

SC-PR-37 Terms of Reference (ToR) -ALB 2026 0360

Establishment of a Consultant/Team of consultants Framework Roster for Baseline and Follow-up Measurement of Indicators for project Inspiring “New Initiatives, Entrepreneurial Skills and Training (I.N.V.E.S.T)” in Albania

Funded by: Italian Agency for Development Cooperation (AICS)

Implementation period: 36 months

Locations: Durrës, Fier and Lushnje – Albania

03 June 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

Save the Children is implementing the project "I.N.V.E.S.T.: Inspiring New Initiatives, Entrepreneurial Skills and Training" in Albania, specifically in the municipalities of Durrës, Fier and Lushnje. The action contributes to Sustainable Development Goal (SDG) 8 on decent work and economic growth, with a focus on targets 8.5 and 8.6, and aligns with SDG 4, particularly target 4.4.

The overall objective of the action is to promote full and productive employment and decent work for adolescents and young people aged 15–29, through inclusive, equitable and market-relevant vocational education, skills development and entrepreneurship opportunities.

The project operates across three interconnected levels: (i) strengthening the enabling environment and the VET/leFP system; (ii) delivering relevant and attractive labour-market-oriented training; and (iii) promoting youth entrepreneurship opportunities

Objective

The purpose of this ToR is to establish a **roster (framework list)** of pre-qualified consultants and/or consultant teams who can be mobilized through specific call-off assignments to support the measurement baseline and follow-up of project- specific indicators. The approach allows flexibility, quality assurance and timely access to specialized expertise in data collection management, while ensuring coherence with Save the Children standards, AICS requirements and national priorities.

All assignments under this framework will be implemented in close coordination with Save the Children Albania and relevant stakeholders, with a strong emphasis on **inclusion, safeguarding, gender equality, accountability and sustainability**.

Inclusion in the roster does **not** guarantee a contract.

Scope of work

The purpose of this consultancy is to ensure independent, high-quality and ethical baseline and follow-up measurement of selected result-level indicators, in line with Save the Children's Results-Based Management (RBM) framework, donor requirements and global SDG indicators. Indicator measurement and analysis methodology must ensure robustness and coherence as results feed AICS cost-reduction assessment

Consultants may be contracted to undertake one or more of the following services.

Location and official travel involved

Travel to Durrës, Fier and Lushnje

Services the Supplier will provide

The consultant will review project documentation, develop or follow the pre-agreed methodologies (where applicable), collect and analyse data, and produce high-quality reports suitable for donor reporting.

Consultants will be responsible for the measurement of the following indicators, referred below as Service A, Service B and Service C:

1. Service A:

Indicator 1 – Result 1: Improve the quality of vocational training in 2 VET centres and 5 technical schools and their partnerships with public and private actors in Durrës, Fier and Lushnje

i.R1.3 – Percentage of adolescents and young people (15–29) who declare satisfaction with the new training offer of VET schools and centres in their community.

Measurement focus: Satisfaction with quality, relevance and accessibility of new training offers.

Method: Structured questionnaire using a 4-point Likert scale.

Year 2, Year 3 of implementation (will be later aligned with the project and reporting timeline). Consultants shall ensure methodological consistency across all measurement points while preserving flexibility to adjust timing and sampling based on the actual rollout of activities. The measurement of this indicator will be conducted both at the midline and at the endline; therefore, it will be measured twice.

Baseline: The satisfaction level refers exclusively to new training offers introduced by the project. No baseline data collection is required

Final Target: ≥ 75% of respondents satisfied.

Key methodological task: Propose a flexible midline (follow-up) measurement plan triggered after a sufficient period of implementation of the new training offer. Design and implement the satisfaction survey, ensuring full methodological alignment with related result and activities.

