

Open Call for Consultancy Services

Reference Number: 08-016

Terms of Reference: Expert on developing Feasibility Study on “Establishing a cross-border platform for emergency and response in South East Europe”– support to the ‘Health’ dimension of the Inclusive Growth Pillar

Title: Expert on developing Feasibility Study on “Establishing a cross-border platform for emergency and response in South East Europe”

Contracting Authority: Regional Cooperation Council Secretariat

Starting Date: 23 May 2016

Reporting to: Programme Department

Duration: 23 May – 23 July 2016 (20 working days)

Application Deadline: 16 May 2016 (by 17.00 Central European Time)

Number of Posts: 1 (one) consultant

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I BACKGROUND

Purpose

The purpose of the consultancy service is to draft a Feasibility Study on “Establishing a cross-border platform for emergency and response in South East Europe” in the context of the South East Europe 2020 (SEE 2020) Strategy. A consultant will be engaged to assist the Regional Cooperation Council (RCC) and the SEE Health Network (SEEHN) in translating the regional priority measures agreed under the ‘Health’ dimension of the SEE 2020 Strategy into a feasibility study, which will constitute the basis both for potential concerted regional actions by governments and for mobilising external financial support, where gaps are identified.

Background Information

The Regional Cooperation Council (RCC) Secretariat, working upon the request of the South-East European Cooperation Process (SEECP) as well as the European Commission (EC), coordinated the development of a regional growth strategy titled: SEE 2020 – Jobs and Prosperity in a European Perspective. The ministers in charge of economy of Albania, Bosnia and Herzegovina, Croatia, The Former Yugoslav Republic of Macedonia, Kosovo^{*}, Montenegro and Serbia adopted the Strategy in Sarajevo in November 2013, entrusting the RCC with a role of coordinating and monitoring the implementation of the Strategy.

The goal of the SEE 2020 Strategy is to improve living conditions of all citizens in the region and enhance competitiveness and development, closely following the vision of the EU strategy Europe 2020. The strategy contains 11 specific targets covering the five pillars of integrated, smart, sustainable and inclusive growth under the good governance for growth.

SEE 2020 was developed through a de-centralised process whereby specific regional partners were identified in each of the main policy dimensions of the SEE 2020 pillars to champion the activities on the Strategy development within their respective dimension, under the RCC's leadership. 16 policy dimensions were identified within the 5 pillars of the Strategy, with 14 regional structures acting as primary dimension coordinators for SEE 2020 development and implementation. The SEE Health Network (SEEHN) is the coordinator of the 'Health' dimension of the SEE 2020 Strategy.

Under the 'Health' dimension of the Strategy, SEE economies have committed to work together towards improving health and wellbeing of all those living in the SEE through strengthening the delivery of universal and high quality health promoting services at all levels of care, improving the intersectoral governance of the health sector, harmonising the cross-border public health legislation to enable a free trade area from a public health perspective and strengthening human resources for health.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Assignment

The main objective of the assignment is to develop a Feasibility Study on “Establishing a-cross border platform for emergency and response in South East Europe”.

The Study will be developed in close consultation with the RCC and the SEEHN as dimension coordinator for 'Health'.

The Study should include the following elements:

^{*} This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

- Objectively and rationally identify the strengths and weaknesses of the existing emergency and response, and public health systems in all SEE economies;
- Identify possibilities and legal constraints and requirements to establish a cross-border platform for emergency and response;
- Evaluate system and capacity requirements to establish such a platform as well as technical feasibility, and assess the possible factors that could affect the process;
- Identify human capacities and economic factors that may affect the project;
- Identify opportunities and threats present in the environment and the resources required to carry through, and the prospects for success;
- Identify possible solutions for each identified problem;
- Identify the required costs and the value that may be attained;
- Identify how well the platform will solve emergency and pandemic preparedness and response;
- Evaluate possibilities on how to take advantage of present opportunities within the systems, existing collaboration;
- Identify the main pillars of an emergency and response platform and how they will fit in with the existing emergency and response and public health systems as well as the existing projects, EU directives and current collaboration of SEE economies;
- Identify technical and schedule feasibility by identifying the proper technical resources and their applicability to the expected needs of the proposed system as well as how long the system will take to develop and become operational to be tested.

The Study will be presented at SEEHN workshop in June 2016. The meeting will provide an opportunity to facilitate the discussion on the topic of establishing cross-border platform on health in the region and would support the national objectives and the achievements in this area.

Tasks

General

Under this assignment, the Consultant will provide the following type of assistance:

- Draft the Feasibility Study on the topic of "Establishing a cross-border platform for emergency and response in South East Europe";
- Coordinate and integrate inputs with the RCC and SEEHN;
- Present the report to key stakeholders during the workshop in June 2016, in Sarajevo; and
- Other related tasks as required to fulfil the scope of this assignment.

The assistance will be provided under the guidance of the RCC.

