

**NDPHS Strategy Working Group 2014
Third Meeting
Riga, Latvia
10 June 2014**



Reference	SWG2014 3/7/1
Title	Proposal for the Open call for tender for the Strategy Consultant for the NDPHS and the Consultant's Terms of Reference
Submitted by	Secretariat
Summary / Note	
Requested action	For discussion and decision



Northern Dimension
Partnership in Public Health
and Social Well-being
www.ndphs.org

Announced: **[TO BE DECIDED
BY THE SWG]**

Open call for tender

Strategy consultant for the NDPHS

(Ref. MM/XX/XX)

OPENING DATE: **[TO BE DECIDED BY THE SWG]**

CLOSING DATE: **[TO BE DECIDED BY THE SWG]**

1. Contracting Authority

(i) Organization

NDPHS Secretariat
P.O. Box 2039
SE-103 11 Stockholm SWEDEN
Visiting address: Slussplan 9, 2nd floor
www.ndphs.org

The Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) is an international initiative dealing with the enhancement of health and social conditions in the Northern Dimension area, and primarily the north-eastern parts of Europe. Cross-border co-operation between the bordering regions of the EU, Norway and Russia is an essential element of the practical implementation of the Northern Dimension, involving local and sub-regional actors and civil society, enhancing people-to-people contacts and contributing to public health and social development, while also narrowing social and economic disparities, and generating an overall improvement in the demographic situation and the quality of life. The Partnership focuses on two priority areas for improved and enhanced co-operation and co-ordination: the prevention of major public health problems, and the promotion of healthy and socially rewarding lifestyles. NDPHS Partners include nine countries, the European Commission as well as several international organizations. The NDPHS hosts four Expert Groups and three Task Groups and is supported by the NDPHS Secretariat. See www.ndphs.org for more details.

(ii) Contact person

Person authorized for contacts with tender providers:

Mr Marek Maciejowski
Director of Secretariat
Phone: +46 73 540 5900
E-mail: marek.maciejowski@ndphs.org

2. Scope of the assignment

The Committee of Senior Representatives (CSR), the main coordinating body of the NDPHS, has formed a Strategy Working Group (SWG) consisting of representatives from Estonia, Finland (chair), Germany, Latvia, Lithuania, Norway, Russia (co-chair) and Sweden as well as the European Commission, the International Organization for Migration, the World Health Organization, the NDPHS Secretariat and the NDPHS Expert and Task Groups. The main task of the SWG is to facilitate the development of the NDPHS Strategy for the period of 2014-2020 and act as the focal point for inputs from the NDPHS Partner Countries and Organisations, the Participant and the Expert and Task Groups. In this capacity, the SWG has the overall objective to produce a draft NDPHS Strategy 2014-2020, including its Implementation/Action Plan, and present it to the Partnership Annual Conference (PAC) 11 in 2014.

The main role of the consultant is to provide technical support to the SWG in the preparation of the NDPHS Strategy 2014-2020 and its Implementation/Action Plan. To that end, the consultant is contracted to work under the SWG's direction and supervision and reports to the SWG Chair. The SWG will support the work of the consultant/s and will follow the progress.

More specifically, the tasks of the consultant/s include:

- Providing advice and recommendations regarding the planning processes and methodology;
- Reviewing the inputs submitted by the NDPHS actors involved in the strategy development process and, where necessary, provide advice and recommendations on the warranted improvements;
- Drafting NDPHS Strategy 2014-2020 and its Implementation/Action Plan;
- Other tasks, if deemed appropriate in connection with the assignment, provided they would not necessitate an increase of the originally agreed consultancy budget.

Additional aspects of the Strategy development, as they may appear, will be discussed with the SWG.

Please visit the [NDPHS website](#) for further information about the objectives, functioning, and structure of the NDPHS as well as the specific details regarding the Expert and Task Group's activities.

3. Deliverables

The following outputs will be delivered by the consultant:

- Advice and recommendations to the NDPHS actors involved in the strategy development process;
- Draft NDPHS Strategy 2014-2020 and its Implementation/Action Plan (including their subsequent revisions, if requested by the SWG).

