



[SOCIETATEA NAȚIONALĂ DE CRUCE ROȘIE DIN ROMÂNIA]

**Director General
Interimar
Adrian Halpert**

COMUNICARE PRIN EMAIL

URGENT / NORMAL

De la *Departamentul de Achiziții și Logistică al SNCRR*

Data: 16.05.2024

Re: **Cerere de cotație pentru ACHIZIȚIA DE SERVICII DE CONSULTANȚĂ**

Dacă nu primiți toate paginile, vă rugăm să ne contactați imediat. Mulțumim.

CERERE DE COTAȚIE

Societatea de Cruce Roșie din România vă solicită cu amabilitate cea mai bună ofertă fermă pentru următoarele:

1. Tip:
SERVICII CONSULTANȚĂ

- ✓ Achiziție servicii consultanță pentru analizarea și realizarea unui plan de sustenabilitate/evaluare și învățare conform Terms of reference (ToR) din cadrul proiectelor Health Caravan și MHPSS.

2. Termeni livrare:
N/A

3. Data livrării:
N/A

Specificații tehnice:

- Sunt detaliate mai jos, în cererea de ofertă

4. Alternative:
Specificațiile alternative vor fi acceptate dacă se vor oferta produse cu specificații tehnice superioare.

5. Ambalare:
Toate mărfurile trebuie să fie ambalate corespunzător pentru transportul terestru, inclusiv manipularea brută până la destinația finală.

6. Greutăți și dimensiuni:
N/A

7. Marcaj:
N/A



8. ETICHETARE

N/A

9. Lista de ambalare:

N/A

10. Documente și certificate necesare:

- a. *Certificat constatator emis de oficiul Registrului Comerțului de pe lângă Camera de Comerț și Industrie națională sau teritorială.*
- b. *Certificatul Unic de Înregistrare emis de Oficiul Registrului Comerțului.*
- c. *Specificații tehnice, broșuri, cataloage sau alte documente relevante cu care să se poată stabili gradul de conformitate al produselor oferite*
- d. *Certificate de calitate și conformitate/GARANȚIE*

11. Distribuirea documentelor și certificatelor

Documentele solicitate vor fi trimise de vânzător destinatarului într-un interval de timp dependent de natura metodei de transport și vor fi confirmate – de obicei prin email sau currier.

12. Defalcarea costurilor:

prețuri unitare per articol

13. Moneda

Toate costurile sunt fixe și ferme numai în RON.

14. Probe

Obligatoriu

[Data necesară]

15. Inspectarea

[de exemplu, se efectuează o inspecție cantitativă la încărcare și în afara încărcării pe cheltuiala cumpărătorului].

16. Clauza de lichidare a daunelor

Vă informăm că livrarea după programul convenit poate fi supusă unei penalizări de 5% din costul total a contractului.

17. Plată

În termen de maxim 10 de zile de la data primirii bunurilor și toate documentele justificative în stare bună de către cumpărător.

18. Valabilitate:

Oferta dumneavoastră trebuie să rămână valabilă pe toată perioada acordului cadru. Dacă este plasată, comanda trebuie să fie acceptată de dumneavoastră.

19. Asigurare

Produsele trebuie să fie însoțite de certificat de garanție și conformitate conform legilor din România.

20. Clauză totală sau niciuna:

SNCRR își rezervă dreptul de a accepta întreaga ofertă sau o parte din oferta furnizorului, iar oferta cea mai scăzută evaluată nu va fi acceptată automat.

21. Condiții pentru depunerea ofertelor:

Ofertele trebuie primite cel târziu la [24.05.2024, ora 12:00] sau mai devreme, în sigilat la adresa: **Str. Biserica Amzei, nr. 29, sector 1. București**



Pagina de copertă identifică în mod clar expeditorul și destinatarul.
Vă rugăm să rețineți că pe această pagină nu trebuie să apară informații despre prețuri.

**În atenția: [Departamentului de Achiziții și Logistică al SNCRR]
Ref. Cotație SERVICII DE CONSULTANȚĂ**

Numerele noastre de telefon pentru informații suplimentare:

Telefon: 0728 102 070 în atenția d-lui Remus PELEA

Poștă electronică: remus.pelea@crucearosie.ro

22. Valabilitate

Oferta dumneavoastră trebuie să rămână valabilă minim 30 de zile.
Comanda de cumpărare, dacă este plasată, va fi acceptată de dumneavoastră.

23. Confirmare:

Vă rugăm să confirmați primirea acestei cereri de cotație și să indicați intenția dumneavoastră de a licita sau nu.

