

Call for Expression of Interest
issued by UNICEF Albania Country Office

Improving the nutrition status of school age children in Albania.

Template for Call for Expression of Interest

Attachment I – Partner Declaration

Attachment II – CSO Identification Profile

Attachment III – Programme Proposal

The purpose of the Call for Expression of Interest is to identify eligible Civil Society Organisations for prospective partnership with UNICEF Albania Office. Eligible Civil Society Organisations (CSOs), are invited to submit proposals for partnership to support achievement of results for children outlined in the 2017-2021 Country Programme and section 1.3 below.

Organisations that wish to participate in this Call for Expression of Interest are requested to send or deliver their submission in a sealed envelope clearly marked “CSO Call for Expression of Interest” at the following address:

UNICEF Albania Office
The UN House Building
Scanderbeg Street
3rd floor
Tirana

By May 13, 2019, 16:30 hrs

Applications must be submitted in English language.

Any requests for additional information should be addressed in writing by **May 07, 2019** at the latest to: **albprocurement@unicef.org**. UNICEF responses to any queries or clarification requests will be made available to all online at: <https://www.unicef.org/albania/> before the deadline for submission of applications.

Applications will be assessed by an evaluation committee to identify CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee the CSO will be ultimately selected for partnership with UNICEF. Selected NGOs will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership with CSOs.

Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.

Section 1: Background	
1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Programme of Cooperation in Albania	<p>In Albania, UNICEF works with the government and other partners to achieve, by 2021, the progressive realization of rights of all children in Albania, accompanied by the reduction of equity gaps, to be based on effective child-focused policies, systematically enforced accountabilities with adequate public resources, and strengthened respect for and protection of children's rights.</p> <p>UNICEF operates within the framework of the "Delivering as One UN" Programme of Cooperation for Sustainable Development between the Government of Albania (GoA) and United Nations (2017-2021) and the Country Programme Document (CPD) for Albania (2017-2021).</p>
1.3 Specific results	<p>Within this framework and as set out in the CPD, UNICEF prioritizes its efforts to support:</p> <p>---Equitable Maternal and Child Health Care (Output 1.1 of the CPD);</p> <p>Through this partnership with CSOs UNICEF is seeking to support the Ministry of Health and Social Protection and the Ministry of Education, Science and Youth to improve the nutrition status of the school age children (6-15 years) in Albania, contributing to the achievement of the targets of the National Health Strategy (2016-2020) and the NCD strategy and action plan (2016-2020).</p> <p>Non Communicable Diseases (NCDs) are invisible epidemic and the world's leading causes of death and premature deaths. They also have become a major burden on the global economy. There are specific objectives and targets for NCDs in the SDGs. Deaths from NCDs occur mainly in adulthood, but NCDs' origins are in early life. Early preventive interventions (in the first 1,000 days, childhood and adolescence) are proven cost-effective for the individual child, for the family, and for communities and nations. The information available from the Childhood Obesity Study in 2016 for Albanian children 8-9 years old indicates that many in this age group have unhealthy diets, poor eating habits and inadequate physical activity. One child out of four children goes to school without breakfast. Overall 21.7 % of children 8 to 9 years old are overweight or obese. According to the FAO Assessment of nutritional status among school-aged children in Albania in 2017, 16,2% of boys 6-15 years are overweight, and 17,5 % of girls.</p> <p>Similar data were found according to HBSC (Healthy Behaviors of School-aged Children) Survey conducted in 2014, among children 11,13, and 15 years old, 43,7% of children did not have breakfast, 50% of them would consume fruits on a daily basis, only 32,7% consume vegetables on a daily basis.</p> <p>The National Programme on Prevention and Control of NCDs 2016-2020, has specific targets for children, as well as the National Health Strategy 2016-2020. A new curriculum is being developed in the education sector based on the "competence approach" and there is opportunity to undertake changes in the curricula integrating knowledge and practical information for children to conduct a healthy lifestyle. However, the enforcement of the policies, actions plans, and regulatory frameworks remain as a challenge in both sectors.</p> <p>This partnership seeks to support public health and education institutions in planning and implementing interventions contributing to:</p> <ul style="list-style-type: none"> • Strengthen the capacity of teachers, assistant teachers, school counselors, social workers and principals to promote healthy nutrition practices among school-aged children.