The assistance will be delivered via the specific tasks described below:

Specific Tasks

Under this assignment, it is envisioned that the Consultant would carry out the following tasks:

Conduct preparatory work

- Familiarise him/herself with the SEE 2020 Strategy and its 'Health' dimension priorities, other materials produced during the process of SEE 2020 development, as well as the latest available research and analysis on health in SEE;
- Participate in an initial discussion with the RCC representatives and agree on any outstanding issues and/or possible modifications of this scope of work.

Carry out desk research

- Review and synthesise available analysis, data and work done so far;
- Conduct interviews with relevant stakeholders, if needed.

Develop the first draft of the Feasibility Study

- Based on the above inputs and following comments by the RCC and SEEHN, draft the first version of the Feasibility Study;
- Participate in a workshop/meeting to be organised by RCC and SEEHN to present the work and collect feedback.

Develop the final version of the Feasibility Study

- Develop the final version of the Study taking into account the comments received from the RCC, members of the SEEHN working group and other relevant stakeholders.

The level of effort for this task is set at a maximum of 20 working days of expert input.

Deliverables

The following deliverables will be produced and transferred to the RCC during the course of the assignment:

- Draft Feasibility Study on “Establishing a cross-border platform for emergency and response in South East Europe” to be delivered by 20 June 2016;
- Presentation of the draft Feasibility Study at the SEEHN workshop meeting to be delivered on 28 June 2016;

- Final draft of the Feasibility Study with inputs collected from the workshop participants from the SEE region to be delivered by 11 July 2016.

The first draft of the Feasibility Study has to be produced by 20 June 2016. The Consultant will integrate any comments received from the RCC and SEEHN into the final version of the document and agree with the RCC on any outstanding issues and/or possible modifications to this scope of work. The final version of the document has to be presented by 11 July 2016.

Timeframe

The total duration of the engagement will be 20 working days, starting on 23 May 2016 and finishing by 23 July 2016.

III COMPETENCIES

Qualifications

Education:	<ul style="list-style-type: none"> ▪ University and advanced degree in the area of social sciences, preferably medicine, health or related area.
Experience:	<p>Qualifications Required</p> <ul style="list-style-type: none"> ▪ Proven record of theoretical knowledge and practical experience in the area of public health, health systems and health service delivery; ▪ Minimum of 10 years of relevant experience; ▪ Solid understanding of health-related issues in SEE; ▪ Familiarity with the work and activities of the SEE Health Network; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly; ▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, businesses, civil society institutions, donors and other stakeholders; ▪ Demonstrable experience in writing and reporting on complex multi-sector or multi-national strategy development and implementation, including the EU context.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official language of the RCC.

Other:	<ul style="list-style-type: none"> ▪ Familiar with MS Office applications.
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Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results-orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team; and
- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.

IV QUALITY CONTROL

The expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when

comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

Quality Control by the Regional Cooperation Council

The Consultant outputs shall undergo two external reviews. The first draft shall be reviewed in parallel by all relevant stakeholders, including the representatives of the dimension coordinators and the Regional Cooperation Council.

The final (second) draft shall be reviewed by the Regional Cooperation Council taking account of the comments made by the different stakeholders and how the expert has handled these comments. The final document will be subject to a quality assessment by Senior Expert on Smart Growth of the Regional Cooperation Council, upon whose endorsement the report would be distributed and made public.

V APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to ProcurementforRCC@rcc.int no later than 16 May 2016 by 17.00 Central European Time
- The consultancy will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the concept note and the cost-effectiveness of the financial offer.
- The best value for money is established by weighing technical quality against price on a 80/20 basis.
- Only short listed candidates will be contacted for the competency based interview.

The application needs to contain the following:

- Letter of interest;
- CV(s) including relevant knowledge and experience;
- Reference list including contact details (e-mail addresses) of referees;
- A one page concept note describing the information, data sources, research and analytical tools to be employed by the author as well as structure of the study and financial offer;
- Application Submission Form, Annex 1

- The maximum reimbursable costs for this consultancy is €15,000;

When preparing the financial offer, the applicant should take into account the following:

- The proposed budget should include daily fee rate for consulting services; the fee rates should be broadly consistent with the EU framework rates for these types of professional services.

Annex I

APPLICATION SUBMISSION FORM

Open Call for Consultancy Services

Reference Number 08-016

Title: Expert on developing Feasibility Study on “Establishing a cross-border platform for emergency and response in South East Europe”

One signed scanned copy of this Application Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of Individual Consultant submitting this Application
Full Name of Individual Consultant	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the Individual Consultant] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

Grounds for exclusion

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.

Conflict of Interest

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.
- b) The Contracting Authority reserves the right to verify that such measures are adequate

and may require additional measures to be taken if necessary. The consultant shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.
- d) The Contractor shall after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.
- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.
- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject of this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

Name	
Signature	

Date	
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