Vă mulțumesc și cele mai bune ceea ce privește,

*SOCIETATEA NAȚIONALĂ DE CRUCE ROȘIE DIN ROMÂNIA
DIRECTOR LOGISTICĂ ȘI ACHIZIȚII – MARIUS ION*

[semnătură]





Project / Service / Department	Health Caravan Project/ Romania (RO 002) and Mental Health and Psychosocial Support (MHPSS) Project/ Romania (RO 005) International Operations Department (DOI)
Purpose of the assignment	The purpose of this assignment is to thoroughly evaluate the sustainability aspects of the Health Caravan and MHPSS Projects (implemented through mobile caravan and the six fixed centres) and formulate a comprehensive individual business plan aimed at guaranteeing its enduring viability (including financial sustainability). This involves a detailed analysis of the project's current sustainability practices, resources mapping, partnership with stakeholders and developing strategic measures to enhance its long term functionality.
Mission location	Country Romania inclusive of field visits in: <ol style="list-style-type: none">1. RRC Bucharest Centre2. RRC Brasov Centre3. RRC Constanta Centre4. RRC Lasi Centre5. RRC Satu Mare Centre6. RRC Salaj Centre7. RRC Health Caravan (mobile unit) * *at least one area, will be decided depending on mobility of caravan
Preferred start date	May 2024
Preferred end date	Forty five days maximum spread over three phases
Deadline for deliverables	August 2024
Mission duration	May – August 2024 (Forty-five days)



INTRODUCTION

1.1. Context of the consultancy assignment

Health Caravan Project

The project provides primary health care based on the needs of the population through six fixed centres in different Judets of Romania (Bucharest, Brasov, Constanta, Iasi, Satu Mare and Salaj). These centres are strategically positioned in areas where individuals fleeing Ukraine are residing. Beside this, the scope of the "Health Caravan" project is deployed at different 16 Judets of Romania with the aim also of serving the health services for the vulnerable host community.

Patients can have an appointment scheduled in advance, in order to regulate the availability of health services/ health professionals and to ensure a quality follow-up of patients. People visiting a fixed centre or the mobile caravan have access to general health screening, medical consultation, gynaecological, paediatric, dentistry, optical services and also some basic pathological tests. Beside this, other varied health promotion activities; as well as the MHPSS services are also being delivered within the centres and caravan. The project is also assisting Ukrainian refugees to integrate to the national health system through referral to family doctors, however, it remains a major issue.

MHPSS Project

The Mental Health and Psychosocial Support (MHPSS) project, initiated in response to the Ukrainian refugee crisis, aims to address the mental health and psychosocial wellbeing needs of both Ukrainian refugees and hosting Romanian families. Led by the Romanian Red Cross (RRC) in collaboration with the French Red Cross (FRC), the project is structured around two main objectives: strengthening the capacity of the RRC in MHPSS and promoting wellbeing and social inclusion within targeted communities. The project entails the establishment of MHPSS community centres staffed with trained professionals including psychologists, social workers, and cultural interpreters. Also, the trained RRC volunteers are involved in conducting the MHPSS activities at community level, which is an important aspect of sustainability. These centres offer individual counselling, group psychosocial support activities, social assistance and information/awareness raising sessions on various topics such as legal rights and stress management. Additionally, the project includes training, supervision, and emotional support for staff and volunteers, as well as awareness and sensitization sessions to combat stigma surrounding mental health issues. With a comprehensive approach encompassing service provision, capacity building, and community engagement, the project seeks to enhance the overall wellbeing of vulnerable individuals while strengthening the MHPSS infrastructure within the Romanian Red Cross.

The both health and MHPSS projects are being implemented at fixed centres and to selected judets through mobile units. The continuation of the functioning of the fixed centres will be managed by the RRC branches, with technical support from RRC HQs while the functioning of the mobile unit will be managed directly by the RRC HQs in coordination with the local branches.

To conduct a comprehensive "sustainability analysis" of the centres and the caravan:

- First and foremost, the scope and objectives of the Health Caravan and MHPSS Project must be meticulously defined, elucidating its primary goals and outlining the key stakeholders involved in its implementation.
- Following this, a rigorous assessment of its current state is imperative, involving a review of the targeted RRC branches annual plan. This involves a thorough review of projects documentation, financial reports, and engaging stakeholders through interviews and surveys to solicit valuable feedback.



