

Terms of Reference for Action for Global Health “Online guide”

Background

Action for Global Health is a European advocacy network made up of civil society organisations based in Brussels, France, Germany, Spain, Italy and the UK, coordinated by Action Aid International. Our goal is for Europe to do more to enable developing countries to make greater progress towards achieving the health MDGs (4, 5 & 6). The Brussels partner organisations in Action for Global Health are Plan International, Stop AIDS Alliance and European Public Health Alliance. One of the lead responsibilities of the Brussels partners is to strengthen the capacity of partner organisations in the Member States to engage in EU advocacy work, by making the EU policy making process more transparent, in particular on health and development issues.

One key activity that the Brussels partners need to deliver on is the creation, maintaining and updating of an “Online Guide”, posted on the Action for Global Health Website, which will record EU commitments, policies, strategies and decisions made by the European Union which are relevant to the achievement of the health MDGs. It will provide a resource library of links to documents and analyses, in a style that is accessible for civil society organisations that do not work on EU issues on a daily basis.

Invitation to tender

The framework of the online guide will be posted on the Action for Global Health network by the end of June. A consultant will be hired to make the online guide complete and up-to-date with all relevant information. The initial contract will be a maximum of 15 days (July-October 2010), with the possibility of a follow up contract from October onwards to update the online guide.

This consultant will be assigned with the following tasks:

- An analysis of the relevant EU policy commitments, including European Commission Communications, Council Conclusions, European Parliament Resolutions, political statements of recent years.
- Providing a clear and concise overview of the relevant EU actors/policy makers and Institutions involved in the political decision making process regarding development and health issues (for example, DG Development of the European Commission, Unit B3 on human and social development).
- An overview of relevant EU development cooperation financing mechanisms
- Posting all this information in the online guide

Action for Global Health would like to invite any interested consultant to submit a tender to be considered for this contract. You are asked to provide a written submission to include:



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- Relevant experience in managing and updating websites
- Knowledge of EU Institutions and EU development cooperation decision making processes and policies, in particular in the field of health
- Personnel involved
- Approach you would take to this work

- Cost of this work.

Dates

7 July: deadline for tenders

15 July: Contract agreement between selected consultant and Action for Global Health

20 July – 15 September: On line guide up-to-date

20 September – 30 September: Review, modifications and finalisation

Total fee payable (please state whether this amount is to *include or exclude* VAT)

Please set out a quotation for all of this work. Please specify which currency and whether VAT is included. Please also propose how payments should be made, for instance, linked to the delivery at different stages.

Submission

Tenders to be submitted to brussels@actionforglobalhealth.eu. Contact details for the coordination team and all Action for Global Health partners are available from the website – www.actionforglobalhealth.eu.