

## Terms of Reference for Engineering Assessment

TOR Reference No.: SC-PR-37 Terms of Reference (ToR) -ALB 2026 0521

Date: 07 July 2026

### Background on Save the Children

Save the Children is the leading global independent organization 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 protect from harm. 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.

Save the Children in Albania is a long-term development programme and has established a high profile and sound reputation in child rights issues, particularly in the three thematic priority areas: Education, Child Protection and Child Rights Governance. Save the Children focuses its work on capacity building and strengthening services for children and the creation of a policy and legislative environment which responds to key child rights issues in the country. To achieve our tasks, we primarily work with and through partners like non-governmental organizations (local and international), UN and the Government. This ensures that the rights of the greatest number of children are met in the best possible way.

**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 on children.

### Background information / context

The I.N.V.E.S.T. (Inspiring New Ventures, Entrepreneurial Skills and Training) project is a 36-month initiative funded by Italian Agency for Italian Cooperation and Implemented by Save the Children in Albania, in partnership with local organizations in Albania and Italy. The project targets young people aged 15–29 with the goal of improving their access to decent work and active participation in the labor market. The project focuses on strengthening vocational education and training (VET) systems to better align with market needs. It supports schools and training centers by upgrading curricula, improving infrastructure, and equipping teachers with skills in areas such as digital marketing, life skills, and emerging sectors like agroforestry and maritime professions.

### Main Outcomes:

Improve the quality of vocational training in 2 VET centers and 5 technical schools and their partnerships with public and private actors.

#### **Save the Children in Albania National Office**

Rr. Komuna e Parisit, Lagjja 8, Pallatet I Maji,  
Vila "Lami"; P.O. Box 8185, Albania  
E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

Registered in Albania  
Telephone: +355 4 2261840/  
+355 42261929/+355 4 2266227  
Web Page: [savethechildren.al](http://savethechildren.al)  
[albania.savethechildren.net](http://albania.savethechildren.net)

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.

Facilitated start-up of entrepreneurial activities for qualified young people (18-29 years old)

In addition, the project enhances employability and entrepreneurship through career guidance, skills development programs, and support for start-ups, including access to financing and business networks. It also facilitates smoother school-to-work transitions by promoting internships, on-the-job training, and partnerships between educational institutions and businesses.

Finally, the project contributes to strengthening institutional partnerships and influencing VET policies to create a more inclusive, sustainable, and demand-driven education system in Albania.

**As part of the I.N.V.E.S.T. project, Save the Children in Albania intends to procure engineering assessment services for seven (7) vocational education and training (VET) schools and centers located in different regions of Albania. The assignment will identify rehabilitation and maintenance needs, estimate the scope and cost of required interventions, and provide the technical documentation necessary for future procurement of rehabilitation works.**

**The assignment will ensure that all proposed interventions comply with applicable Albanian legislation, national construction standards, and recognized engineering practices.**

### **Objective**

The overall objective of this assignment is to provide Save the Children with an independent technical assessment of the existing condition of seven vocational education and training facilities and to prepare the technical documentation required for the procurement of rehabilitation works.

The specific objectives are to:

- Conduct technical assessments of seven vocational training schools and centers
- Identify rehabilitation and repair needs
- Propose technical solutions and specifications in line with project needs
- Recommend preventive maintenance measures within budget limitations
- Develop Terms of Reference for construction companies

### **Location and official travel involved**

The assignment will be carried out in Albania, including site visits to the seven (5) vocational training schools (Hysen Cela, Beqir Cela, Petro Sota, Rakip Kryeziu and Hasan Gina) and two (2) VET Centers, located in Durres, Fier and Lushnje.

Travel to all sites is required.