The subsequent step entails visiting all the centres and at least one mobile caravan session, in order to identify all the potential drivers for the sustainability of the centres and mobile unit (caravan). This involves comprehensive assessment of the existing condition of all six branches/ centres separately in discussion with the authority of branches, staff and relevant stakeholders. It also includes the necessary exploration of future potential funding opportunities and strategic partnerships that will further contribute to the project's longevity. This analysis must ensure that the organisation and project team are well-equipped to manage and sustain the initiative effectively with their own capacity.

Subsequently, an action plan for sustainability must be devised, based on the comprehensive assessment, on prioritising key budgeted actions, on setting measurable targets and finally on defining roles and responsibilities.

1.2. About Romanian Red Cross and French Red Cross

The Romanian Red Cross is one of the largest humanitarian, non-governmental, volunteer-based organisations that provides emergency disaster assistance and preventive health services in Romania. It is guided by the following principles: humanity, impartiality, neutrality, independence, voluntariness, unity and universality.

The French Red Cross is participating in the response of the Red Cross/Red Crescent Movement to the Ukraine crisis and its surrounding countries, by providing significant financial, technical and logistical support and by opening one delegation in Romania covering also Moldova, since April 2022. In Romania, the French Red Cross the delegation is located at the Romanian Red Cross headquarters in Bucharest. Together with the Romanian Red Cross, the French Red Cross is engaged in MHPSS, Primary Health and First Aid projects, targeting Ukrainians refugees mainly and vulnerable host populations, through a delegated management approach.

The currently supported projects in Romania are due to finish by the end of 2024.

2. GENERAL OBJECTIVE OF THE CONSULTANCY ASSIGNMENT

The general objective of the consultancy is to conduct a comprehensive sustainability analysis of the centres and the mobile unit (Caravan) and formulate a strategic action plan/business plans, specific to each targeted Romanian Red Cross branches.

The analysis will aim at enhancing the project's long-term viability, scalability, and positive impact on the health system in Romania (non- exhaustive).

3. SPECIFIC OBJECTIVE(S) OF THE CONSULTANCY ASSIGNMENT

The specific objectives of the mission are to:

1. Review the current structure, processes, and outcomes of the Centres and the Caravan.
2. Assess the level of stakeholder engagement, support, and collaboration.
3. Review the efficiency and sustainability of resource allocation.
4. Identify potential legal barriers and risks affecting the project's sustainability.
5. Explore opportunities for partnerships and collaboration to secure funding.
6. Identify local and national level specific strategies /produce detailed budgeted action plans (business plan) to ensure the sustainability of the centres and to a lesser extent mobile unit (caravan) established.



4. CONSULTANCY METHODOLOGY

A steering committee representing RRC and FRC has been formed to work along with the consultant. The steering committee will advise, oversee the progress and will work closely with the consultant to ensure that the deliverables uphold the expected quality.

The study for the analysis will be cross-sectional using both quantitative and qualitative methods. The RRC/FRC expect a participatory approach during data collection.

The consultant will lead and be responsible for the overall development/amendment of design tools, consultation with relevant stakeholders, facilitating the workshop and finalising deliverables as stated below.

1. Scoping Phase:

- This includes consultative meetings with the steering committee, program persons, RRC senior management in order to discuss the expectations, program overview, timeline, methodology and deliverables.
- Review the relevant documents (Projects document, Unified planning 2024-2025, health strategy, SDG Plan, Regional Refugee Response plan etc.) of RRC, IFRC, ICRC and Government of Romania.
- Develop an inception report including the evaluation methodology, tools and techniques (both for qualitative and quantitative). *Should not be more than 5 pages.*
- The inception report will be reviewed and validated by the RRC and FRC, before the beginning of the data collection phase.

2. Field Data collection & analyse phase

- Field trip to all the centres and at least one caravan site.
- Organise the participatory consultative workshop to collect primary data in each center comprising branch managers, branch president, staffs, volunteers and other stakeholders at regional and national levels, as required).
- Use of quantitative and qualitative data collection methods, based on a defined sample proposed by the consultant.
- Sustainability analysis of the health centers and the mobile units (caravan) and writing phase.

3. Restitution phase

- Submission of the sustainability analysis draft report to the steering committee for the review and recommendations.
- Submission of the 3-year business plan including the financial aspects for each centre separately and one for the caravan.
- Receive the final feedback, analyse it and finalise the report along with the business plan.
- Final presentation at the RRC HQs with the relevant stakeholders describing the final result of analysis and the business plans.

In addition to above mentioned/suggested methods, consultant shall propose additional methods to make the process fully participatory and produce intended outputs.



5. EXPECTED RESULTS AND DELIVERABLES

The duration of this consultancy will be 45 working days within a time frame of 120 days and will be effective from the date of signing the agreement. The consultancy is expected to start from mid May 2024.

