Invitation to Tender for Consultancy Services

Background and Rational

EuroHealthNet invites tenders from experienced consultants to establish a multi-party framework agreement for the provision of general consultancy services in the area of public health, health promotion and disease prevention. This call for tender comprises four separate lots (services). Applicants can submit a proposal for more than 1 Lot:
- Lot 1: Event Management
- Lot 2: Facilitation/Moderator Services
- Lot 3: Report Writing and Editing Services
- Lot 4: Evaluation Services

EuroHealthNet is a not-for-profit network of regional and national agencies whose aim is to help improve the health and health equity within and between EU states. Our Brussels-based secretariat is funded in the main through Membership fees and EU project contracts. At times we require temporary external support relating to the organization of events, facilitation of workshops and meetings and production of reports associated with our various activities. Based on the offers received, EuroHealthNet will establish a panel of preferred external experts who meet the evaluation criteria. The framework agreement will be for a maximum duration of 3 years, subject to annual renewal.

Information about the Lots

Lot 1: EVENT MANAGEMENT
Examples of general events organised by EuroHealthNet include:
- Conferences
- Workshops and Meetings
- Capacity Building Events for Members and Partners

The role of the consultant could include:
- Direct responsibility for all aspects of event organisation in liaison with the EuroHealthNet Brussels office including:
  - event planning
  - practical arrangements
  - logistics management
- implementation
- follow up activities

- Provision of advice to the Management and Board of EuroHealthNet on cost effective innovative initiatives that support effective event management.

**Immediate Services required in 2013:**
Already in 2013, EuroHealthNet will require event management services to support the delivery of the Equity Action final conference. Follow is a detailed description of the requirements.

**Detailed description: Equity Action high level Conference**

**Title:** “Building cohesion and Strengthening Health for Growth: ADDRESSING HEALTH INEQUALITIES 2014 AND BEYOND”

**Date:** 23 January 2014

**Venue:** European Commission, Charlemagne building

**Number of participants:** approximately 300 people

**Background information Equity Action:**
Equity Action has been developed in response to the EC Communication on Health Inequalities (*Solidarity in Health*, 2009). This 3.6m euro programme involves the Commission, 16 Member States and NGO partners. Launched in April 2011, it seeks to reduce health inequalities through better policy and implementation through four main activities:

- Identifying ways of influencing policy and clarifying the impact of action on health inequalities (tools);
- Strengthening regional approaches to reduce health inequalities, with a focus on the use of EU structural funds (regions);
- Facilitating transfer of scientific knowledge to policy makers across the social determinants of health (knowledge);
- Sharpening stakeholder engagement on health inequalities across the policy spectrum (stakeholders).

**Background information final conference:**
The final conference will draw on these activities and set an agenda for future action on health inequalities that resonates with the work of individual Member States, with the EU health strategy and with WHO Europe’s Health 2020 across the social determinants of health.

It will share learning and promote practical action about ‘what works’ for tackling health inequalities across the European Union. The challenge of poverty, disadvantage and inequality and its impact on health outcomes is a concern to all Member States and to the
non-governmental organisations that work within and across these states. The event will, therefore:

- Assess the progress in addressing health inequalities in the EU and consider what more needs to be done;
- Show case the results of the Equity Action programme and their potential contribution to implementation; and
- Use the lessons from Equity Action and other Member State activity to improve the effectiveness in tackling health inequalities in future.

**Required Services:**

Two of the Equity Action project partners, EuroHealthNet (based in Brussels, main contact point) and BZgA (based in Germany) are responsible for the overall event management. The subcontracted event organiser will provide support to the project partners regarding a set of specific tasks, particularly around the registration process of participants:

**Registration Process / Participants**

- Send out invitations and reminders
  - A contact list of people will be provided by EuroHealthNet
  - A tracking system of who has been invited and who has already confirmed/declined needs to be created and kept up to date
- Management of the registration process of participants via the Equity Action website
  - Responsible for receiving newly submitted forms
  - Keep the list of participants updated
  - Keep project steering group updated (bi-weekly) of registration process
- Contact point for participants and speakers for hotel bookings / travel arrangements
  - Participants are responsible for making their own travel arrangements, but a list of recommended hotels will be available

**Other services**

- Prepare conference packs
  - Documents and folders will be provided by EuroHealthNet
- Prepare name badges and name plates for speakers
  - List of speakers will be provided by EuroHealthNet
  - Badges will be provided by EuroHealthNet, names have to be added by agency (based on registration list)

**Submission:**

If you are interested in being considered for the Event Management Framework contract and this piece of work please submit a separate individual quote for this specific service along with your overall submission.
Lot 2: FACILITATION/MODERATOR SERVICES

EuroHealthNet occasionally requires the input of external Moderators to support the facilitation of sessions at the following types of events.

- Project Seminars and Conferences
- EuroHealthNet Meetings e.g. Board or Expert meetings
- Capacity Building Events for Members and Partners

The role of Facilitator/Moderator will vary depending on the event. It could include co-ordination and delivery of the total session and together with the relevant EuroHealthNet Staff development of the content, determination of the structure, acting as moderator and reporting back. Alternatively the facilitator may only be required to chair/moderate a session for which the brief is already designed. The exact role will be clearly laid out in the description of work. General tasks include as follows:

- To provide ideas for the structure, general methodology and process of these sessions
- To develop a mechanism to collect and collate the learning and reflections of participants
- To facilitate the sessions to ensure all partners’ needs are met, to give structure to the exchanges and to help manage timekeeping
- To encourage full participation of all partners enabling the exchange of information and collaboration between them, and finding synergies and outcomes from the discussions
- To ensure the interactions and exchanges are linked at a strategic level with the EuroHealthNet objectives, networking and general EU policy developments
- To ensure that the learning and reflection mechanism is properly implemented during the sessions

Two practical examples of such sessions include

1. Charing a sessions of a closing conference of a project to highlight and discuss the results of the project outcomes. The session would have 100 attendees.
2. Co-ordinate the facilitation of a two day bilateral exchange visit the aim of which is to develop stronger collaboration and exchanges between EuroHealthNet Members. The role of the facilitator in this instance would be to manage the delivery of the total workshop from content development to report back.