Expected Deliverables for Service A:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Inception/Methodology Note	<ul style="list-style-type: none"> Confirmation of approach for measuring satisfaction Explanation of how comparability across measurement points will be ensured 	Word Document
2	Survey Design Package	<ul style="list-style-type: none"> Fully developed structured questionnaire (4-point Likert scale) Sampling strategy and justification Data collection protocol Data analysis plan (including calculation of the indicator) 	Word Document
3	Follow-up Measurement Plan	<ul style="list-style-type: none"> Proposed timing based on rollout of new training offers Methodology and timing Sample description 	Word Document

4	Midline and Endline Report	<ul style="list-style-type: none"> • Indicator-specific Interim satisfaction findings • Final indicator value (% satisfied) • Assessment against $\geq 75\%$ target • Disaggregated analysis (gender, location, institution, etc.) • Analysis of: <ul style="list-style-type: none"> - quality - relevance - accessibility • Interpretation of results • Limitations and lessons learned • Raw datasets • Cleaned and validated datasets 	Word Document; Excel datasets
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2. Service B:

Indicator 2 – Result 2: Adolescents and young people (15-29 years old) have acquired the necessary skills for their personal and professional success and have been exposed to the world of work through internship and on-the-job training experiences.

i.R.2.2 – Percentage of young people and adults (15–29) with ICT skills, by type of skill (adapted from SDG 4.4.1).

Measurement focus: ICT competencies demonstrated through reported ICT-related activities in the previous three months.

Method:

- Adapted SDG 4.4.1 measurement framework, applied to project participants.
- Baseline and endline survey administered to young people involved in ICT-related project activities (bootcamps, courses).

Timeframe: Year 1, Year 2, Year 3 of implementation. Consultants shall ensure methodological consistency across all measurement points while preserving flexibility to adjust timing and sampling based on the actual rollout of activities.

Baseline: Required (Initial value: N.A.) and must be conducted before or at the start of participants' exposure to ICT training

Target: $\geq 80\%$.

Key methodological task:

- Design adapted survey tools aligned with OSS definitions



- Develop a follow-up measurement plan, aligned with rollout of ICT activities and implement follow-up data collection (if timing allows). Analyse intermediate progress in ICT competencies
- Ensure comparability between baseline, follow-up (if conducted), and endline measurements through consistent definitions, tools, and sampling approaches

Expected Deliverables for Service B:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Survey Package Design	<ul style="list-style-type: none"> • Adapted questionnaire (S.D.G 4.4.1 aligned) • Sampling methodology and rationale • Data collection protocol and guidance • Indicator calculation methodology and timing 	Word Document
2	Baseline Report	<ul style="list-style-type: none"> • Methodology and sampling • Baseline value of indicator (ICT skills level) • Disaggregated analysis (e.g. gender, location, type of training) • Limitations and reliability considerations • • Raw and Cleaned dataset 	Word Document; Excel dataset
3	Follow-up Report (if conducted)	<ul style="list-style-type: none"> • Sample description • Interim results on ICT competencies • Comparison with baseline • Early trends and programme recommendations • • Raw and Cleaned dataset 	Word Document; Excel dataset
4	Endline Report	<ul style="list-style-type: none"> • Final value of the indicator • Comparison with baseline and progress over time • Assessment against $\geq 80\%$ target • Disaggregated analysis (gender, geography, training type, etc.) • Limitations and reliability considerations • Lessons learned and recommendations • Raw dataset • Cleaned and validated dataset 	Word Document; Excel dataset

3. Service C:

Indicator 3 – Result 2: Adolescents and young people (15-29 years old) have acquired the necessary skills for their personal and professional success and have been exposed to the world of work through internship and on-the-job training experiences.

i.R.2.3 – Percentage of adolescents and young people showing improvement in life skills in daily life.

Measurement focus: Change in life skills measured through the Life Skills Assessment (LSA), Save the Children approved tool.

Method:

- Pre- and post-test using Life Skills Assessment (LSA) tool.
- Ensure data quality, unique identifiers, and matching of participants over time
- Choose and discuss the methodology with Save the Children how to aggregate and present the midline and final results across cohorts (weighted average or some other methodology)

Timeframe: Year 2, Year 3 of implementation. To measure change, a cohort-based pre- and post-test approach will be applied using the Life Skills Assessment (LSA). A pre-test will be conducted for each cohort before or at the start of training, followed by a post-test immediately after completion. Improvement in life skills will be calculated by comparing individual pre- and post-test scores in accordance with Save the Children methodology. Since multiple groups of young people will participate in the Life Skills Program throughout the implementation period, these assessments will be conducted on a rolling and periodic basis for each new cohort.

