Një projekt i Agjencisë Zvicerane për Zhvillim dhe Bashkëpunim SDC

Schweizerische Eidgenossenschaft
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Agjencia Zvicerane për Zhvillim dhe Bashkëpunim SDC

Zbatuar nga:

Save the Children

SHKOLLAT për SHËNDETIN

May 20, 2026

TERMS OF REFERENCE (TOR no. 2026/0417)

Service provision for school-based health promotion activities in the framework of the project "Shkollat për Shëndetin"

1. BACKGROUND AND RATIONALE

In May 2026, Save the Children has started the second-year implementation 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. Following the first phase of the Project, which focused mainly on the identification of effective models for positive and sustainable behavioural changes among Albanian schoolchildren, the second phase aims to ensure handover and full ownership to local structures and central government institutions in Albania.

In the first implementation year of Phase II, 40 schools were targeted for in-depth onsite interventions in the regions of Elbasan, Berat, Korçë and Kukës. The onsite interventions planned for the second year of Phase II (covering the period May 2026 – April 2027) are mainly focused in 40 schools pertinent to the following five regions of Albania: Tirana (16 schools), Fier (8 schools), Vlorë (8 schools), Lezhë (4 schools), and Dibër (4 schools).

The onsite interventions planned for the second year of Phase II will include a wide range of school-based and participatory activities aimed at promoting sustainable positive

behavioural change among children, their families and communities. These activities will include, among others, school-based learning activities, peer-to-peer education, strengthening of children's governance structures, experience-sharing among schools, and other participatory health promotion activities.

2. AIM AND OBJECTIVES OF THE SERVICE

Aim:

The purpose of this Framework Agreement is to secure a service provider capable of organizing school-based health promotion activities for the needs of the project "Shkollat për Shëndetin".

The Framework Agreement will provide Save the Children with the possibility to request specific services based on a Scope of Work that will be developed during the agreement period, including but not limited to:

- implementation of school-based learning activities on healthy behaviours;
- peer-to-peer education and strengthening of children's governance structures;
- organisation of experience-sharing activities among schools;
- involvement of schools, teachers, pupils, parents, school health coordinators and local stakeholders;

Specific Objectives:

- To conduct a range of school-based health promotion activities in selected schools pertinent to the 9-year system according to the scenarios provided by the project:
    - School-based learning activities on healthy behaviours to equip children with knowledge and habits needed to make informed choices about their diet and physical activity.
    - Peer-to-peer education and strengthening of children's governance structures.
    - Sharing of experiences among schools on health promotion. The exchange visits will involve schoolchildren and teachers from the regions targeted for in-depth interventions).
- To promote children's participation in peer groups considering children as the main agents of behavioral changes through child-led advocacy and peer-to-peer delivery of information on healthy behaviour/lifestyles
- To ensure a wide reach of children aged 6-16 years in the areas targeted for in-depth interventions.

- To ensure the **involvement of national structures in implementation for a sustainable handover.**

3. APPROACH OF THE SERVICE

3.1. The Service Provider is expected to be capable of conducting school-based health promotion activities as specified below:

- All school-based health promotion activities should consist of suitable approaches and sustainable models ensuring supportive environments for children to develop and apply effective life skills and positive behavioural changes.

3.2. The Service Provider is expected to be capable of ensuring a wide coverage of project beneficiaries as specified below:

- All the interventions should aim at reaching also the most marginalized and vulnerable subgroups of children and adolescents and create a sustainable solution for their social inclusion. Additionally, the service provider should conduct a gender analysis to understand the specific needs, roles, and challenges faced by different genders within the target groups.
- The service provider should carefully consider the situation of vulnerable and marginalized population subgroups and should apply meaningful approaches to ensure that children with special needs, those pertinent to Roma and Egyptian minorities, and other population subgroups left behind are included and benefit from the health promotion activities implemented in the framework of the current project.

3.3. The Service Provider is expected to be capable of ensuring timely and effective response to the current needs of beneficiaries as described below:

- All the activities should respond to the current needs of beneficiaries and other actors involved. From this perspective, the service provider should also respond to health emergencies, thereby reshaping the approach toward healthy lifestyle choices.

3.4 The Service Provider is expected to be capable of ensuring direct participation and contribution of beneficiaries (whenever relevant and applicable as described below:

- All the interventions should carefully consider and adequately address the principles of participation and decision-making, which are fundamental principles of good governance. From this standpoint, all the proposed interventions should consider (whenever relevant and applicable) direct participation and full involvement of pupils' governments, parent councils, curricular teams, teachers'

councils, school boards, commissions of health, safety & environment of the schools.

3.5. The Service Provider is expected to be capable of ensuring prompt feedback and valuable insights from all concerned parties as described below:

- All the interventions should stimulate sharing of the ideas, feedback, opinions, and discussions of the participating schoolchildren, school staff and all other relevant actors.
- The service provider should consider introduction of appropriate technologies for effective and timely delivery of health promotion messages to schoolchildren, their parents, and school staff thereby increasing further their capacities, competencies, and resources for promoting healthy behaviours among schoolchildren.
- In addition, appropriate means should be sought by the service provider in order to allow beneficiaries (schoolchildren, parents, and school staff) to communicate, share and discuss about all the envisaged activities implemented in the framework of the current project.

4. SERVICE PERIOD

The duration of the service will be over the period: 8 June 2026 – 31 March 2027[1] (with the possibility of extension subject to satisfactory performance and the supplier's availability to agree on the relevant term). The service provider should ensure timely and effective response to the current needs of beneficiaries and schools.

