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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

General Hospital ”Djordje Jovanović” Zrenjanin, Dr Vase Savića 5, 23000 Zrenjanin 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* outdated medical infrastructure and medical equipment leads to the need to invest in the healthcare system;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* outdated medical infrastructure and medical equipment leads to the need to invest in the healthcare system;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 ”Djordje Jovanović” Zrenjanin in the process of implementation of procurement procedures, financial and administrative management issues and reporting 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:

* 7 PRAG tender procedures finished (6 single, 1 Local Open)
* Narrative and financial reports for duration of project (46 months) submitted to First Level Control with all required support documentation
* VAT exemption procedures finished for all eligible payments
* Information and advisory support to project implementation team during project implementation.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

Service Contractor will be contracted by General Hospital ”Djordje Jovanović” Zrenjanin in order to facilitate part of Project Management services required for implementation of Interreg IPA CBC Romania- Serbia Programme financed project “Harmonization Of Cardiovascular Diseases Management From Prevention To Heart Transplantation In The Cross Border Area”. Contracted services will be related to procurement services to be performed under PRAG 2021.1 and Programme rules as well financial and administrative services which will include financial management, VAT relief procedures, narrative reporting, financial reporting, administrative support documentation management as well other required support and information services necessary for project implementation.

### Geographical area to be covered

City of Zrenjanin, Serbia

### Target groups

General Hospital ”Djordje Jovanović” Zrenjanin management and project implementation team.

## Specific work

Definition of tasks to be carried for procurement services:

* Preparation of tender dossiers for procurements according to PRAG 2021.1,
* Assistance in evaluation and preparation of evaluation and notification documents, if required by Contracting Authority.
* Preparation of contracts, assistance in the processes of cost validation and external project audits concerning information on procurements.

Definition of tasks to be carried out for administrative and financial services:

* Preparation of narrative and financial reports for Contracting Authority;
* Coordination of project-related administrative and financial procedures in Contracting Authority;
* Execution of VAT exemption tasks;
* Coordination with Lead Partner and national First Level Control regarding validation of costs;
* Project deliverables and results;
* Coordination with the internal accounting department of Contracting Authority regarding project payments, audits, etc.;
* Offers support and information to Contracting Authority Project Management Team.

## 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 Igor Kitaresku, Legal Representative.

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

Contracting Authority will provide office space with internet connection for facilitation of this service if required by Contractor.

# LOGISTICS AND TIMING

## Location

Zrenjanin, 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 expert 1: Team leader**

Qualifications and skills

* University degree or equivalent

General professional experience

* 3 years of general working experience

Specific professional experience

* Worked as procurement expert on at least one contract

**Key expert 2: Financial manager**

Qualifications and skills

* University degree or equivalent

General professional experience

* 3 years of general working experience

Specific professional experience

* Worked as financial manager on at least one contract

All experts must be independent and free from conflicts of interest in the responsibilities they take on. If Team leader has sufficient experience required for both positions key expert 2 is 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 contracting authority.

## 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 2nd 5th 8th 11th 14th 17th 20th 23rd 26th 29th 32nd 35th 38th 41st 44th 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 project manager identified in the contract. The project manager 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