

Call for tender: Agency to Facilitate a Consensus Committee

Atopic Eczema Consensus Europe
(*deadline for applications: 29/03/2021*)

Purpose of the tender

The purpose of this tender is to select a consultancy agency to design and facilitate two meetings that are part of the Atopic Eczema Consensus Europe project, implemented by the European Federation of Allergy and Airways Diseases Patients' Associations, hereafter referred to as "EFA".

In 2021, EFA is running a project to create a Consensus among the burden of Atopic Eczema/Dermatitis for Patients. EFA will gather together 15 key opinion leaders (patients, patients' representatives and healthcare professionals) to discuss and build consensus on the social burden caused by Atopic Eczema/Dermatitis and how it impacts the quality of life of patients to inform advocacy.

EFA is looking for an external agency to help organise and facilitate the meetings of the Consensus Committee during the year.

EFA - General Information

EFA is a vibrant alliance of 41 European allergy, asthma and chronic obstructive pulmonary patient associations from 26 countries. EFA works for equal access to good quality care, safe, healthy environment and patient participation.

EFA's vision is for all people with allergy, asthma and chronic obstructive pulmonary disease (COPD) in Europe to live uncompromised lives, have the right and access to high quality care, participate in their care, and to have a safe environment. EFA's Mission is to be the voice of allergy, asthma and COPD patients at the European level and to be actively involved in the decisions impacting their health.

For more information about EFA, please visit our website <https://www.efanet.org/>

Context and Background of the Project

In 2018 EFA published the biggest Quality of Life survey report to date on atopic eczema/dermatitis ([Itching for Life survey report](#)). The key points arising from the survey include:

- Patients often have a late diagnosis.
- Atopic eczema/dermatitis is often linked with stigma and grave emotional and physical burden, locked in flare ups
- Poor level of education for primary care and access to specialist
- Economic impact is underestimated

Despite the new advances and deeper than skin knowledge built around atopic eczema/dermatitis, the burden it poses to patients and the need for multidisciplinary care to address the range of impacts, no (recent) consensus on the burden has been built and agreed at European level towards policy

makers that paints a compelling case based on burden. This is coupled with the persisting low priority for the disease among serious chronic diseases.

This awareness is currently only acknowledged among the atopic eczema/dermatitis community.

The EFA Atopic Eczema Consensus Europe project aims to fill this gap and device a Consensus Report on the Burden of atopic eczema in Europe to fill a gap for advocacy as a tool for all stakeholders, including patients and healthcare professionals, to build the voice for access and quality of care based on the real burden of atopic eczema.

EFA, as the representative of people with atopic eczema/dermatitis in Europe is committed to enable the consensus building in a transparent, inclusive and non-biased way, facilitating the dialogue between leading patients and healthcare professionals.

Description of the meetings

The meetings will be held online during the last week of April and the first week of October (exact dates to be confirmed)

Objectives of the meetings

The objective of the meetings is to gather the key opinion leaders that are part of the Consensus Committee, and to enable the creation of a Consensus on Atopic Eczema/Dermatitis Burden. The discussion among the members of the Committee, will provide the outline to a Consensus Report, that will be drafted by a medical writer.

The meetings will enable the Committee to find a common ground on Atopic Eczema/Dermatitis burden, on what is missing and needed to solve the burden for patients, building on existing evidence in literature, and on personal and professional experience.

Expected outcomes

The expected outcome of the meetings is a Consensus reached among the members of the Committee. Drawing on the Consensus, a report will be drafted, to be used as a tool for advocacy, to help make the case when informing policy makers on the change needed.

Targeted audience

The participants to the meetings will be the members of the Consensus Committee: 15 European key opinion leaders chosen among patients, patients' representatives, carers and healthcare professionals (dermatologists, paediatricians, psychologists, dieticians, nurses). They will contribute to the discussion during the meetings and to the preparative work, providing relevant literature.

Structure and Methodology

Duration: the meetings will last 3 hours each

Language: The meetings will be conducted in English.

Methodology: The meetings will be based on interaction and active involvement of participants. The meetings aim to reach a Consensus, hence they should enable the participants to share their experience and discuss in a constructive manner.

Structure: The meetings will be articulate in plenary sessions. During the first meeting a panel discussion will be organised to set the scene. To facilitate the discussion and the brainstorming, break-out rooms could be foreseen.

Description of Services and Deliverables

The successful tenderer will provide high-quality services in the field of meeting design, facilitation and moderation. EFA is seeking external, neutral agency with solid experience in facilitation of a scientific committee/steering committee to help organise and facilitate the Committee, to ensure that a Consensus is reached, and meetings are efficient and allow co-creation. The following tasks will need to be carried out:

Before the meetings:

- Teleconference with EFA team to go over the agenda and expected outcomes
- Design the agenda of the meetings
- Preparation of background material to be sent to the participants before the meetings
- Preparation of the facilitation and moderation of the meetings
- Setting up a virtual workspace (Microsoft Teams) to enable exchanges among participants and documents-sharing

During the meetings:

- Facilitate the two meetings and guide the discussion in order to reach a consensus

After the first meeting

- Coordinate the communication and exchanges among the Committee members, especially for input, feedback and review of the Consensus Report
- Ensure good liaison with the medical writer*, who will draft the Report and ensuing article to a scientific journal.

Tentative Timeline

Launch of Tender	March 2021
Closure of Tender:	29 th March 2021
Selection of Tenderer:	End of March 2021
Briefing meeting with EFA Team:	1 st week of April 2021
Preparation of the meeting:	April 2021
First Consensus meeting	Last week of April 2021
Coordination of exchanges among Committee members and medical writer:	May- June - July 2021
Draft Consensus Report to be received	August 2021
Coordination of exchanges among Committee members and medical writer:	August - September 2021
Second draft of the Consensus Report	September 2021
Second Consensus Meeting	1 st week of October 2021
Final round of revision of the Consensus Report:	October 2021
Final version of the Consensus Report	November 2021

Confidentiality and conflict of interest

The successful applicant 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 EFA or the consensus committee members. 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 applicant will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform Valeria Ramiconi (valeria.ramiconi@efanet.org) should this status change.

All data submitted to EFA will be treated in accordance with Belgian law.

Terms and conditions

EFA reserve the right to reject any and all offers, in whole or in part, to advertise for new offers, 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. EFA reserves the right to waive any formalities in the call for tender process. EFA may respond to questions or provide information from applicants and is under no obligation to provide such responses or information to all other applicants.

By submitting an offer, the applicant agrees that:

- EFA may copy the offer for purposes of facilitating the evaluation of the offer 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 EFA based in any misunderstanding concerning the information provided or concerning EFA'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 EFA to award the contract. Should the invitation to tender cover several items or lots, EFA reserves the right to award a contract for only some of them. EFA shall not be liable for any compensation with respect to applicants 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 in April 2021.

Applications

Interested applicants should submit a detailed offer, including CV, examples of work and short motivation, to valeria.ramiconi@efanet.org by March 29th 2021.

*We have a parallel procedure to recruit a medical writer. Nevertheless we will consider also offers for this tender that include a medical writer.