

Call for Tender

External Evaluation of the EPF 2014 Work Plan

19/03/2014



1 Purpose and context of contract

The purpose of this tender is to invite applications to assist the European Patients' Forum (EPF Secretariat) in evaluation activities relating to the implementation of its Annual Work Programme for 2014.

The European Patients' Forum

EPF is the umbrella organisation of patient organisations active in the field of European public health and health advocacy.

EPF currently represent 63 patients organisations – which are chronic disease specific patient organisations operating at EU level and national coalitions of patients organisations.

Our vision is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

EPF facilitates exchange of good practice and challenging of bad practices on patients' rights, equitable access to treatment and care, and health-related quality of life between patient organisations at European level and at Member state level.

See www.eu-patient.eu

The EPF 2014 Work Plan

The EPF 2014 Annual Work Plan distinguishes between an Operational Work Programme consisting of all EPF's 2014 core activities which are co-funded through an **Operating Grant under the EU Public Health Programme**, and the portfolio of projects and programmes running in parallel. These are either projects co-funded by the European Commission under different funding Programmes (Public Health Programme, FP7, Competitiveness and Innovation Programme, Youth in Action, Innovative Medicines Initiative) or other projects/programmes funded by unrestricted funds from sponsors (e.g. the EPF Capacity Building Programme).

The operational objectives set out in the 2014 Annual Work Plan are as follows and their scope is both EU and Member State level:

OBJECTIVE 1

Reinforcing the capacity of the patient community actors to effectively contribute to the health debate

OBJECTIVE 2

Strengthening the evidence base, recognition and impact of the patient perspective in health-related policy and decision-making

OBJECTIVE 3

Reinforcing the cross-fertilisation between projects' evidence and policy work

Evaluation of EPF Work Plans

On-going evaluation of Annual Work Programme in line with agreed measurable performance indicators and target for each core strategic goal has been intrinsic to EPF developments over the last few years.

In 2012 the evaluation of our Annual Work Programme was further strengthened in an attempt to improve the way EPF measures the impact of its activities and inform the preparation of future ones. As from 2013 internal evaluation is complemented by an external evaluator looking more specifically into some key processes and milestones within EPF work programme.

EPF regards evaluation as a management tool to assess systematically and objectively the relevance, performance, success, and sustainability of our projects, programmes, as well as our organisation's overall performance. Accordingly while evaluation is a mandatory requirement for EPF as an organisation receiving an Operating Grant from the EU budget, the main objective of evaluation is to enable effective learning within our organisation by means of evidence-based highlighting of successful and less successful activities and identification of successful strategies for extension/expansion/replication of current activities and of development of future ones.

EPF is committed to this approach in order to be able to demonstrate how we do business and how we deliver in the context of the Annual Work Programme in question, but also in order to plan, anticipate, and be as proactive and effective as possible as a fast-growing lead organisation in the EU health policy environment.

2 Subject of contract

This contract refers to the external evaluation of the 2014 EPF Work Programme.

The objective of this year's external evaluation is to contribute to assessing EPF role and positioning in the European policy making environment by specifically looking at the effectiveness and impact of our policy advocacy, relationships with key stakeholders, and the effectiveness of our communication outreach with a focus on the 2014 Election Campaign.

More specifically the external evaluation will focus on the following areas:

- Impact assessment of advocacy work conducted on **Medical devices** (including assessment of EPF relationship with Medtech industry)¹
- Follow-up on evaluation of EPF work on the **cross-border healthcare dossier** with a focus on national-level implementation and involvement of patient organisations² through assessment of **three Cross-Border Healthcare Conferences** (Athens, Tallinn, and Ljubljana)³
- Assessment of the effectiveness of the 2014 **Election Campaign**⁴

¹ <http://www.eu-patient.eu/whatwedo/Policy/Medical-Devices/>

² <http://www.eu-patient.eu/whatwedo/Policy/Patients-Mobility/>

³ <http://www.eu-patient.eu/Events/07042014-Cross-Border-Healthcare-Conference-Athens-Greece/>

In carrying out evaluation EPF expects a 360 degree view of the organisation as it has evolved, as it manages its tasks, and as it faces the future.

