



REFERENCE NO: 07-2502/1

Date: 25 February 2026

ORIGINAL: ENGLISH

Request for Proposals

for

Technical assistance for support SEEHN Member States (MSs) consultation process towards developing draft of the SEEHN Bucharest Pledge and relevant Strategic Action Plan 2028-2032

I. General information

Posting Date	25.02.2026
Deadline for Submission	18.03.2026
Expected start date of the consultancy	06.04.2026
Invitation	The Invitation will be published at SEEHN web site and social media and shared via e-mail to SEEHN NHCs, Alternates, Regional Health Development Centers (RHDCs) and/or other partners/stakeholders
Participation	Open to individual consultants or respective legal entities (consulting companies, public entities). Applications from candidates with different skills, experiences, and genders are welcomed. Priority is given to applicants who are nationals of the SEEHN Member States, though candidates who are nationals of the EU Region are also welcome to apply
Locations of Work to be Performed	It is expected that the consultant will conduct the bulk of this TOR from his/her home office. However, there will be the need for the consultant to travel occasionally to attend in-person meetings related to this TOR (please refer to details in Annex 1).



Contractor	South-eastern Europe Health Network (SEEHN) Secretariat
Practice Area	Public policy, Governance, Public Health
Contract Duration	12 months
Education & Work Experience	Master Degree or PhD in Public policy, Governance, Public Health and minimum 10-year(s) experience (please refer to details in Annex 1)
Required Languages	Fluency in written and spoken English is required.

II. Submission of the application:

Content of applications:

For individuals:

A. Technical offer:

- Letter of interest which demonstrates how the consultant meets or exceeds the desired qualifications for this vacancy.
- Professional CV in English in the EUROPASS format.
- A short methodology (maximum 2 pages) indicating how the consultant/organization is planning to carry out this assignment. This methodology section should include the following: (a) a description of proposed activities and the main issues that the consultant/implementing organization will address, (b) tools to be employed by the Consultants.
- Detailed project timeline outlining all key activities and deliverables in line with the expected scope of assignment as described in Annex I.
- List of references for relevant activities implemented over the past 10 years demonstrating relevant experience in the subject matter. Both, professional references and citations to previous work conducted are accepted.

- B. Financial Offer.** Please submit offer in USD currency, clearly presenting the personal income tax (if applicable) and filling-in the Annex 2.

For legal entities:

A. Technical offer:

- Legal entity profile including a brief description (up to 2 pages) of the entity.
- Copy of Legal Entity's Registration Certificate
- CVs of the consultants/experts, outlining relevant knowledge and experience as described in Annex I, Terms of References.
- A short methodology (maximum 2 pages) indicating how the consultant/organization is planning to carry out this assignment. This methodology



section should include the following: (a) a description of proposed activities and the main issues that the consultant/implementing organization will address, (b) tools to be employed by the Consultants.

- Detailed project timeline outlining all key activities and deliverables in line with the expected scope of assignment as described in Annex I.
- List of references for relevant activities implemented over the past 10 years demonstrating relevant experience in the subject matter. Both, professional references and citations to previous work conducted are accepted.

B. Financial Offer. Please submit offer in USD currency, clearly presenting the VAT (if applicable) by filling in the form in Annex 2.

Deadline for Submissions

Please submit your applications by **18 March 2026** to the following email address: secretariat@seehn.org.

III. Selection and Contracting

Selection of the most favourable application will be internal, in accordance with defined evaluation and award criteria. The best value for money is established by weighing technical quality against price on 80/20 basis. In addition to the results of the technical and financial evaluation, if needed, a competency -based interview will be held with the prospective applicant(s). The contract will be awarded to the highest qualified applicant based on the skills and expertise of the proposed experts, the quality of the technical proposal, i.e. outline short methodology, and the cost effectiveness of the financial offer.

The SEEHN Secretariat will sign Consultancy Service Contract/s with the selected Consultant. Expected start date of the consultancy is 06 April 2026.



Annex 1: TERMS OF REFERENCE

Request for Proposals no. 07-2502/1 dated 25 February 2026

Technical assistance for support SEEHN Member States (MSs) consultation process towards developing draft of the SEEHN Bucharest Pledge and relevant Strategic Action Plan 2028-2032

I. Background

The South-eastern Europe Health Network (SEEHN) has, since its establishment, served as a unique platform for regional cooperation in public health. Through joint initiatives, SEEHN has strengthened capacities, advanced health reforms, and promoted solidarity among its Member States.

In line with SEEHN's mission to foster sustainable health systems and regional collaboration, the Secretariat aims to reinforce its institutional capacities. In this regard, SEEHN plans to support the *Regional Consultative Process for the elaboration of the next SEEHN Pledge, also known as the "Bucharest Pledge."* The planned activities are the preparation of a SEEHN Pledge – Bucharest Pledge (the Pledge) and a Strategic Action Plan (2028-2032) - SAP, to be presented for endorsement at the upcoming 6th SEEHN Ministerial Forum, to be organized around April-June 2027, in Bucharest, Romania.

This process will be participatory, involving structured consultations with SEEHN Member States including: Ministries of Health, Institutes of Public Health, Regional Health Development Centers etc. and will be supported by two regional workshops to ensure inclusivity, ownership, and consensus.

