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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

General Hospital “Sveti Luka”, Smederevo, Knez Mihajlova 51, 11300 Smederevo, Serbia

## Country background

The territorial analysis of the programme area revealed some common territorial challenges regarding health sector:

* aging of the population leads to the need to invest in dedicated caring facilities and into health programmes that tackle their age-related health issues (like cardiovascular diseases);
* outdated medical infrastructure and medical equipment leads to the need to invest in the healthcare system;
* digitalisation of health services.

## Current situation in the sector

The common challenges of the programme area that both health institutions and populations have to face and that the partners are jointly tackling in the project, are:

* aging of the population leads to the need to invest in dedicated caring facilities and into health programmes that tackle their age-related health issues (like cardiovascular diseases). According to the statistics of WHO Noncommunicable Diseases (NCD) Country Profiles 2016, mortality determined by cardiovascular diseases in Romania was about 58% and in Serbia 54%. Premature cardiovascular morbidity and mortality in women is increased and still growing according to the SE European Health Network.
* outdated medical infrastructure and medical equipment leads to the need to invest in the healthcare system;
* digitalisation of health services.

The specific objective of the project and the expected change the project will make to the current situation is ensuring equal access to health care for patients with cardiovascular diseases from Timis, Podunavski and Srednjobanatski areas, fostering resilience of the area's health systems and promoting the transition from institutional to family based care in the area.

Investments in health care services of IBCVT, GHSLS and GHZr: new medical equipment, which will benefit aprox. 3,650 patients/ year and the partners’ medical staff who will perform their activity better.

The partnership will allow the partners to exchange their knowledge, procedures, to learn from one another and to find new approaches in diagnosing and treating their patients, which will make the cross border health systems more resilient and better equipped to tackle future common challenges.

The project overcomes existing practice in a way of modernization of equipment, new knowledge and skills of experts working in participatory institutions and by concluding a collaboration protocol which will further enable the 3 partners to collaborate and jointly find solutions to the area's common challenges.

## Related programmes and other donor activities

This Project is complementary to other national and programmes financed by EU.

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

Improving the management, quality of life and life expectancy of patients with ischaemic and non-ischaemic heart failure with impaired systolic function, including end - stage heart failure and patients with acute coronary syndromes from Timis, Podunavski and Srednjobanatski areas.

## Specific objective(s)

The contract should support General Hospital ”Sveti Luka” Smederevo in the process of implementation of event organization for project ” Harmonization Of Cardiovascular Diseases Management From Prevention To Heart Transplantation In The Cross Border Area” financed under INTERREG-IPA CBC Romania-Serbia Programme.

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* 20 Info Days in Smederevo area organized.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

The tenderer will organize 20 different events necessary for implementation of EU funded project “HARMONIZATION OF CARDIOVASCULAR DISEASES MANAGEMENT FROM PREVENTION TO HEART TRANSPLANTATION IN THE CROSS BORDER AREA” under Interreg IPA CBC Romania- Serbia Programme. Events will be organized on schedule which is depended on project implementation activities. Therefore Contractor will be in constant communication with Contracting Authority in order to be able to prepare venue and backstopping necessary for each event organization. Since all events need to be in line with visibility rules of programme (see <http://www.romania-serbia.net> ) contractor is obligated that all visibility requirements must be facilitated during each event. Contractor need to make pictures and collect documentation necessary and to attach them with each interim/final report as proof that service was provided within required parameters in order to get payment of their services.

### Geographical area to be covered

City of Smederevo, Serbia

### Target groups

Project stakeholders

## Specific work

* 1. **Organisation of the 20 Info Days in Smederevo, Republic of Serbia.**

These events is improved collaboration between health institutions, family doctors and patients in 20 villages in area of City of Smederevo. The objective of these events is to inform the patients about the risk of cardiovascular diseases, to raise awareness about their impact in people’s life, inform the patients about prevention activities that the patient can take in order to lower the risk of suffering from these diseases. Also, to inform the disadvantaged groups, providing them equal access to health care services.

For the purpose of organisation of 20 Info days, the Contractor will provide the following services:

* Appropriate venue/conference hall for minimum 50 people in the rural area in City of Smederevo with technical support (laptop, sound system, microphone, flip chart, projector, printer).
* Preparation of Invitation Letter (max.1 page) on Serbian and Romanian languages,
* Preparation of Program (min. 1 page) on Serbian and Romanian languages,
* Providing min. 30 participants per event
* Registration of the participants,
* Providing professional photography (min. 15 photographs/event) for all events to promote the results of project.
* Coffee break for cca. 30 participants per event. Coffee break should be provided with small scale food catering, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea.
* Delivering promotional kit to participants (provided by Contracting Authority)
* Contractor will also prepare secluded spaces for field medical screening of peoples from rural areas before, during or after each event. Depending of types of examinations to be performed this will include one or more separated areas where patients will be examined. If there are no separated rooms/offices this will include separating of space with mobile wall mounts or screens, emplacement of examination beds and or chairs for patients and tables and chairs for doctors. Areas need to be climatised or heated if necessary, well lighted and provided with electricity outlets and internet. In all aspects of this services Contractor needs to have approval of Contracting Authortity prior implementation.
* All spaces need to be marked in line with visibility of Programme. Posters and roll-ups will be provided by Contracting Authority.

## Project management

### Responsible body

The Contractor is responsible for all the activities regarding this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract, in the Contracting Authority is Željko Smiljanić, Legal Representative.

### Facilities to be provided by the contracting authority and/or other parties

Contractor will provide office/work space and equipment for implementation of this contract.

# LOGISTICS AND TIMING

## Location

Smederevo, Serbia

## Start date &period of implementation of tasks

The intended start date is date of signature of contract by both parties and the period of implementation of the contract will be until 25th June 2028. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original:

* **Interim Report** The contractor will prepare interim reports on the implementation of the tasks, at the 15th 18th 21st 24th 27th 30th 33rd 36th 39th month of contract service implementation. The report shall contain a sufficiently detailed description of the different options to support an informed decision on service performed. The interim reports report must be provided along with the corresponding invoice. The approval of the interim report by the Contracting
* **Final report** The contractor will prepare final report on the implementation of the tasks, at the end of this contract. The report shall contain a sufficiently detailed description of the different options to support an informed decision on service performed. The final report must be provided along with the corresponding invoice. The approval of the final report by the Contracting Authority will be the basis for issuing final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the Legal Representative identified in the contract. Legal Representative is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”

## Special requirements

Not applicable