of written report on in the end of consultancy	Final report will be prepared by the expert in the end of consultancy	Word Document to be provided to Save the Children project staff
3	Submission timesheet of	Timesheet will be prepared in the end of consultancy	Excel Document to be provided to Save the Children project staff

Timeline

Estimated Commencement Date: 30.01.2026

Estimated End Date: 31.03.2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Preparation of educative Plan for targeted children	Save the children team	05-02-2026
2	Submission of written report on activities in the end of each month	Save the children team	10-03-2026
3	Submission of timesheet	Save the children team	10-03-2026

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 education for children.

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Payment information

The Consultant is expected to work from 30 January 2026– 31 March 2026. The payment will be done in the end of 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 expert. In total are 6 working days (3 per region) × €118 per day. The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

How to apply for the services

The Expert is expected to submit a proposal, including 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.

Subject: Call for an Educational Expert to develop Educational Plans for 1st and 2nd grade students in the municipalities of Tirana (Shkozë area) and Gjirokastër (Zinxhiraj).

The deadline for responses is: 19-1-2026

Application for

Call for an Educational Expert to develop Educational Plans for 1st and 2nd grade students in the municipalities of Tirana (Shkozë area) and Gjirokastër (Zinxhiraj).

The award criteria consist of the following:

Criteria	Description	Score
1	Master's degree in education	25
2	Experience in designing educational plans consistent with the primary basic education curriculum for the target group of children	25
3	Strong knowledge of the competency based primary education curriculum	25
4	Strong knowledge of the assessment framework for pre university education	25

TOTAL SCORE	100
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- Strong knowledge of the assessment framework for pre university education

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