

# Call for tender: Workshop & Role play Design and Facilitation

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## 1. Purpose of the tender

The purpose of this tender is to **select professional consultants to design and lead two workshops a role play simulation during an event** organised by the European Patients' Forum, hereafter referred to as the "EPF".

Being partly funded by an Operating Grant coming from the European Commission's Health Programme 2014-2020, EPF needs to submit a call for tender on an annual basis.

## 2. EPF - General Information

The **European Patients' Forum (EPF)** was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 63 members, which are national coalitions of patients organisations and disease-specific patient organisations working at European level, and. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future 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.

For more information about EPF, please visit our website: [www.eu-patient.eu](http://www.eu-patient.eu).

## 3. Description of the Seminar

The Seminar will take place on 6-7 June in the Netherlands (exact location to be confirmed).

### 3.1. OBJECTIVES OF THE EVENT

- Developing knowledge of the European Union, its institutional structure and its policies in the field of health;
- Raising knowledge and awareness of how to get involved in policy-making, transposition and implementation of key EU health-related policies;
- Training patient leaders in order to develop effective advocacy skills to influence national and European health policies;
- Building mutual understanding and cooperation among national patients' organisations.

### 3.2. EXPECTED OUTCOMES

- Stronger knowledge of European decision-making processes and health policies among national patient organisations;
- Enhanced advocacy skills for patient leaders to increase their impact in decision-making at national and European level;
- Increased cooperation between patients' organisations within and across the participating countries;
- Strengthened relationship between EPF and patient platforms in the region, and identification of opportunities for further cooperation.

### 3.3. TARGET AUDIENCE

**Target:** 50 (local) patient representatives with direct patient advocacy experience from 4 countries: Belgium, Luxembourg, the Netherlands and Germany (a balanced geographic and disease representation will be sought).

### 3.4. STRUCTURE AND METHODOLOGY

**Duration:** The event will last for one and a half days. Please see the draft programme attached.

**Language:** The event will be conducted in English only. Competence in English for those attending the Conference is felt to be a pre-requisite to facilitate the work during the meeting and to enable networking with fellow participants afterwards.

**Methodology:** The methodology of the event will be based on interaction and active involvement of participants. Indeed, the seminar aims to build on the knowledge of participants, and to be a place for experience-sharing and cross-fertilisation.

**Structure:** The event will be articulated around plenary sessions, 1 panel discussions, Q&As, one set of parallel workshops (rerun to give each participant the opportunity to attend both workshops), and a role play simulation of decision-making in the European Union.

## 4. Description of services

The successful tenderer will provide high-quality services in the field of **workshop design, facilitation and moderation**. The following tasks will need to be carried out:

#### **Before the event:**

- **Meeting with EPF team** to go over the agenda and expected outcomes (this can be done through a telephone conference);

- **Designing two 2-hour workshops on (1) Decision-making in the European Union; (2) Advocacy tools;** these workshops should have a theoretical and interactive parts and prepare participants to participate fully in the role play game.
- **Developing a role play simulation of decision-making in the European Union.** This role play game should enable the participants to understand better the roles and processes of EU decision-making. The provisional topic for the role play simulation is the EU Directive on cross-border healthcare. The policy contents input for the role play game will be brought by the EPF Team. The role play simulation is currently scheduled to last 2:30 hours.
- **Preparing background materials** to be sent to the participants before the meeting;
- **Preparing the moderation and facilitation of the two workshops** on advocacy and EU decision-making.

#### During the event:

- **Delivering the two workshops on advocacy and EU decision-making** twice (there will be a rerun) – 2x2 hours.
- **Introducing the role play simulation game to the participants;**
- **Facilitating the role play simulation game** and ensuring its smooth functioning.

## 5. Participation in the tendering procedure

### 5.1. TENDER PROCESS

EPF reserves the right to conduct the tender process and select the successful tender. EPF is not bound contractually or in any way to a bidder to this request for tender until EPF and the successful winner have entered into a written contract.

### 5.2. TENDER EVALUATION

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements. EPF may, in its discretion, extend the closing date and time of the tender.

The selection procedure will be based on the principles of equal treatment, fairness and transparency and 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 2 weeks** following the deadline date. EPF is not obliged to provide reasons for its decision to shortlist; accept or reject any particular tender.

Offers to the tender will be evaluated based on the following criteria:

<b>Qualitative award criteria</b>
<b>Qualitative criteria 1: A cost proposal</b> – most economically advantageous tender for a maximum budget of 2500,00€ VAT inclusive
<b>Qualitative criteria 2: A list of references</b> – Quality of the technical and professional capacity proposed by the tenderer in terms of designing and conducting workshops. The tenderer is requested to provide examples of workshops designed and led.
<b>Qualitative criteria 3: Innovation</b> – the tenderer will demonstrate in the proposal innovative techniques for design of workshops and facilitation of events.
<b>Qualitative criteria 4: Experience in addressing different audiences</b> – the tenderer will demonstrate his/her ability to adapt and deliver contents to a variety of audiences.
<b>Bonus criteria: Role play design experience</b> – extra points will be granted to tenderer having already designed/facilitated a role play simulation.

Applicants must have excellent knowledge of the English language.

**Important note: as the workshops on advocacy and decision-making in the EU will take place simultaneously, the tenderer should consist of a team of at least two people. We believe the tasks described would be best performed with a team of two.**

### 5.3. EXCLUSION CRITERIA

Candidates or tenderers shall be excluded from participation in this procurement procedure if:

- 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 the 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 EPF 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 EPF 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 detrimental to the Union's financial interests;
- f) following another procurement procedure or grant award procedure financed by the Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

## 5.4. SCHEDULE

The assignment shall start as from the date of signature of both contracting parties and shall be completed by the end of the event.

Tender submission and schedule of tasks to be accomplished

Launch Tender	EPF	17/02/16
Close of the Tender	Tenderer	<b>17/03/16</b>
Selection of the tenderer	EPF	24/03/16
Briefing meeting	EPF - Tenderer	30/03 – 01/04
Review of concept/structure developed for the role play and workshops	EPF – Tenderer	15/04/16
Development of workshops and role play, with regular feedback and input contents from EPF	EPF – Tenderer	15/04- 15/05
Finalisation background documents	Tenderer	20/05
Finalisation role profiles for role play	EPF – Tenderer	27/05

## 6. Terms of payment

Prices must be fixed amounts in Euro and will not be subject to revision. The amount of VAT should be shown separately on the invoice.

Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## 7. Quality issues

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

## 8. Confidentiality and conflict of interest

The Tenderer 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. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and

undertake to inform EPF's Membership & Stakeholder Relations Manager Camille Bulot ([camille.bulot@eu-patient.eu](mailto:camille.bulot@eu-patient.eu)) should this status change.

## 9. Terms and conditions

EPF reserve the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. EPF reserves the right to waive any formalities in the call for tender process. EPF may respond to questions or provide information from tenderers, and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees that:

- EPF may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against EPF based in any misunderstanding concerning the information provided or concerning EPF's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

The accomplishment of a tendering procedure imposes no obligation on the EPF to award the contract. Should the invitation to tender cover several items or lots, EPF reserves the right to award a contract for only some of them. EPF shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

The estimated date for the signature of the contract will be **21 March 2016**.

## 10. Contracting authority

### **European Patients' Forum (EPF)**

Rue du Commerce 31

1000 Brussels

[www.eu-patient.eu](http://www.eu-patient.eu)

### **Contact person:**

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