### **Services the Supplier will provide**

- Review all available drawings, technical documentation and background information when available.
- Conduct on-site inspections and technical assessments
- Evaluate/Assess the structural, architectural, and MEP components

- Identify damages and categorize intervention priorities
- Develop rehabilitation and repair proposals
- Prepare technical specifications and requirements
- Recommend preventive maintenance measures
- Draft ToRs for construction companies, including BoQs and implementation requirements

### **Experience and skill set required**

- University degree in Civil Engineering, Structural Engineering or equivalent.
- Licensed civil/structural engineer
- Minimum 10 years of experience in building assessment and rehabilitation
- Proven experience with public infrastructure or educational facilities
- Strong knowledge of Albanian construction regulations and standards
- Experience in preparing technical specifications and tender documents

### **Expected Deliverables**

Save the Children in Albania expects the following deliverables to be provided:

| Deliverable number | Deliverable title                                                            | Description<br>Methodology, work plan, site visit schedule | Format and style                              |
|--------------------|------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------|
| 1                  | Inception Report                                                             |                                                            | Hard copy                                     |
| 2                  | School Assessment Reports                                                    | Detailed report for each school                            | Technical report with photos, Estimated costs |
| 3                  | Technical Specifications and Bill of Quantities for recommended institutions | Detailed specifications for interventions                  | hard copy and electronic version              |
| 3                  | ToRs for Construction Companies                                              | Draft tender documents including BoQs                      | Structured document ToR                       |

### **Timeline**

Estimated Commencement Date: 31 August 2026 Estimated End Date: 02 October 2026

| Deliverable number | Deliverable title               | Delivery date     |
|--------------------|---------------------------------|-------------------|
| 1                  | Assessment Reports              | 15 September 2026 |
| 2                  | Technical Specifications        | 30 September 2026 |
| 3                  | ToRs for Construction Companies | 30 September 2026 |

**These dates are indicative and will be agreed with the selected engineer.**

### **Out of Scope**

Any construction work or detailed engineering design beyond preliminary technical proposals are not included.

### **Status updates / reporting**

The consultant will report regularly to Save the Children and provide progress updates throughout the assignment.

### **Acceptance**

Acceptance shall be based on completeness; technical accuracy; compliance with these Terms of Reference and incorporation of comments where applicable.

Save the Children shall review submitted deliverables within five (5) working days of receipt. Where comments are provided, the Consultant shall revise and resubmit the deliverables within the timeframe agreed with Save the Children.

### **General assumptions and dependencies**

- Access to all school facilities will be provided.
- Existing documentation will be made available where possible
- Stakeholders will be available for consultation

### **Supervisor**

Project Manager

### **Payment information**

Payment will be made based on deliverables:

- 20% upon approval of the Inception Report
- 50% upon approval of the Assessment Reports
- 30% upon acceptance of the final technical documentation

### **Other important information**

n/a

## **RESPONSIBILITIES**

### **Save the Children**

- Provide access to sites and relevant documentation
- Facilitate coordination with stakeholders

### **Service Provider**

- Deliver services as per ToR
- Ensure compliance with applicable regulations

### How to apply for the services

Interested applicants shall submit their applications electronically to [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org) no later than 10 August 2026. The application shall include:

- Technical Proposal (methodology, work plan and implementation schedule);
- Financial Proposal (lump-sum price in EUR, inclusive of all applicable costs and taxes, where applicable);
- Curriculum Vitae of the proposed expert(s);
- Copies of professional licences and relevant certifications;
- Evidence of previous experience in similar assignments.

### Selection of the expert will be based on

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience: 20%

| CRITERIA           | DESCRIPTION                         | SCORE |
|--------------------|-------------------------------------|-------|
| Technical proposal | Understanding of the assignment,    | 10    |
|                    | Methodology and feasibility and     | 15    |
|                    | Work plan and organization          | 15    |
| Financial proposal | Cost effectiveness                  | 40    |
| Experience         | Company and expert's qualifications | 20    |
| TOTAL              |                                     | 100%  |

### Confidentiality

All documents, reports and technical information produced under this contract shall remain the property of Save the Children and shall not be disclosed to third parties without prior written consent.

### Conflict of Interest

The Consultant shall declare any actual or potential conflict of interest that could affect the impartiality or independence of the assignment.

#### Intellectual Property

All reports, drawings, specifications, Bills of Quantities and other outputs produced under this assignment shall become the property of Save the Children.