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20 January 2026

## TERMS OF REFERENCE (TOR no. 2026/0315)

### **Service provision for conducting onsite and online cascade training activities with school staff and school nurses 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 and cascade training sessions. As in 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 March 2025 – April 2026) foresees a wide range of capacity building activities involving teachers, school health coordinators (school nurses) and other relevant school staff.

Of note, in the first implementation year of the second phase of the project, the onsite/online interventions (cascade training approach) will be conducted in four regions of Albania: Berat, Korça, Elbasan and Kukës, following the TOTs delivered previously.

## 2. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking a service provider for eventually conducting onsite/online cascade training activities in the regions of Berat, Korça, Elbasan and Kukës for teachers, school health coordinators (school nurses) 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-cascade approach) with schoolteachers and other relevant school staff.
- To conduct capacity building activities (training sessions-cascade approach) with school health coordinators (school nurses).
- To deliver high-quality onsite training sessions for school health coordinators (school nurses).
- To deliver credit-bearing online training sessions for schoolteachers.
- To assess knowledge level of the training participants with regard to health-related topics within the scope of “Shkollat për Shëndetin” project in each region (Berat, Korça, Elbasan and Kukës) as well as the overall increase in knowledge for each thematic area.

## 3. APPROACH OF THE SERVICE

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

- 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.

*3.2. The Service Provider is expected to be capable of eventually developing onsite capacity building activities with school health coordinators (school nurses):*

- The target group consists of school health coordinators, a role which, in the second phase of the project, is assigned to school nurses.

*3.3. Training topics will cover, but are not limited to, the following thematic areas:*

- Health promotion, healthy nutrition, mental health, physical activity, sexual and reproductive health
- Manual of school health coordinators
- Roles and responsibilities of the school nurses

*3.4 Training Materials*

- The training modules will be provided by the project for each target group.

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

- The service provider shall design pre-post tests to measure the participants' level of knowledge before and after each training session. The pre- and post- test should be approved by the project "Shkollat për Shëndetin".
- The service provider shall analyse and report changes in the level of knowledge of each target group, by region and overall, as a result of the capacity-building activities for each of the thematic area.

*3.6 The Service Provider should be capable of organizing onsite training session targeting a minimum of 15 school nurses and online training sessions targeting a minimum of 25 teachers per session.*

#### **4. SERVICE PERIOD**

The duration of the service will be over the period: 2 February – 24 April 2026.

#### **5. DELIVERABLES**

The service provider is expected to submit the following deliverables:

- Calendar of the training sessions
- Agenda for each training session
  - o 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) in Albanian and English language including photos for each activity. The report should evaluate the change in the level of knowledge of each target group, for each region and for each theme and summarize the impact of trainings.
- Pre- and post-tests to measure knowledge improvement (hard and soft copy)
- List of participants signed by each participant for each onsite training session.
- List of the participants for online training sessions.
- All presentations and materials used in the training sessions (word, power point, etc.)
- Collected data sheet that has the answers of pre- and post-test (excel format)
- Disaggregated data sheet (template given by project in Excel format) for onsite and online training sessions.
- 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 proven 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 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 (onsite cascade 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 day training session of at least 15 participants, including: training room, transport in Berat, Korça, Elbasan, and Kukës Region, printing materials and stationery and refreshments/coffee break for participants.
  - Online training cost (breakdown budget for the training cost) for one day training session.
  - **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**

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<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.

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)
<b>ONSITE TRAINING COST</b>				
Senior Expert Daily Fee	Daily rate			
Junior Expert Daily Fee	Daily rate			
Training Room	Per day			
Transport	Per trip (round)			
Printing Materials	Per participant		15	
Stationery	Per participant		15	
Snacks and Refreshments	Per participant		15	
<b>TOTAL ONSITE TRAINING COST</b>				
<b>ONLINE TRAINING COST</b>				
Senior/Junior Expert Daily Fee	Daily rate			
Technical Support Staff	Per session			
<b>TOTAL ONSITE TRAINING COST</b>				

- CVs of the service provider 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 (onsite/online training sessions) with the targeted audiences).
- A copy of ID card of the representative of the service provider.
- Legal registration of the service provider (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, onsite training cost for one day training session for at least 15 participants and online training cost.

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 day training session.

The total value of the mandate will be established in a second stage, with the winners, 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: 20%
- Financial proposal: 40%
- Qualification and experience of the service provider: 40%

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	5%
	Methodology: proposed intervention approach for the capacity building activities	5%
	Feasibility of implementation	10%
	<b>Subtotal</b>	<b>20%</b>
<b>Financial proposal</b>	a) Experts' daily fees b) Onsite training cost  evaluation will be done based on formula $\text{Score} = \frac{\text{Pmin} \times \text{max.Points}}{\text{P} - \text{Pmin}}$ – Total Price of the fee to be assessed $\text{Pmin} = \text{Total Price of the lowest Proposal}$ $\text{maxPoints} = 40$	20%
	Financial feasibility	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	Experience with similar projects (capacity building activities for teachers, health professionals, local governments, agents of change at community level)	15%
	<i>Project Manager:</i> degrees, qualifications and experience of the proposed team leader (project coordinator)	10%

	<i>Experts: qualification and experience of the proposed key experts (in health promotion, health education, capacity building interventions)</i>	15%
	<b><i>Subtotal</i></b>	<b>40%</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 indicating if VAT is included or not in the proposal (if the company/NGO is not subject to VAT kindly specify)
- iii) CV of the NGO 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 responsible for the financial report as per the partnership agreement (joint venture),

by close of business 27 – 01 – 2026.

The application should be submitted in English in a sealed envelope. ***The technical proposal and the applicants' curricula vitae shall also be submitted in electronic format on a USB device.*** 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. 2026-0315**

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 22 - 01 – 2026. All questions will be responded by close of business 23 – 01 – 2026.