	<ul style="list-style-type: none"> Promote healthy nutrition among school-aged children 6-15 years old in 5 regions (Tirana, Vlova, Korca, Durres, Kukes). Implement innovative models of positive behavior, change in the target schools tailored to the specific problems identified through the behavior change analysis. <p>Institutional Capacity building There is a need to identify the curricula gaps related to healthy nutrition and physical activity and prepare teacher training package to promote healthy nutrition for school-aged children (6-15 years). Teacher training contributes to the improved capacities of teachers to promote healthy nutrition of school-aged children. Models of school gardens aim to provide opportunities for hands-on learning, inquiry, observation and experimentation across the curriculum, and motivate children to eat and love fruits and vegetables. Practical learning materials for students (textbooks and visual aids) and corresponding teacher's guides for the healthy nutrition and physical activity among school children will be used to foster a healthy, non-obesogenic environment in schools.</p> <p>Communication for behavior change The development of behavior change models aim at changing the social norms, behaviors and environment, focusing on nutrition education for children including food skills, and food literacy and favoring of healthier lifestyles, empowering and engaging school children as agents of change. Behavior change communication models should specify communication approaches, channels and messages on healthy nutrition.</p> <p>UNICEF is seeking a partnership with approximate duration of 24 months.</p>
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Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> Copy of CSO registration in country of origin Copy of CSO registration in Albania Attachment I - Partner Declaration signed by authorised official Attachment II - NGO Identification and Profile signed by authorised official Attachment III - Programme Proposal. 	
2.1 Indicative timelines	Call for Expression of Interest issue date	April 19, 2019
	Deadline for submissions of CSO proposals	May 13, 2019, 16:30 hrs
	Deadline for requests of additional information / clarifications, by email	May 07, 2019
	Review of CSO submissions	May 21, 2019
	Notification of results communicated to CSO	May 28, 2019

Section 3: Process and timelines	
3.1 Review & evaluation of CSO submissions	CSO submissions are assessed by the Partnership Review Committee in consultation with technical specialists, using criteria outlined in section 3.2 and 3.3 below. Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.

	<p>Results from the review will be used for purposes of mapping and selection of CSOs in relation to the specific results outlined in section 1.3 above.</p> <p>It should be noted that participation to this Call for Expression of Interest however does not guarantee CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with CSOs.</p>						
<p>3.2 Eligibility & exclusion criteria</p>	<ul style="list-style-type: none"> • Eligibility criteria: CSO must: <ul style="list-style-type: none"> a) be registered in country of origin [and in programme country depending on government requirements]; b) not be an entity named on any of the UN Security Council targeted sanction lists. • Exclusion criteria CSO submission which: <ul style="list-style-type: none"> a) are not sent in sealed envelopes; b) are not sent or delivered by hand to the UNICEF office before the specified deadline; c) do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest; d) are not submitted in English language; <p>will be excluded from the selection process.</p>						
<p>3.3 Selection criteria</p>	<p>UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria:</p> <table border="1" data-bbox="427 926 1461 1436"> <tr> <td data-bbox="427 926 695 1094"> <p>Proposal relevance, quality and coherence (50%)</p> </td> <td data-bbox="695 926 1461 1094"> <p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) </td> </tr> <tr> <td data-bbox="427 1094 695 1297"> <p>Institutional capacity and sustainability (30%)</p> </td> <td data-bbox="695 1094 1461 1297"> <p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area of health and nutrition promotion, education, or related sectors (10%); • Collaborative experience with central and local health and education authorities (10%); • Management ability (10%); </td> </tr> <tr> <td data-bbox="427 1297 695 1436"> <p>Other (20%).</p> </td> <td data-bbox="695 1297 1461 1436"> <p>Includes a review of:</p> <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%). </td> </tr> </table>	<p>Proposal relevance, quality and coherence (50%)</p>	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) 	<p>Institutional capacity and sustainability (30%)</p>	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area of health and nutrition promotion, education, or related sectors (10%); • Collaborative experience with central and local health and education authorities (10%); • Management ability (10%); 	<p>Other (20%).</p>	<p>Includes a review of:</p> <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%).
<p>Proposal relevance, quality and coherence (50%)</p>	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) 						
<p>Institutional capacity and sustainability (30%)</p>	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area of health and nutrition promotion, education, or related sectors (10%); • Collaborative experience with central and local health and education authorities (10%); • Management ability (10%); 						
<p>Other (20%).</p>	<p>Includes a review of:</p> <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%). 						
<p>3.4 Prospective partnership agreement</p>	<p>All applicants will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:</p> <ul style="list-style-type: none"> • Prioritisation of proposed intervention in line with the work plan; • Availability of funding to support proposed intervention; • Complementarity or proposed action with ongoing interventions; <p>Upon finalisation at technical level, the proposal for partnership will be submitted to the Representative for review and approval. It should be noted however that the Representative has the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF.</p>						