3 Tasks for the external evaluator

The service will be considered completed upon successful accomplishment of the following tasks:

- **Task 1:** Developing and Evaluation Plan including evaluation criteria, evaluation questions and related indicators for each of the four areas outlined above. The evaluation plan shall include evaluation methodology, data collection methods and a clear timeline of evaluation activities. In delivering this task coordination with EPF internal evaluation strategy and plan will be needed.
- **Task 2:** Carrying out impact assessment of EPF policy advocacy work relating to the Medical Devices dossier.
- **Task 3:** Carrying out follow-up impact assessment of EPF policy advocacy work relating to the Cross-Border Healthcare dossier.
- **Task 4:** Carrying out the assessment of the Cross-Border Healthcare Conference in Athens (taking place in late April).
- **Task 5:** Carrying out the assessment of the Cross-Border Healthcare Conference in Ljubljana (taking place in early July).
- **Task 6:** Carrying out the assessment of the Cross-Border Healthcare Conference in Tallinn (taking place in October).
- **Task 7:** Carrying out assessment of effectiveness of the EPF 2014 Election Campaign.
- **Task 8:** Production of a final Evaluation Report which shall include specific and workable recommendations for revision/extension/expansion/replication of current processes and activities undertaken in the areas concerned.

4 Duration of the contract

10 months. The assignment shall start on 15st April 2014 and shall be completed by 15st February 2015.

5 Deliverables

The following deliverables shall be submitted to EPF (Deadlines are defined based on contract starting on 15th April 2014):

Deliverable	Deadline
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⁴ <http://www.eu-patient.eu/whatwedo/EPFCampaign2014Elections/>

D1 Evaluation Plan	30 th April 2014
D2 Report on effectiveness of EPF policy advocacy on the Medical Devices dossier	30 th October 2014
D3 Joint-report on the 3 Cross-border Healthcare Conferences (intermediate reports are expected after each of the three Conferences) + results of follow-up on evaluation of EPF work on the cross-border healthcare dossier with a focus on national-level implementation and involvement of patient organisations	15 th January 2015
D3 Evaluation Report	15 th February 2015

6 Participation in the tendering procedure

6.1 ELIGIBILITY CRITERIA

EPF is looking for proposals from individuals with at least 5 year evaluation experience in at least two of the following evaluation areas:

- Impact assessment of policy advocacy
- Organisational assessment of membership-based civil society organisations with an advocacy mandate
- Assessment of effectiveness of communication strategies and campaigns
- Programme and project evaluation

Applicants must also demonstrate that they have:

- sound knowledge and understanding of EU-level decision-making processes and institutions
- knowledge of EU-level policies, especially cross-border healthcare and medical devices.

6.2 LANGUAGE REQUIREMENTS

Applicants must have very good knowledge of the English language.

6.3 SELECTION PROCEDURE

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements.

The selection will be done based on expertise (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within 1 week following the deadline date.

7 Volume of contract

The maximum contract price is EUR 7.500 including fees and VAT.

Prices must be fixed amounts in Euro.

The amount of VAT should be shown separately.

8 Terms of payment

An interim payment corresponding to 40% of the contract value agreed with the winning tenderer will be released by EPF upon completion of **Deliverable D.2 Report on effectiveness of EPF policy advocacy on the Medical Devices dossier** and receipt of the following:

- Final Deliverable D.2
- Invoice

A final balance payment will be released by EPF upon completion of **the final Evaluation Report** and receipt of the following:

- Final evaluation report
- Invoice

9 Quality issues

In delivering the service the consultant shall ensure the highest quality standards of which EPF shall be the sole judge.

10 Confidentiality

The consultant undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of EPF of which they may become possessed except insofar as disclosure is required in providing the Services, or in respect of which EPF has given prior consent in writing. This restriction shall continue to apply after the termination of the service without limit in point of time.

11 Conflict of interest

To ensure the independence of proposal evaluations, on conclusion of their contract, the experts selected will have to sign a declaration certifying that they have no conflict of interests for the evaluation concerned and that they without delay will inform EPF if such conflict of interests should emerge during the course of the evaluation.

12 Tender submission

To be considered for this service, tenderers with the required profile shall submit the following documents:

- Tender submission form (Annex 1)
- CVs of the evaluators
- 2 references with full contact details
- Relevant examples of evaluation work performed as appropriate.

The offer needs be submitted electronically in English by the **10 April 2014** to Mr Walter Atzori walter.atzori@eu-patient.eu



This tender arises from the EPF 2014 Operational Work Programme, which has received funding from the European Union, in the framework of the Health Programme.

Disclaimer: The content of this call reflects only the author's views and the Executive Agency is not responsible for any use that may be made of the information contained therein.