

Call for tender: Advocacy writer consultant

A vision paper for the respiratory health community in Europe
(deadline for applications: 30 March 2020)

EFA is a vibrant alliance of 43 European allergy, asthma and chronic obstructive pulmonary patient associations from 25 countries and works for equal access to good quality care, safe, healthy environment and patient participation.

In 2020, EFA is running a project to create and co-facilitate a European Respiratory Health Coalition integrated by patient organisations and healthcare professionals as equal partners, and supported by public health organisations interested in respiratory health in the European arena.

EFA is looking for an external consultant to help draft one of the key outcomes of the future European Respiratory Health Coalition, a Breath Vision Paper.

Background

The European Respiratory Health Coalition is a first-ever initiative.

European level respiratory healthcare professionals and patients do not sit together on a regular basis to find common-ground on how to advance issues affecting them all at the advocacy level. The organisations with an interest in joining the coalition know each other and get frequently in contact to individually participate in thematic policy initiatives and events. Currently, there is no joint work in the long-term at European policy level. These organisations tend to influence European decision independently, not in a coordinated fashion. In the past, there have been joint advocacy initiatives, driven by several organisations together. Some of these initiatives have been successful in reaching a goal, then forgotten.

Description of tasks

EFA, together with another pan-European organisation, will be creating and co-facilitating the onset of a European Respiratory Health Coalition. It is foreseen that around 10 organisations active at the European level become core Members of the coalition, while around 10 extra ones will become supporters of the coalition.

While the two co-facilitating organisations will focus on bringing everybody to the table and drive the project to meet deliverables and dates, EFA is seeking an external, neutral, advocacy savvy consultant to draft a Vision Paper addressed to influence policy-makers.

The tasks include:

- Conducting a desk-review on the association, projects, advocacy and communication of each coalition organisation, extracting the information provided by each association to the survey

ran by EFA in March 2020. The desk review might also entail going through major reports from each organisation.

- Assist EFA team preparing the ground-work to enable in-depth discussions during the coalition kick-off meeting in May in Brussels, including:
 - o Proposing a draft structure for the Vision Paper inspired by the results of a survey launched in March 2020
 - o Liaising with a consultant facilitator that will help guide the discussions during the meeting
- Attend a full-day meeting in May. Given current restrictions due to Covid-19, the meeting could be held online. During the meeting there will be two open-discussion workshops (1) on the objectives of the coalition and (2) the content of the Vision Paper. The advocacy writer consultant should take notes of the two workshops and prepare a comprehensive report of the meeting, as a basis to draft the Vision Paper.
- Draft a Breath Vision Paper for Respiratory Health in Europe by 2030, a compelling high-level document reflecting the needs and requirements to advance respiratory health in the coming decade. We foresee three drafts of the Vision Paper that should be circulated for comments and reflect:
 - o The discussions during the Kick-off meeting as well as the minutes
 - o The results of the survey(s) conducted among participant organisations
 - o The written / outspoken input coalition members provide to the drafts

Deliverables

1. Presentation and mapping of the organisational background and advocacy work of the organisations in the coalition and their shared work (based on the survey ran by EFA)
2. Guidance for the kick-off meeting programme and preparation
3. Presentation of the draft structure for the Vision Paper by May (could be done online)
4. Minutes of the workshops in May
5. Three drafts of a Breath Vision Paper and the final document by end August
6. Participation in at least two conference calls where organisations will discuss the draft Breath Vision Paper

Timeline

- Call for tender closes on Monday 6th April
- Survey results available by 6th April
- Preparation of the meeting on the week of the 20-24th April
- Kick-off meeting with workshops in May
- 1st draft by end-May
- 2nd draft by end-June
- 3rd draft by July
- Adoption in early September

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 and the other organisations participating in the coalition. 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 Isabel Proaño (Isabel.Proano@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 March 2020.

Applications

Interested applicants should submit a detailed offer, including CV, examples of work and short motivation, to Isabel.proano@efanet.org by April 6th. Short-listed candidates will be invited to a meeting in the first week of April, in person or virtual, to present their offer and address questions.