The working language of the NDPHS is English.

The SWG and the NDPHS Secretariat will provide all documents available, necessary to carry out the task described above and in **Annex 1**.

4. Working steps and preliminary timeline

The consultant will begin the assignment on , [**TO BE DECIDED BY THE SWG**], and will continue until the final draft Strategy 2014-2020 and its Implementation/Action Plan are submitted to an NDPHS governing body for adoption. Within this period of time, the consultant will work for the **estimated total amount of 60 working days**.

The first part of the assignment will begin as stipulated above and is expected to last until beginning of September 2014, unless otherwise instructed. During this part of the assignment the consultant shall:

- Upon request, provide advice and recommendations regarding the planning processes and methodology to the NDPHS actors involved in the strategy development process;
- Review the inputs submitted by the NDPHS actors involved in the strategy development process and, where necessary, provide advice and recommendations on the warranted improvements;
- Draft parts of the NDPHS Strategy 2014-2020, as specified by the SWG during its extraordinary meeting in June 2014. The document will be developed following the outline of the NDPHS Strategy 2014-2020 (currently under development; planned to be made available by mid-June 2014).

The second part of the assignment will begin after the delivery of the inputs by the NDPHS actors involved in the strategy development process. During this part of the assignment the consultant shall:

- Finalize drafting of the NDPHS Strategy 2014-2020. Depending on circumstances, this part of the assignment will be completed in September 2014;
- Draft the Implementation/Action Plan based on the received inputs.¹ Depending on circumstances, this part of the assignment will be performed during September 2014 or later (exact time to be announced in early September);
- Make revisions, if requested by the SWG. Depending on circumstances, this part of the assignment will be performed during October 2014 or later (exact time to be announced in early September).

The consultant will submit the developed draft documents to the SWG members, the NDPHS Secretariat and other relevant actors involved in the process (to be specified separately) and will subsequently revise them following their comments.

The assignment will continue until the final draft Strategy 2014-2020 and its Action Plan are submitted to an NDPHS governing body for adoption (exact time to be announced no later than in October 2014).

5. Required skills

The following skills are considered necessary to be able to complete this assignment:

- Experience in the development of strategic steering documents and their accompanying operational plans;
- A sound understanding in public administration and international networking;
- A good understanding of structural, organizational and administrative matters;
- Ability to quickly grasp complex issues, involving different groups of interest along with a solution-oriented approach;

¹ Inputs will be developed in accordance with the template developed by the SWG.

- Good communication skills and ability to prepare and lead discussions.

Experiences in public health issues, health networks and in countries or networks, related to the Northern Dimension would be appreciated.

6. Additional information and conditions

Assignment will have to be fulfilled in close dialogue with the Contracting Authority, the NDPHS SWG and other relevant actors involved in the development of the NDPHS Strategy 2014-2020 and its Implementation/Action Plan.

The consultant will be required to get himself/herself acquainted with the outcome of the Evaluation of the NDPHS performed in 2013.¹

7. Eligibility

This tender is open on equal terms to all natural and legal persons of the NDPHS Partner and Participant Countries (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden).

8. Composition of consultants

The assignment can be carried out by one legal or independent person, or by a team of consultants. A bid can therefore, but doesn't have to be, made by a consortium of legal and/or independent persons. In such a case the leading partner has to be designated, who will take full responsibility for successfully providing the contracted service.

9. Offered price

The price offered shall be stated in euros (EUR) **incl. VAT**. The offer can be made as a lump sum, and shall include remuneration (consultant fees), travel expenses for 3 trips to NDPHS Partner countries, and any other costs related to the provision of this service. If considered necessary by the SWG, participation in additional meetings may be required. Any travel costs, related to these additional meetings will be reimbursed by the Contracting Authority separately and do not need to be included in the tender offer.

10. Documents to be submitted by tender providers

All documents to be submitted by the tender providers are mentioned in **Annex 2**.

Bids and all correspondence relating to this call for tender must be done in English and must bear the reference number as specified in the header.

Only complete, true and duly signed bids will be considered. The Contracting Authority reserves the right to request further information from tender providers after receipt of their documents.