Baseline: (Initial value: 0). Pre- test Required. This is not a one-time project baseline – it is a pre-test conducted for each cohort

Target: 50% showing improvement (aggregated final value across all the cohorts).

Key methodological task: Analyse score changes according to Save the Children standardized methodology for calculation and interpretation.

Expected Deliverables for Service C:

Deliverable Number	Deliverable Title	Description	Format and Style
1	LSA Implementation Protocol	<ul style="list-style-type: none"> • Standard procedure for pre- and post-testing • Cohort tracking methodology • Data management and matching approach • Indicator calculation method (improvement measurement) 	Word Document



2	(Pre-test) Datasets	<ul style="list-style-type: none"> • Cleaned datasets for each cohort • Merged dataset if multiple cohorts exist 	Excel datasets
3	Baseline Summary Note	<ul style="list-style-type: none"> • Description of cohorts reached • Confirmation of pre-test implementation • Initial LSA score distribution 	Word Document
4	Post-test Datasets	<ul style="list-style-type: none"> • Cleaned and matched datasets (pre/post) • Cohort-level and aggregated dataset 	Excel datasets
5	Interim Cohort Analysis (if timing allows)	<ul style="list-style-type: none"> • Disaggregated results by each cohort • Aggregated results ready to feed into the First and/or Second Interim Report 	Word Document
6	Final Aggregated Dataset	<ul style="list-style-type: none"> • Fully cleaned and consolidated dataset 	
7	Endline Report	<ul style="list-style-type: none"> • Final % of participants showing improvement • Assessment against ≥50% target • Explanation of methodology (LSA-based pre/post comparison) and the aggregated value calculation • Cohort-level insights (if relevant) • Limitations (e.g. cohort size, attrition) • Lessons learned and recommendations 	Word Document

All deliverables must be submitted in English, as specified in the call-off TOR, and follow Save the Children reporting templates.

Roles and responsibilities

Save the Children Albania (SC ALB) will:

- Lead overall coordination and supervision of all activities.
- Define assignments specific TORs and deliverables.
- Provide mentoring, technical guidance and quality assurance where applicable.
- Coordinate MEAL processes, safeguarding compliance and reporting.
- Approve deliverables and authorize payments.

Consultants/Service providers will:

- Review project documentation, log frame, MEAL framework and RBM framework.
- Develop or follow the agreed-upon detailed methodology notes for each indicator, including:
 - Sampling strategy
 - Tools and questionnaires
 - Ethical considerations and informed consent if applicable
- Collect baseline data in Durrës, Fier and Lushnje.

- Analyse and disaggregate data (age, gender, location, VET institution where applicable).
- Produce clear, evidence-based baseline (where applicable) and follow-up reports suitable for donor reporting.
- Provide cleaned datasets and tools usable for follow-up measurements.

Duration of the assignments

- The framework roster will be valid for the entire duration of the I.N.V.E.S.T. project.
- The number of days required to accomplish assignments under this framework is established for each service separately.
- Given the interdependencies between the activities under Service A and Service B, engaging the same consultant or consultant team for both services is strongly preferred.
- Assignment timelines, level of effort and deliverables will be defined in individual Call-off TORs.

Experience and skill set required

- Advanced university degree (Master's level or higher) in one or more of the following fields: *Statistics, Economics, Social Sciences, Education, Development Studies, Public Policy, or a related discipline.*
- Additional certification in monitoring and evaluation (M&E), data analysis, or research methodologies is considered an asset.
- At least 5 years of progressive experience in conducting baseline, midline, and endline studies, preferably within international development or donor-funded programmes.
- Demonstrated experience with results-based management (RBM) frameworks and indicator measurement.
- Proven track record in sectors such as education, TVET/VET systems, youth employment, entrepreneurship, or skills development.
- Experience in designing and implementing quantitative and mixed-methods research, including large-scale surveys.
- Strong expertise in:
 - Survey design, sampling methodologies, and indicator computation
 - Data collection tools (e.g., KoboToolbox, ODK, or similar platforms)
 - Statistical analysis software (e.g., SPSS, Stata, R, or Python)
- Proven experience with psychometric tools and assessment frameworks (experience with Save the Children Life Skills Assessment is a strong asset).
- Solid knowledge of SDG indicators, particularly SDG 4.4.1 (ICT skills), and ability to adapt global methodologies to project contexts.
- Demonstrated capacity to ensure data quality, reliability, and ethical research practices, including informed consent and safeguarding considerations.
- Fluency in English (required)