5. DELIVERABLES

It is expected from the service provider to submit the following deliverables:

DELIVERABLE TITLE	FORMAT
School-based learning activities on healthy behaviours:	**Cooking and physical activities classes:**
Documents used	Electronic word document
Pictures[2]	JPG
Original signed lists of participants	Hard copy
Report of the activity in both Albanian and English Language	Electronic word document (hard and soft copies)

[1] Any changes of the timeline should be agreed with the selected service provider.

[2] A minimum of 5 images per session/event/activity. Images should capture the essence and impact of the activity. The photographs should represent a diverse cross-section of participants, highlighting inclusivity and engagement.

Disaggregated (regions, gender, vulnerability) participants' list	Excel format (Project's templates)
Pre and post tests and analysis of the increase in knowledge	Hard/Soft Copy - Excel format
Timesheets	Excel format (Project's templates)
Peer-to-peer education and strengthening of children's governance structures:	**Promotion of good hygienic practices:**
Documents used	Electronic word document
Pictures	JPG
Original signed list of participants	Hard copy
Disaggregated (regions, gender, vulnerability) participants' list	Excel format (Project's templates)
Report of the activity in both Albanian and English Language	Electronic word document (hard and soft copies)
Timesheets	Excel format (Project's templates)
Sharing of experiences among schools:	**Supportive collaboration in healthy recreational activities:**
Documents used	Electronic word document
Pictures	JPG
Original signed list (by adults) of participants	Hard copy, excel format
Report of the activity Report of the activity in both Albanian and English Language	Electronic word document (hard and soft copies)
Questionnaires (completed) on satisfaction with the activity	Approved questionnaires in soft copy; collected (completed)questionnaires in hard copy document
Effort Reporting (Timesheet)	Excel format

6. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The service provider (NGO/company/consortium) should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- The service provider must be a legally registered Company/NGO in Albania and comply with the country’s legislation.
- The service provider must have proven working experience with community-based and/or school-based activities at least 5 years.

- The project manager must have adequate qualifications (at least a master's degree) and proven working experience (at least 5 years) with community-based and/or school-based activities.
- In particular, the key health experts proposed by the service provider should have background in public health and health promotion (with a working experience of at least 5 years in these fields).
- 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

7. PROPOSAL

The Service provider (company/NGO/consortium) is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
    - Innovative strategies for engaging children, teachers, parents.
    - Quality assurance measures: description of quality control measures that will be in place to ensure the high standard of all delivered activities and outputs.
    - Plan for involving schools, school health coordinators, health experts in the implementation of activities.
    - Detailed description of the proposed methodologies and approaches for implementing the school-based health promotion activities.
    - Sustainability plan in order to ensure the sustainability of project activities.
    - indicative timeline and work plan;
- Financial bid/proposal include:
    - Total cost for each type of activity in CHF as per the table provided below. The fees should be categorized based on the specified activities mentioned

in the table under section 3: "Service period". The total cost should cover all costs associated with the activity.

Activity[3][4]	Type of expertise proposed (name based on CV submitted) [5]	No of days for each Expert	Daily fee without VAT for each Expert (CHF)	Total fee without VAT per each activity (CHF)
1. School-based learning activities on healthy behaviours				
2. Peer-to-peer education and strengthening of children's governance structures				
3. Sharing of experiences among schools on health promotion				

- CV of the Company/NGO/consortium, as well as CVs of all key experts proposed, including a summary of expertise areas 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).

8. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 20%
- Financial proposal: 40%
- Qualification and experience of the experts: 40%

[3] The activities for the second year of the implementation will be conducted in Tirana (16 schools), Fier (8 schools), Vlorë (8 schools), Lezhë (4 schools), and Dibër (4 schools). The names of the schools and the respective communities where the activities will take place will be provided by the project team in due time.

[4] The exact quantity and timeline of each activity will be defined in the relevant work order.

[5] For each activity, the applicant should specify the name of the key expert proposed for the activity, based on the CV submission. This will ensure evaluation of the feasibility for each activity cost.

The award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
Technical proposal	Innovative strategies to engage children, schools and stakeholders	5%
	Detailed description of the proposed methodologies and approaches for implementing the school-based health promotion activities	10%
	Quality assurance, inclusion and sustainability	5%
	Subtotal	***20%***
Financial proposal	i) Fee for each type of activity ii) Overall fee for the required service (based on table under section 3: "Service period")	20%
	Financial feasibility	20%
	Subtotal	***40%***
CV of the applicant	*Company/NGO/consortium*: experience with similar projects (in school-based interventions and/or community-based health promotion)	20%
	Project Manager: degrees, qualifications and experience of the proposed team leader (project manager)	5%
	Preferred entities that are civil society organization	5%
	Experts: qualification and experience of the proposed key experts (in health promotion, health education, school-based interventions and community interventions)	10%
	Subtotal	***40%***
TOTAL SCORE		**100%**

9. 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 work closely with the team of the project "*Shkollat për Shëndetin"* implemented by Save the Children Albania.

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

The service provider is responsible for conducting all the envisaged activities according to the requirements and timeline included in these Terms of Reference.

10. PAYMENT MODALITY

Payments will be made based on the agreed terms under specific scope of work orders issued under the Framework Agreement.

11. ADMINISTRATIVE ASPECTS

A Framework Agreement 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 the applications in English in a sealed envelope no later than **28–05–2026**. Financial offer should be submitted in a separate envelope from the technical proposal and state if VAT is applicable for such services. 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. 2026-0417

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 25–05–2026. All questions will be responded by close of business 26–05–2026.