Attachment I – Partner Declaration (to be completed by CSO Applicant)

The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Partner Declaration		
Name of organisation: _____		
Partner	Yes	No
By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the United Nations Security Council targeted sanctions lists http://www.un.org/sc/committees/list_compend.shtml		
By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD). http://www.unicef.org/crc/ http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx http://www.un.org/disabilities/convention/conventionfull.shtml		
Does the organisation have an Annual Report that is publicly available? Attach the latest report or provide URL		
Does the organisation have an annual audit of financial statements? Attach the latest report or provide URL		

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

Signature _____

Name and title of the duly authorized partner representative _____

Name of the partner _____

Date _____

Attachment II – CSO Identification Profile (to be completed by CSO Applicant)

The purpose of this profile is to provide key contact references to UNICEF Albania in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. CSO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of CSO ¹	
	Address	
	Registration number	(copy of registration to be attached)
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	
1.4 Programme Proposal title(s) submitted with Application	<ul style="list-style-type: none"> • 	

Section 2. CSO expertise and experience in the sector area	
2.1 CSO mandate, sector area and geographic coverage	<i>Outline the organisation's mandate, field of work and geographic coverage</i>
2.2 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organisation in the sector area</i>
2.3 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>

¹ Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify).

Section 3. Local experience, presence and community relations	
3.1 Ongoing programmes in sector area	<i>Outline of type / scope of ongoing programmes in the sector area</i>
3.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s)</i>
3.3 Existing networks	<i>Outline of ongoing collaborations with national institutions and local communities in the sector area</i>

Section 4. Management Ability		
4.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of core funds or income	
	Main funding partners/donors	
4.2 Core staff	<i>Outline of number and key functions of core organisation staff</i>	
4.3 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as the micro assessment)</i>	

Section 5. Experience of working with UN/ UNICEF				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

Attachment III – Programme Proposal (to be completed by CSO Applicant)

The purpose of this proposal is to provide an outline of the proposed intervention for which the CSO is proposing to partner with UNICEF. *[If the Call for Expression of Interest allows for multiple submissions, the following text may be added: A separate form should be filled for each programme proposal submitted.]*

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. Proposal overview			
1.1 Programme title			
1.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Call for Expression of Interest</i>		
1.3 Programme duration	<i>Number of months, From MM/YYYY to MM/YYYY</i>		
1.4 Geographical coverage	<i>State/ province, etc.</i>		
1.5 Population focus	<i>Number of beneficiaries / groups</i>		
1.6 Programme Budget	From CSO		%
	From UNICEF		%
	Total		

Section 2. Programme description	
2.1 Rationale/ justification <i>(3 to 5 paragraphs; max 400 words)</i>	<p>“Why” this programme <i>This section outlines the problem statement, the context and the rationale for the Programme,:</i></p> <ul style="list-style-type: none"> • <i>Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children?</i> • <i>How the problem is linked to national priorities and policies;</i> • <i>The relevance of the Programme in addressing problem identified.</i>
2.2 Expected results <i>(No narrative required)</i>	<p>“What” this programme will achieve <i>The table below defines the programme results framework (results and their link to results defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme output).</i></p>