The SEEHN Secretariat will contract two technical experts or consultancy company (hereinafter 'the Consultant') for conducting this activity.

The Consultant will be responsible for drafting the SEEHN Pledge and Strategic Action Plan (SAP), facilitating consultations, and ensuring that the final documents are coherent, evidence based, and politically resonant. The Pledge will serve as a high-level declaration of solidarity and commitment, while the Strategic Action Plan will provide a practical and clear roadmap for collective, coordinated actions to contribute to sustainable health system development and improved health outcomes across SEEHN Member States over the following four years. The process will strengthen SEEHN's collective identity and visibility, as well as enhance the Secretariat's capacity to coordinate, monitor, and report on regional commitments.



II. Objectives

General objective:

- Preparing draft versions of the SEEHN Pledge and relevant 4-year Strategic Action Plan (SAP).

Specific objectives:

- Facilitating consultations with Member States and relevant institutions, including online, in-person meetings, correspondence and comments and coordination of design and structure of the Pledge and SAP;
- Supporting preparation, organization and facilitation/realization of two regional workshops to validate and refine the drafts of the Pledge and SAP;
- Delivering final documents for ministerial endorsement.

The Consultant will begin with a review of existing SEEHN strategies, ministerial declarations, and relevant European and global health frameworks. They will draft initial versions of the Pledge and SAP, circulate them for feedback, and incorporate inputs from Member States. Coordination mechanisms will ensure inclusivity, transparency, and accountability throughout the drafting process. Two regional workshops will provide opportunities for dialogue and consensus-building. The process will conclude with final drafts and a summary report documenting consultations and outcomes. The Consultant will report directly to the SEEHN Secretariat and regular updates will be shared with Member States.

III. Deliverables and Timeline

The assignment will run for 12 months. The Consultant will:

- Conduct a desk review of SEEHN strategies, ministerial declarations, and relevant regional/global health frameworks.
- Draft the initial versions of the Pledge and SAP.
- Design and implement a consultation process with Member States, including written feedback, bilateral discussions, and thematic inputs.
- Prepare background papers and facilitation materials for two regional workshops.
- Conduct/facilitate the workshops
- Incorporate feedback from consultations and workshops into revised drafts.
- Produce a final consolidated draft of the Pledge and SAP for submission to the SEEHN Secretariat and presentation at the Ministerial Forum.
- Document the process in a summary report, highlighting key themes, consensus points, and recommendations.



The consultant is required to submit a comprehensive/detailed project timeline outlining all key activities and deliverables. The key milestones to be followed: first drafts of the documents to be ready by month 4, to be followed with two workshops and additional consultations; and pre-final draft documents to be ready by month 10.

IV. Modus operandi

The Consultant will perform the responsibilities of this assignment in close collaboration and guidance with the SEEHN Secretariat.

The Consultant will conduct the home-based assignment, with obligation to participate at the scheduled TC meetings with the SEEHN Secretariat and Organizational Committee for the Ministerial Forum to report on the progress, next steps and potential issues/challenges. In addition, up to two in-person meetings may be required and the in-person participation on the two Workshops is mandatory.

The working language of the SEEHN is English. All the documents/materials shall be prepared in English and the meetings and workshops will be delivered in English.

The communication needed related to the responsibilities of the technical experts will be with SEEHN Secretariat as follows: for financial matters with: vesna.arsova@seehn.org, copy to tatiana.paduraru@seehn.org, for the technical part: milica.stanisis@seehn.org, copy to tatiana.paduraru@seehn.org and secretariat@seehn.org. The communication expected with NHCs, focal points and other stakeholders from the SEEHN Member States will be carried out with the SEEHN Secretariat as defined in the consultation process design.

V. Skills, experience and competencies

The Consultant should have a Master's Degree or PhD in Public policy, Governance, Public Health and a minimum of ten years of relevant and recent work experience in public health including:

- Strong technical expertise in one or more of the following areas: policy development, strategic thinking in public health, health diplomacy and advocacy and any other relevant field;
- Knowledge and good understanding of the health, public health and health system problems of the SEE region;
- Expertise in design and delivery of high-level political health declaration, mid-term multi-country or multi-stakeholders action plans development;
- Relevant experience with facilitative and consultative approach;
- Proven ability to work independently as well as in a multicultural team;
- Proven communication and coordination skills;
- Ability to adapt to changes;
- Strong analytical skills and skills on knowledge synthesis.



Languages:

- Expert knowledge of English (both written and verbal); Knowledge of at least one national/predominant language spoken in SEEHN member countries will be an asset.

Additional information: Priority is given to applicants nationals of the SEEHN Member States, though candidates nationals of the EU Region are also welcome to apply.

VI. Other useful information

- The payment will be conducted with following dynamic: 20% advance payment, 50% upon submission of revised drafts of the Pledge and SAP with WS1 inputs and remaining 30% upon submission of final drafts of the Pledge and SAP.
- The Secretariat shall cover travel costs for maximum two project-related trips, subject to prior approval, in addition to all travel expenses for the two Workshops.
- Secretariat is responsible for logistics and covering all costs for the two planned Workshops. The consultant will be responsible for structuring the content, elaboration of workshop documents and facilitation of the workshops and introduction the workshop findings into the documents.