



REFERENCE NO: 63-2610/1

Date: 26 October 2026

ORIGINAL: ENGLISH

Request for Proposals

for

Consultancy: Review and revision of SOPs for SEEHN Secretariat

General information

Posting Date	26.10.2026
Deadline for Submission	02.11.2026
Expected start date of the consultancy	06.11.2026
Invitation	The Invitation will be published at SEEHN web site and shared via e-mail to SEEHN NHCs and Alternates
Participation	Open to individual consultants. 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, Programme & Institutional Governance; Organizational & Operational Systems; Technical Review & Quality Assurance
Contract Duration	1.5 months



SOUTH-EASTERN EUROPE
HEALTH NETWORK

Education & Work Experience	Master Degree of Public Health or MBA or Laws and a proven track record in drafting and/or reviewing statutory instruments
Required Languages	Fluency in written and spoken English is required.

I. Submission of the application:

Content of applications:

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 is planning to carry out this assignment.
- List of references for relevant activities implemented over the past 5-8 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.

Deadline for Submissions

Please submit your applications by **02 November 2026** to the following email address: secretariat@seehn.org.

II. Selection and Contracting

Selection of the most favorable 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 November 2026.



Annex 1: TERMS OF REFERENCE

Request for Proposals no. 63-2610/1 dated 26 October 2026

Consultancy: Review and revision of SOPs for SEEHN Secretariat

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. To ensure operational efficiency, and compliance with evolving statutory and regulatory frameworks, the Secretariat requires a comprehensive review and updating of its existing Standard Operating Procedures (SOPs). The objective is to align internal workflows with current national/international laws, founding documents of the SEEHN, best practices, and organizational governance requirements.

The SEEHN Secretariat will contract one expert (Consultant) for conducting this activity, using the funds of the approved small operational grant from Direct Relief.

II. Scope of work, deliverables and timeline

The Consultant will analyze existing SOPs and other related documents, interview Secretariat staff and/or other stakeholders. The Consultant will be responsible to systematically review, critique, restructure, and validate the Secretariat's existing SOPs, ensuring they are sound, enforceable, and operationally viable.

Key Duties and Responsibilities

Gap Analysis: Conduct a comprehensive review of the current SOPs against applicable statutory frameworks and identify eventual gaps, liabilities, or ambiguities. First week

Stakeholder Consultation: Interview Secretariat staff to understand operational realities and ensure revisions do not disrupt organizational efficiency. Second – third week

Drafting and Harmonization: propose amended options, or create new SOP clauses using clear, precise, and enforceable terminology while maintaining a user-friendly format. Third-fourth week

Risk Mitigation: Embed internal control mechanisms to prevent fraud, compliance breaches, and operational liabilities. Fourth-fifth week



Final Validation: Verify that the completed SOPs fully align with SEEHN's founding documents. Share the pre-final draft with the Head and staff to obtain formal clearance and final endorsement. Fifth-sixth week

III. 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 to report on the progress, next steps and potential issues/challenges.

The communication needed related to the responsibilities of the Consultant will be with SEEHN Secretariat' Head and Finance Officer.

IV. Skills, experience and competencies

The Consultant should have a Master Degree of Public Health or MBA or Laws and a proven track record in drafting and/or reviewing statutory instruments.

Specific skills:

- A minimum of 5-8 years of experience working within or advising regional or international organizations
- Experience in international drafting, institutional governance, or public administration are highly desirable
- Direct experience drafting, auditing, or revising standard operational procedures and/or other operational documents

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.

V. Other useful information

- The payment will be conducted with following dynamic: 50% advance payment, 50% upon submission of revised document and short completion report
- The Secretariat will provide all necessary background documents and access to stakeholders.



Annex 2: Financial Proposal Submission Form

Request for Proposals no. 63-2610/1 dated 26 October 2026

To: SEEHN Secretariat

“50 Divizija” 6, 1000 Skopje, Republic of North Macedonia

Via e-mail: secretariat@seehn.org

From: [Consultant Name]

Date: [Date]

Subject: Financial Proposal for *Consultancy: Review and revision of SOPs for SEEHN Secretariat*

Dear SEEHN Secretariat,

I, the undersigned, offer to provide consulting services in accordance with your Request for Proposals no. 63-2610/1 dated 26 October 2026 for *Consultancy: Review and revision of SOPs for SEEHN Secretariat*

My Financial Proposal is for the lump sum of [Total Amount in words and figures in USD], including [mention if it includes or excludes taxes].

This amount is valid for 15 days from the submission deadline.

Sincerely,

[Signature and Name]

[Title]

Authorized Signature a _____

Name and Title: _____

Date: _____