Lot 3: REPORT WRITING AND EDITING SERVICES

Examples of general reports and services that may be required over the course of the contract include:

- Project Bids /Proposals, particularly in response to EU Calls for funding e.g. HORIZON 2020 Projects and DG SANCO Projects
- Proof Reading/Editorial Services relating to e.g. Research Publications
• Writing (Specialised/Thematic) Reports e.g. project reports/deliverables as defined in an associated EU project Work Package.

Individuals should have both report writing and editing skills. They should be able to demonstrate experience of writing a variety of reports. Specific skills required include:
• The ability to vary writing styles based on the target audience and purpose
• Proof reading skills
• Organizing information
• Editing for style, grammar, and consistency
• Evaluating copyright and liability issues
• Providing feedback

**Lot 4: EVALUATION SERVICES**
Examples of general evaluation services that may be required over the course of the contract include:
• Assessing and monitoring the work of an EU Project Consortium and the various project work packages related to the project objectives.
• Development of an evaluation methodology in collaboration with the executive group.
• Completing an evaluation using the principles of process and output evaluation to ensure that specific objectives and defined indicators are being met.
• Completing a project/organisation evaluation based on qualitative face to face and telephone interviews with key stakeholders, analyses of relevant documents and review of administrative records

A practical Example of evaluation services required are as follows:
1. The evaluation of a Project which has received funding from the European Union, in the framework of the Health Programme.
   The aim of the evaluation is:
   • To identify the impact the programme has on the capability of member states to produce effective policy to tackle health inequalities.
   • To identify the elements of the programme that work best to support member state development
   The evaluation will run parallel with the delivery of the project. There will be three key deliverables
   a) An short initial baseline report
   b) Feedback at 6 monthly stages during the remainder of the project. This feedback will take the form of a short report addressing the two aims.
   c) A final report at the end of the project.
2. A EuroHealthNet Organisational Review - a 360 degree review of the organisation as it has evolved, as it manages its tasks and as it faces the future. Methods to be used include desk research of EuroHealthNet documents and materials / face-to-face & telephone interviews/ observation of meetings / questionnaires/ web-based polls and other tools that are appropriate.

**Specification of Requirements**

Tenders are invited from suitably qualified experienced individuals and organisations

Depending on the lot or number of lots applied for applicants need to be able to demonstrate sufficient skills and expertise in the associated field.

Applicants should be familiar with the EU policy making environment and EC procedures relating to the development and implementation of EU co-funded initiatives.

Applicants should have a background in or be able to demonstrate strong expertise in the areas of public health, health promotion and disease prevention, EU social policy and in particular health equity, the social determinants of health and holistic approaches to health improvement (e.g. health in all policies).

EuroHealthNet’s working language is English. Applicants must therefore be fluent in written and spoken English.

**Tender Information Required**

Tender Information submitted should include:

**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 with particular reference to experience of working in health related areas.
- Particular reference to experience of working in health related areas
- For the event management tender please submit a detailed quote for services required to support the delivery of the Equity Action Conference.
- For the report writing and editing services tender 2 examples of previous work (maximum of 10 pages per sample) should be submitted. If experienced in the writing of
Project Bid proposals an example of a report that has been successful in this regard should be submitted as one of the examples.

- For the evaluation services tender 1 example of an evaluation report is required, this will be treated confidentially if sensitive in nature.
- 2 references, 1 of which should relate to a current or recent piece of work on a similar project

**Pricing Structure:**
Please detail the cost per day /daily rate for the associated service (Lot). The sum should include all staff costs, overhead expenses and VAT. Prices should be quoted in Euro.

The personnel fees **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 be required to travel outside Brussels in delivery of the service and with the prior consent of EuroHealthNet Travel and Subsistence will be reimbursed based on receipts and in line with the current organisation policy.

Closing Date for acceptance of tenders is: **Friday 21 June 12pm Belgium Time**

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**Operation of the Framework Agreement**

The Framework Contract will be for a 3 year period subject to annual renewal. When issuing/offering pieces of work EuroHealthNet will specify the required service in each instance. EuroHealthNet reserves the right not to award a framework contract in the event that no suitable proposal is found.

One Framework Contract will be concluded on the same terms with each contractor per lot, setting out the general contractual terms (legal, financial, technical, administrative, etc.) that apply during their period of validity and govern commercial relations between EuroHealthNet and the contractors.

The Framework Contract does not constitute placement of an order but is merely designed to set the legal, financial, technical and administrative terms governing relations between the contracting parties during the validity of the contract.

**Anticipated Framework Agreement Start Date:** 22 July 2013  
**Framework Agreement End Date:** 21 July 2016
Conflict of Interest

Any conflicts of interest involving a candidate must be fully disclosed 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 Framework Agreement Contract will be concluded with those tenders 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.
- Understanding of issues relating to the work of EuroHealthNet
- 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:
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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.