Payment information

The number of days within which the consultancy is expected to be carried out is divided according to the services required and will be specified in detail in each call-off ToR, while the daily fee is EUR 150/day, from which 15% government taxes will be deducted

Payments will be linked to approved deliverables as defined in each call-off TOR.

- Upon approval of deliverables for Service A (12 Working Days)
- Upon approval of deliverables for Service B (18 Working Days)
- Upon approval of deliverables for Service C (16 Working Days)

Payments will be made according to the achievement of agreed milestones in the submitted work plan. The milestones and payment calendar will be confirmed in the contract and established on the agreed consultancy work plan.

How to apply for the services:

Interested candidates should present the followings:

- Curriculum Vitae (CV) of the consultant(s), highlighting relevant experience and qualifications
- A brief technical profile indicating which services they are applying for
- Portfolio of Previous Work, including at least two relevant reports (baseline, evaluation, or similar studies).
- Statement of Availability and Commitment confirming the consultant's capacity to undertake assignments under this framework

The deadline for responses is 03 July 2026, by close of business day

The application should be submitted by e-mail at the following e-mail address: info.albania@savethechildren.org, with subject of the e-mail:

Application for Establishment of a Consultant/Team of consultants Framework Roster for Baseline and Follow-up Measurement of Indicators for project Inspiring “New Initiatives, Entrepreneurial Skills and Training (I.N.V.E.S.T)” in Albania

Evaluation and Award Procedure

Evaluation Procedure

Applications shall be evaluated by an Evaluation Committee in accordance with the principles of transparency, equal treatment, proportionality, non-discrimination and sound financial management.

The evaluation process shall normally consist of:

Administrative Compliance

Verification that the application was submitted on time and all required documents have been provided;

Only compliant applications shall proceed to the next stage.

Technical Evaluation

Consultants and consultant teams engaged under specific call off assignments will be selected based on their evaluation results and ranking achieved during the assessment process, ensuring that assignments are awarded to the most qualified and suitable candidates according to the required expertise and quality standards.

Criteria	Maximum Score: 100
Technical expertise and relevance.	30 points
Proven experience in similar assignments.	30 points
Subject matter expertise	20 points
Data Collection and Field Management Capacity	20 points
Total	100

The contract shall be awarded to the candidate that has the highest evaluation.

Notification of Award Decision

Following completion of the evaluation process, all applicants shall be informed simultaneously in writing of the outcome of the procedure.

Complaints and Requests for Review

Unsuccessful applicants may submit observations, requests for clarification or complaints concerning the procurement procedure during the standstill period as advised in the notification e-mail.

The Contracting Authority shall examine any complaint received and take appropriate action in accordance with rules.

Standstill Period

In accordance with procurement rules, the contract may not be signed before expiry of the applicable standstill period.

The standstill period shall be 10 calendar days.

The period starts on the day following the date on which the notification of the award decision is sent to tenderers.

Where a review of information received during the standstill period results in a revised award decision, a new standstill period shall be observed following notification of the revised decision.

Contract Signature

The contract shall be signed only after:

expiry of the applicable standstill period;

resolution of any complaints or review procedures;

completion of all internal approval requirements.

The successful applicant shall be invited to sign the contract and commence implementation in accordance with the agreed schedule.

Confidentiality and intellectual property

All materials, data and output produced under this framework will remain the property of Save the Children. Consultants may not use or disseminate outputs without prior written consent.

Right to accept or reject

Save the Children Albania reserves the right to accept or reject any application and to cancel the framework process at any time without obligation.