



EUORHEALTHNET INVITATION TO TENDER

The Development of a EuroHealthNet Stakeholder Engagement Strategy Process

BACKGROUND AND RATIONAL

EuroHealthNet invites tenders from experienced consultants to develop a Stakeholder Engagement Strategy 2013-2014 that will support the Network in systematic and effective engagement identifying objectives through to the approach to implementation. The Strategy should focus on Stakeholder Engagement with Private Sector for Profit Organisations, Foundations and Philanthropists within the parameters of the organisation's code of conduct.

EUROHEALTHNET is a leading not-for-profit partnership of public bodies working from local to regional, national and international levels across Europe. Our mission is to help build healthier communities within and between EU member states. EuroHealthNet achieves this through its membership, of which there are now 40 members, by supporting these members' work in EU and associated States through policy and project development, networking and communications. Our Secretariat is based in Brussels on Rue de La Loi, close to the EU institutions. From here, we coordinate research, policy and capacity building projects to help improve health determinants and address health inequalities. You can read more about our work at our main website www.eurohealthnet.eu.

ROLE AND TASKS

In April 2013, EuroHealthNet adopted a new strategy from 2014 that includes new opportunities for engagement with a broader range of stakeholders to work together in the field of promotion of healthy lifestyles and the social determinants of health and in developing future project bids. Stakeholder engagement is viewed by EuroHealthNet as essential to fostering more sustainable practices.

The EuroHealthNet Stakeholder Engagement Process should set the vision and level of ambition of future engagement. It should include advice to the Management and Board on cost-effective innovative initiatives that will support effective engagement and define a practical approach to Stakeholder Engagement for EuroHealthNet that includes:

- **Who** the Network should engage with (in line with the organisation's statutes, code of conduct and ethical guidelines),
- **Why** these organisations have been selected.
- **What** the Network should engage with these organisations on and
- **How** and **When** the network should approach these organisations regarding engagement

The final output will be a report covering these key areas and a presentation. What is of most importance is the quality of leads, with concrete indications of how EuroHealthNet can work together with the stakeholders identified for mutual benefit. It should include schedules and priorities and

should not be just a long list of potential stakeholders. It would also be of benefit to include advice on what NOT to do – identifying which Stakeholders are not suitable for engagement and the reasons why. It is expected that the report will be developed over the month of August with a final report and presentation to be delivered to Board and Staff in September 2013.

WORKING PROCESS

Suggested Approach/Methods to be used include:

- The contractor will need to get familiar with key documents related to EuroHealthNet. These include, but are not limited to the EuroHealthNet Strategy 2014-2020, the Organisation’s Code of Conduct and the Organisation’s How we Work Document.
- She/he might want to consult with Board and staff regarding past experience and perceived opportunities
- She/he will work in close cooperation with the EuroHealthNet Operations Manager, and provide critical feedback and advice on the project’s development over the month of August.

EXPERIENCE AND SKILLS REQUIRED

- Experience and knowledge of Stakeholder Engagement particularly Engagement between NGOs and Private Sector for Profit Organisations, Foundations and Philanthropists.
- Demonstrated experience of Corporate Social Responsibility initiatives and Fundraising Campaigns
- Demonstrated experience in producing Strategic Documents of this nature
- Excellent written and communication skills and preferably experience of writing similar types of strategic documents.
- Fluent in English (additional languages are an asset)
- Knowledge of Non for Profit/Charity Sector and workings of an organization with values and ethics designed within a framework of social inclusion, sustainable development and related concepts
- Knowledge about EuroHealthNet and the European Policy Making Environment is an asset
- Demonstrate an interest and understanding of public health and social inequity

TENDER INFORMATION REQUIRED

Organisation Information:

- Organisation/Consultants name, address, telephone number, email address
- Contact details for the person principally responsible for responding to this tender
- Brief description of the organisation/consultant including service portfolio /CV
- Particulars of expertise and track record in delivering and managing similar work including a current or most recent piece of work on a similar project
- Particular reference to experience of working in health related areas
- A description of the proposed approach to the Development of the Stakeholder Engagement Strategy

Pricing Structure:

Please detail the cost for this piece of work. The sum should include all staff costs, overhead expenses and VAT. Prices should be quoted in Euro.

The cost **must also include the travel and subsistence costs** for services provided in the Brussels area where the EuroHealthNet Head office is located. Should the consultant feel it essential to travel outside Brussels in delivery of the service consent from EuroHealthNet **prior** to the travel is required. Travel and Subsistence will be reimbursed based on receipts and in line with the current organisation policy.

TIMEFRAMES**Closing Date for acceptance of tenders is: Monday 29 July**

It is expected that the strategy will be developed over the month of August with a final report and presentation to be delivered to Board and Staff in September 2013.

CONFLICT OF INTEREST

Any conflicts of interest involving a candidate must be fully disclosed to EuroHealthNet. Any registerable interest involving the tenderer and EuroHealthNet or employees of EuroHealthNet or their relatives must be fully disclosed in the application or should be communicated to EuroHealthNet immediately upon such information becoming known to the applicant.

SELECTION AND AWARD CRITERIA

A contract will be concluded with the tender deemed to be the most economically advantageous subject to agreement on conditions of contract.

Tenders will be evaluated on the basis of written submission. The following award criteria will be applied,

- Quality of and relevance of previous work.
- Quality of the proposed approach to Strategy Development
- Experience and suitability of personnel
- Price and Overall value for money

CONTACT DETAILS

Tenders will be accepted by post and email and should be submitted to:
Elizabeth O'Connor,
Operations Manager,
EuroHealthNet,
67 Rue de La Loi,
B-1040 Brussels
Email: e.oconnor@eurohealthnet.eu

All queries concerning this document should be addressed to Elizabeth O'Connor, Operations Manager at EuroHealthNet at: e.oconnor@eurohealthnet.eu or +32 2 235 03 39.