

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27.11 2013

Country: Bosnia and Herzegovina

Description of the assignment: Providing guidance on government strategy and legislation for encouraging networks CSOs in health sector to participate in efficient cooperation with government and health institutions

Project name: Contribution of organizations of civil society to strengthening partnership dialogue and cooperation of governmental and nongovernmental sector in system of public health

Period of assignment/services (if applicable): 45 days

The proposal should be submitted at the following address: Partnerships in Health, Dr Mustafe Pintola 1, 71000 Sarajevo, Bosnia and Herzegovina; or by email to tarikpraso@partnershipsinhealth.ba no later than 11.12.2013.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email indicated above. Partnerships in Health will respond in writing or by standard electronic mail.

Web: <http://www.partnershipsinhealth.ba/>,

1. BACKGROUND/PROJECT INFO

Partnerstvo za Zdravlje in cooperation with European Union, since January 2013, started implementation of the project *“Contribution of civil society organizations to strengthening partnership dialogue and cooperation of governmental and nongovernmental sector in the system of public health”*.

During the implementation period of 24 months Partnerstvo za zdravlje will establish mechanisms for cooperation between civil sector and governmental institutions aiming to improve system of public health in BH. Beside that, Partnerstvo za zdravlje will work on strengthening capacities non-governmental and governmental sector for partnership dialogue and cooperation in order to provide high quality planning and implementing policies and programs in area of healthcare as well as services for citizens.

Results which will be achieved with the project implementation:

- Building capacities of the institutional mechanisms for government cooperation with NGOs and private companies in the sector of public health;
- Building capacities of the issued based coalition of NGOs to take part in a policy dialogue in the health sector;
- Developing a system of additional education and specialization of health workers from all sectors and in collaboration with government and non-government stakeholders;

Partnerstvo za zdravlje implements this project in cooperation with Demokratski Centar „Nove Nade“ from Bihać, Association Viktorija from Banja Luka, Association Margina from Tuzla and Montenegrin Association CAZAS. Beside partner organizations of civil society, great contribution to project implementation will be given by the Ministry of Health and social welfare RS and Ministry of Health of FBiH, entity Public Health and entity resource centers.

Partnerstvo za zdravlje is non-governmental and non-profit organization with extensive experience in area of healthcare and strengthening capacities of civil society organizations and institutions in public health system.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To develop the Action Plan and costing/budget related to it, for Implementation of Providing guidance on government strategy and legislation for encouraging networks CSOs in health sector to participate in efficient cooperation with government and health institutions which captures clear targets, identifying resources for implementation required – human resources, supplies/equipment.

The consultant's scope of work is to cover all activities necessary to accomplish the stated objective. The consultant should utilize proven and reliable data for final version of Report on guidance on government strategy and legislation for encouraging networks CSOs in health sector. Data used for the report has to be derived from official documents of governing institutions/bodies and research implemented by consultant. Source of data should be clearly listed in the final report as citation but also in reference page of budget/costing.

More specifically the consultant will be required to:

- Devise agenda and timeline to complete the assignment and to deliver the intended deliverable on time, taking into consideration achievement of high quality standards
- Develop a budget/costing of the action plan for the implementation of guidance on government strategy and legislation for encouraging networks CSOs in health sector
- Conduct bilateral meetings with ministries of health and other stakeholders enlisted by PH Project staff to get reliable data for the Report
- Submit the Report to Partnerships in Health, a 1st draft as well as final documents. Final Report and annexes should be submitted in one of the official languages of Bosnia and Herzegovina as well as in English.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- University degree, Master or PhD in social sciences, public health, or related area is Preferable;
- At least 3 years of experience in the field of research of legislatives and other mechanisms for cooperation between Government and CSOs
- Proven experience in consultancy to UN agencies, government agencies, and civil society organizations
- Analytical and conceptual ability, communication skills
- Excellent writing and speaking English skills as well as knowledge of Bosnian/Croatian/Serbian language
- Excellent knowledge of political and health system in Bosnia and Herzegovina

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of intention (explaining why Consultant is the most suitable for the work)

2. A Technical proposal including:

- Methodology on how the consultant will approach and conduct the work
- Detailed work plan

3. Financial proposal including detailed cost-breakdown which does not include the consultant fee

4. CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

The financial proposal shall specify detailed budget breakdown regarding the work plan, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. Whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the finance proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). The financial proposal should not include consultant fee which will be paid in amount of EUR 1000,00.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, Partnerships in Health will not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel to a higher class he/she should do so at their own expense.

6. EVALUATION

Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. Technical criteria weight is 70%; financial criteria weight is 30%;

Only candidates obtaining a minimum of 50 points would be considered for the financial evaluation

NOTE: Only successful candidates will be contacted and interviewed if needed.

Criteria	Weight	Max. Point
<u>Technical</u>		
• Methodology	20%	20
• Previous experience in the development of budget/costing of national strategy	15%	15
• Quality of work plan	10%	10
• Knowledge on BiH political, economical and Health system	5%	5
• Knowledge of languages requested	10%	10
• Academic qualifications	10%	10
<u>Financial</u>		
• Price is within the planned budget	30%	30



List of main stakeholders

- Ministry of Civil Affairs of Bosnia and Herzegovina
- Ministry of Health of Federation BiH
- Ministry of Health and Social Welfare of Republic of Srpska
- Department of Health and Other Services of Brčko District of BiH
- Institute for Public Health of Federation BiH
- Republic of Srpska Public Health Institute
- Other relevant ministries and institution as identified in the Action Plan
- CSOs DCNNBI, Margina, Viktorija, CAZAS

Duration of contract:

The total consultancy service provision for conducting this guidance is estimated at around **1,5 Months**.

Provision of the service will begin after the contract between the Consultant and Partnerships in Health has been signed. The start date is planned for the **16th of December 2013.**

The whole process should be **finalized before 31th of January 2014.**