Result statement	Performance indicator/s	Baseline	Target	Means of Verification ²
Corresponding result from Country programme/ Humanitarian Response Plan ³	- Xxx - Xxx			
Programme Output 1 <i>Service or product resulting from the programme</i>	<i>List each indicator in a separate line</i>			
Programme Output 2				
Programme Output 3				

2.3 Gender, Equity and Sustainability <i>(3 paragraphs; max 250 words)</i>	<i>“How” this programme takes into account gender, equity and sustainability This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations.</i>
2.4 Partner’s contribution <i>(1 paragraph; max 100 words)</i>	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
2.5 Other partners involved <i>(1 paragraph; max 100 words)</i>	<i>“With whom” will this programme works in partnership This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme.</i>
2.6 Additional documentation <i>(1 paragraph; max 100 words)</i>	<i>Additional documentation can be mentioned here for reference.</i>

² The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme workplan and budget).

³ Refer to Section 1.3 of the Call for Expression of Interest. If the programme contributes to more than one result, each should be identified in a separate line, with programme outputs listed below each corresponding result..

Section 3. Programme work plan and budget

The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned budget, including the CSO and UNICEF's contributions to the programme)

Note: Text and costs in blue provided as an example.

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+UNICEF)	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ⁴	Supply
Progr. Output 1:	<i>E.g. Community-based management of SAM introduced in 200 villages In 10 districts</i>						400,000	10,000	190,000	200,000
	Performance indicator(s), - # children receiving RUFT/in patient - # children receiving RUFT/ community - recovery rate									
Act.1.1	<i>Organise training of 500 health workers in community nutrition in 10 districts</i>	x	x				100,000		100,000	
Act. 1.2	<i>Undertake community outreach activities & referral in 200 villages in 10 districts</i>	x	x	x	x		50,000		50,000	
Act. 1.3	<i>Provide nutrition equipment & supplies in 50 health centres</i>	x			x		200,000			200,000
Act. 1.4	<i>Programme management and technical supervision</i>	x	x	x	x		50,000	10,000	40,000	
Progr. Output 2:	Output statement						Sub-total output 2	Sub-total output 2	Sub-total output 2	Sub-total output 2
	Performance indicator(s):									
Act 2.1	Activity statement ⁵									
Act. 2.2										

⁴ The budget is prepared in the currency of implementation. Most generally, this correspond to the local currency in the country.

⁵ Costs budgeted as part of the programme output budgeting include the following:

- Cash for activities, such as workshop or trainings;
- Cost of supplies that directly assist beneficiaries or beneficiaries institutions, including warehousing, transport and assembling;
- Technical assistance and costs of technical staff to directly support beneficiaries / beneficiary institutions (experts in health, education, protection, etc.);
- Cost of surveys and other data collection activities in relation to beneficiaries or measurement or programme expected results;
- Communication activities to directly support programme planned results.

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+UNICEF)	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ⁴	Supply
Progr. Output 3:	Output statement Performance indicator(s):						Sub-total output 3	Sub-total output 3	Sub-total output 3	Sub-total output 3
Act 3.1	Activity statement									
Act 3.1										
Sub-total for the outputs										
Progr. Output 4	Effective and efficient programme management						Sub-total output 4	Sub-total output 4	Sub-total output 4	Sub-total output 4
Act 4.1	<i>Standard activity:</i> In-country management & support staff ⁶ pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance)									
Act 4.2	<i>Standard activity:</i> Operational costs pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance)									
Act 4.3	<i>Standard activity:</i> Planning, monitoring, evaluation and communication ⁷ , pro-rated to their contribution to the programme (venue, travels, etc.)									
Sub-total for programme costs										
HQcosts ⁸	HQ technical support ⁹ (7% of the cash component)									
Total programme document budget										

⁶ Costs of technical assistance/staff directly related to the achievement of planned results are budgeted as part of programme output budgeting, see above footnote 4.

⁷ Costs of M&E and communication activities directly related to the achievement of the planned results re budgeted as part of the programme output budgeting, see above footnote 4.

⁸ Only payable to organizations with headquarters outside of the country of implementation.

⁹ Amount is an estimate. Amount paid is a standard 7% on actual expenditures subject to calculation exclusions as per Annex I of the CSO Procedure.