¹ Cf. documents CSR 22/6/1 Independent Evaluation of the NDPHS 2013, CSR 22/6/2 Evaluation Team's views regarding the Evaluation Consultant's recommendations and other issues, and respective parts of the CSR 22 Meeting minutes, available at http://www.ndphs.org/?mtgs_csr_22_reykjavik.

Tender providers will be immediately notified of the receipt of their bids.

11. Deadline for submission of bids

Only the bids delivered to the NDPHS Secretariat by hand, mail or e-mail (cf. item 1) not later than **[TO BE DECIDED BY THE SWG]** shall be considered.

12. Deposits and guarantees

No tender bond is required, but the Contracting Authority reserves the right to require a guarantee from the service provider prior to the payment of any advance.

13. Validity of tenders

By providing a bid, a tender provider agrees that his offer is valid at least for 30 days from the deadline for submission of bids.

14. Terms of payment

The payment shall be made in two installments. The first installment (1/2nd of the total amount) will be paid, upon successful completion of the first part of the assignment (cf. item 4) and after the invoice is delivered to the Contracting Authority. The balance shall be paid after the service is delivered in full accord with the agreed conditions and the invoice is delivered to the Contracting Authority. Travel costs can be reimbursed separately consistent with provisions in item 9, immediately after receipt of all required travel documents and invoices through the on-line NDPHS Travel Claims¹ System.

15. Selection criteria

As the selection committee, the NDPHS SWG will review the proposals and apply the following criteria:

- technical competence and professional capacity and competence in the type of work required;
- linguistic knowledge;
- quality of dossier;
- offered price.

The contract shall be awarded to the tender provider whose offer represents the best value for money, taking into account the above specified selection criteria. The criteria shall be assessed on the basis of the documents supplied by the tender providers. The selection committee reserves the right to approach bidders' previous customers for reference.

The selection committee will recommend the choice of consultant to the Contracting Authority, which will finalize the contractual matters.

¹ For more information about the NDPHS Travel Claims System and to read the guidelines for travel, please visit <http://www.ndphs.org/?travelclaims,page,about>.

16. Date and means of dispatch of the result of this call for tender

The result of this call for tender shall be dispatched to all tender providers by e-mail not later than one working day after the decision is taken.

17. Appeals

Appeals can be submitted **within one week** from the day of dispatch of the result of this call for tender. Only the appeals delivered to the NDPHS Secretariat by hand, mail or e-mail within the set deadline shall be considered.

Terms of Reference for the NDPHS Strategy Working Group external consultant

Adopted by the Strategy Working Group on [10 June] 2014

I. Background

The first Strategy of the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS)¹, covering the period of 2010-2013, expired in 2013. In October 2013 the NDPHS Committee of Senior Representatives decided to establish an *ad hoc* Strategy Working Group (SWG) that would facilitate the development of the NDPHS Strategy, accompanied by an Implementation/Action Plan, for the period of 2014-2020.

In accordance with its Terms of Reference², the main task of the SWG is to facilitate the development of the NDPHS Strategy for the period of 2014-2020 and act as the focal point for inputs from the NDPHS Partner Countries and Organisations, the Participant and the Expert and Task Groups. In this capacity, the SWG has the overall objective to produce a draft NDPHS Strategy 2014-2020, including its operational plan, and present it to the PAC 11 in 2014.

As recommended in the NDPHS Evaluation report 2013³, the process of the development of the NDPHS Strategy 2014-2020 would benefit from an assistance of an external consultant with expertise in planning processes, since clarity and quality of operational goals and their indicators was an issue in the first NDPHS strategy and without external help the Partnership might face these problems again.

Consequently, the Committee of Senior Representatives has decided that in performing its tasks the SWG may be supported by an external consultant.

II. Objective and tasks

The main role of the consultant is to provide technical support in the preparation of the NDPHS Strategy 2014-2020 and its Implementation/Action Plan in accordance with the recommendations of the NDPHS evaluation conducted in 2013⁴, as well as the respective decisions of the 10th Partnership Annual Conference, the 22nd and 23rd Meetings of the NDPHS Committee of Senior Representatives and the Strategy Working Group. To that end, the consultant works under the SWG's direction and supervision and reports to the SWG Chair.

