

# EPF CAPACITY BUILDING PROGRAMME FOR PATIENT ORGANISATIONS POLAND

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## CALL FOR TENDER

**Preliminary work: developing a situational and SWOT analysis with Polish patient organisations**

### 1. Purpose and context of the contract

The purpose of the contract is to help the European Patients' Forum lay the foundations for the launch of the Capacity Building Programme in Poland in 2016.

#### **The European Patients' Forum**

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

We currently represent 65 patients organisations – which are chronic disease specific patient organisations operating at EU level and national coalitions of patients organisations.

EPF's vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

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

### 2. The EPF Capacity Building Programme

The overall objective of the Capacity Building Programme is to strengthen the capacity of both national and European level Patients' Organisations to enable them to be more effective in achieving their

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objectives and aspirations, also in feeding their experiences and expertise into the work of EPF and utilising the outcomes of our collective work in a national, and/ or disease specific context.

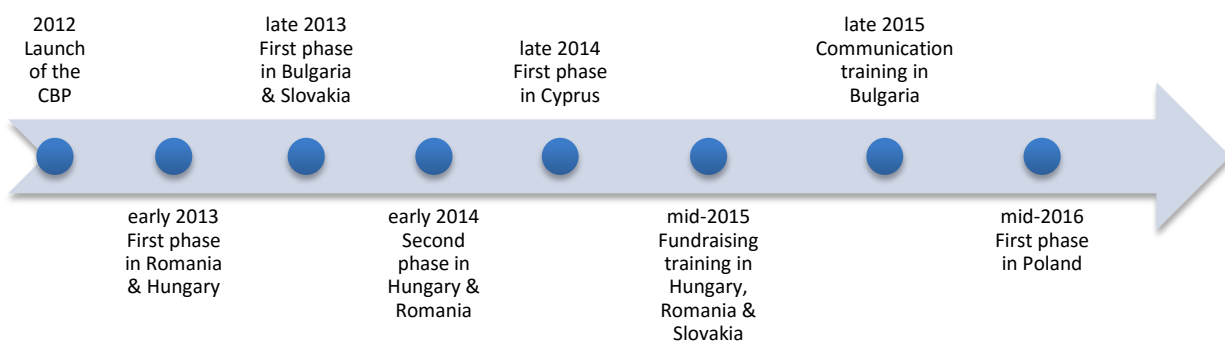
The Programme responds to needs and concerns which have been identified by EPF membership during previous activities of EPF and will focus on the improvement of organisational capacities and advocacy skills of patient organisations.

The programme activities reflect the European Patients’ Forum core values of patient-centricity, non-discrimination, health equity, health in all policies, independency, transparency, consultation, and inclusiveness.

Sustainable and collaborative approaches guide the work of the programme, to ensure that participating organisations are able to use the knowledge acquired and continue to strengthen their work beyond the CBP activities.

On a national level the Programme was launched in 2012 and is currently rolled out in Romania, Bulgaria, Hungary, and Slovakia involving 60 patient organisations. Poland is the fifth country to join the programme.

### TIMELINE OF THE CAPACITY BUILDING PROGRAMME



The CBP is a long-term ambitious programme combining joint in-person training workshops with individual coaching (remote or face-to-face). In 2016 EPF will launch the first phase of the programme in Poland. Participation in the Programme is open to patient organisations in Poland. We will target primarily patient organisations that operate on a national level and that are affiliated with the Federation of Polish Patients (FPP), member of the European Patients’ Forum. However, participation is also open to other national-level patient groups who are not yet member of FPP. We intend to involve between 12 and 15 Polish patient organisations, including FPP themselves.

## 3. Subject of contract

This contract refers to the preparatory work for the the first phase of the programme in Poland that, like in all other countries, will focus on strategic planning and needs assessment. The preparatory work consists of performing a situational analysis of the external environment that shapes and affects the current and future activities of patient organisations. The report that will be delivered by the winning tenderer will be used to inform the strategic planning process for all patient organisations involved in the programme (currently being selected).

## SPECIFIC TASKS

The service mentioned above involve the following tasks:

**Task 1:** Initial data collection on the current situation regarding the healthcare system in Poland

**Task 2:** SWOT analysis with the patient organisations that will participate in the programme to be performed as part of the face to face meeting scheduled in Warsaw on 11 May 2016

**Task 3:** Further data collection and qualitative interviews with key stakeholders

## DELIVERABLES

The following deliverables shall be submitted to EPF:

**Deliverable 1:** Methodology for the situational analysis

**Deliverable 2:** Report on the SWOT exercise

**Deliverable 3:** Situational analysis report

## TIMEFRAME

The following timeframe is based on contract's starting on 2 May 2016

| Task      | Deadline       | Description  | Deliverable   |
|-----------|----------------|--|---|
| <b>T0</b> | <b>2 May</b>   | Assignment starts  | D1 Methodology for the situational analysis           |
| <b>T1</b> | <b>10 May</b>  | Initial data collection on the current situation regarding the healthcare system in Poland   | n/a   |
| <b>T2</b> | <b>11 May</b>  | SWOT analysis with the patient organisations that will participate in the programme to be performed as part of the face to face meeting scheduled in Warsaw on 11 May 2016 | <b>D2:</b> Report on the SWOT exercise                |
| <b>T3</b> | <b>15 June</b> | Further data collection and qualitative interviews with key stakeholders   | <b>D3</b> Delivery of the situational analysis report |
|           | <b>20 June</b> | <b>Assignment ends</b>   |   |

## 4. Participation in the tendering procedure and Selection Criteria

Participation is open on equal terms to all natural and legal persons who respond to the following selection criteria:

- Knowledge of Polish language at mother-tongue level
- Very good working knowledge of English
- Expertise in conducting situational analysis and SWOT analysis
- Sound understanding, and possibly experience in conducting strategic planning processes
- Expertise in delivering training and/or working with the non-profit sector

Preference will be given to those who can also prove experience in:

- Working with patient organisations

The selection will be done based on expertise (80%) and price (20%).

## 5. Volume of contract

The maximum contract price is EUR 2000 including VAT.

The minimum total number of days for the service is 7.

## 6. Price

Prices must be fixed amounts in Euro.

The amount of VAT should be shown separately.

## 7. 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 **Tasks 2**.

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

Reimbursements for travel (if any): reimbursements will be done by EPF based on reimbursement requests accompanied by original receipts of travel and subsistence expenses.

## 8. Tender submission

Tenderers should submit the following documents:

- Tender submission form
- CVs

The offer should be submitted in English by the **29 April 2016** to EPF Director of Programmes and Operations Walter Atzori at [walter.atzori@eu-patient.eu](mailto:walter.atzori@eu-patient.eu)