¹ http://www.ndphs.org/?about_ndphs#New_NDPHS_Strategy.

² http://www.ndphs.org//documents/3885/SWG2014_1-4-Info_1_Terms_of_Reference_and_Timeline_for_SWG.pdf

³ Available at: http://www.ndphs.org//documents/3726/CSR_22-6-1_Independent_Evaluation_%20of_%20the%20_NDPHS_%202013.pdf

⁴ Cf. http://www.ndphs.org//documents/3881/SWG2014_1_4-Info_2_Views&recommend_of_ET&CSR_re_EC&s_recommend&other_issues.pdf

More specifically, the tasks of the consultant include:

- Upon request, provide advice and recommendations regarding the planning processes and methodology to the NDPHS actors involved in the strategy development process¹;
- Review the inputs submitted by the NDPHS actors involved in the strategy development process and, where necessary, provide advice and recommendations on the warranted improvements;
- Participate in the drafting of the text of the NDPHS Strategy 2014-2020 including being the main drafter who will be drafting the text, inter alia, based on the inputs to be delivered by other actors engaged in the process;
- Participate in the SWG meetings and other meetings, when required;
- Other tasks, if deemed appropriate in connection with the assignment, provided they would not necessitate an increase of the originally agreed consultancy budget.

III. Outputs

The following outputs will be delivered by the consultant:

- Advice and recommendations to the NDPHS actors involved in the strategy development process;
- Draft NDPHS Strategy 2014-2020 and its Implementation/Action Plan (including their subsequent revisions, if requested by the SWG).

IV. Timeframe

The consultant will begin the assignment on [TO BE DECIDED BY THE SWG] 2014 and will continue until the final draft Strategy 2014-2020 and its Implementation/Action Plan are submitted to an NDPHS governing body for adoption. Within this period of time, the consultant will work for the estimated total amount of 60 working days.

The first part of the assignment will begin on [TO BE DECIDED BY THE SWG] 2014 and is expected to last until the beginning of September 2014. During this part of the assignment the consultant shall:

- Upon request, provide advice and recommendations regarding the planning processes and methodology to the NDPHS actors involved in the strategy development process;
- Participate in the drafting of the text of the NDPHS Strategy as the main drafter;
- Review the inputs submitted by the NDPHS actors involved in the strategy development process and, where necessary, provide advice and recommendations on the warranted improvements.

The second part of the assignment will begin after the delivery of the inputs by the NDPHS actors involved in the strategy development process. During this part of the assignment the consultant shall:

- Draft and edit the final text of the NDPHS Strategy 2014-2020 and its Implementation/Action Plan based on the received inputs and submit it to the SWG. Depending on circumstances, this part of the assignment will be performed during September 2014 or later (exact time to be announced in early September);

¹ The Strategy Working Group Members, the NDPHS Expert and Task Groups and the NDPHS Secretariat.

- Make revisions, if requested by the SWG. Depending on circumstances, this part of the assignment will be performed during October 2014 or later (exact time to be announced in early September).

V. Contractual and financial aspects

A contract (to be drawn) between the consultant and the NDPHS Secretariat regulates the consultant's assignment. The NDPHS Secretariat is responsible for handling the financial matters regarding the contract, i.e., the payment of the consultant's remuneration and financing the required business travels of the consultant.

Template for submission of offers

Strategy consultant for the NDPHS

(Ref. MM/XX/XX)

Offer submitted by

[Please insert]

*[Name and contact details
If company or organisation,
please also provide the organization number.]*

**I/we herewith submit an offer for the evaluation of the NDPHS
and enclose the following documents:**

- | | |
|--------------------------|---|
| Appendix 1 | Covering letter, which includes: <ul style="list-style-type: none">- my/our experience and knowledge in the required field of services- my/our motivation- references that can confirm my/our capacity to fulfill the assignment- offered price as a lump sum, including fees, travel and any other costs related to the assignment. |
| Appendix 2 | My/our CV(s) |
| Appendix 3
(optional) | Any other relevant information |

Place and date

Signature