The consultant will deliver the followings deliverables in English:

DSA 1. An inception report including the evaluation methodology, tools and techniques (both for qualitative and quantitative). *Should not be more than 5 pages covering overall objectives and specific objectives of the evaluation, the sustainability analysis matrix, detailed methodology, data collection plan and tools.*

DSA 2. A final report of the comprehensive sustainability analysis mainly focusing on the financial capacity, HR and the partnership with the local/national/international stakeholders/ private donors for resources etc. for effective functionality of the centres and the caravan. *(max. 25 pages, including the cover page and the references too. The report must include a 2 pages of summary at the beginning)*

DSA 3. A business plan per centres including the three year sustainable (2025-2027) budgeted action plan for each branches and one business plan for Caravan (mobile unit).

6. MISSION ORGANISATION AND SCHEDULE

6.1. Mission phases

Phase 1 - 5 days maximum: Scoping Phase (at RRC HQs, Bucharest)

- Coordination with the working team
- Review of project documents and required materials
- Development of required tools
- Writing and submission of the inception report

Phase 2 - 25 days maximum: Field Data collection & analyse phase (at field)

- First workshop with branch managers, branch president, staffs, volunteers and other stakeholders at regional and national levels, as required)
- IDI/FGD and meeting with relevant people and stakeholder
- Identifying the key points and writing the drafts

Phase 3 - 15 days maximum: Restitution phase (at RRC HQs, Bucharest)

- Submission of the draft report for review
- Finalise the report incorporating the feedback
- Finalise the sustainable action plan/business plans
- Final dissemination meeting



- Submission of final copy to RRC and FRC

6.2. Timeline

The consultancy will take place over a period of 45 days, from May to August 2024.

7. BID PROCESSING

7.1. Consultant(s) profile

A professional team with experience in the health sector, resource mobilisation and strategic planning will lead the consultancy work.

- Relevant university degree in health/ social sciences with strong experience on sustainable business development at national and international levels within the frame of non-profit organization.
- Proven Health/ or MHPSS relevant experience;
- At least 7-10 years' work experience in program development, fundraising and resource mobilisation;
- Strong analytical skill along with legal analysis of different health related policies at national level;
- Understanding or familiar with Red Cross movements (National Society, IFRC, ICRC) and their roles – preferable;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Knowledge about the Romanian context and health national system would be a plus;
- Fluency in English is required.

7.2. Administrative clauses

- At the time of submission, the bidder must provide proof of the regularity of its economic activity (**tax documents, registration, registration as a self-employed worker - depending on the country of reference where the bidder is established.**)
- The service provider is solely responsible for providing the material and human resources needed to carry out the service: Laptop, recorder, stationary and all.
- S/he may delegate part of the assignment, within his/her teams, to the employee of his/her choice, but the person remains the sole hierarchical and disciplinary authority over his/her employees. The service provider is responsible for ensuring the safety of the consultants he sends on assignment.
- The gross amount described by the consultant refers to all the cost for consultancy and the associated cost (travel, hotel, stationary etc.) for the consultant.

7.3. Expression of interest

- The consultant must submit a technical and financial proposal for the service in different envelopes.
- The technical offer must include: CV and/or Portfolio, proposed methodology and an indicative



timetable.

- The call is open for Individual/ team and relevant institutions for application with the details of composition of team and the lead consultant, clearly described.
- The budget must cover all costs relating to the three phases.
- The expenses indicated for the service must be marked 'firm, global, lump-sum and final' (including VAT).
- Sample of similar assignment - letter of recommendation or other projects you had
- Tenders should be addressed to: [Departamentul de Achiziții și Logistică al SNCRR]
- Ref. Cotație SERVICII DE CONSULTANȚĂ
- **Deadline for submission of bids:** [24.05.2024, ora 12:00]



DECLARAȚIA DE ANGAJAMENT

Pentru atenția

Societatea Națională de Cruce Roșie Din România
Strada Biserica Amzei, nr 29, sector 1
Localitatea București
Țara România

Subiect: DECLARAȚIA DE ANGAJAMENT

Numele proiectului:

Noi subsemnații,

[Numele și adresa contractantului],

Declarăm prin prezenta că,

Subliniind importanța unei proceduri de atribuire gratuite, echitabile și competitive care să împiedice abuzul, această societate până în prezent nu a oferit sau nu a acordat avantaje inadmisibile, direct sau indirect, funcționarilor publici sau altor persoane în legătură cu această ofertă și nici nu oferă sau nu acordă astfel de stimulente sau recompense în cadrul prezentei proceduri de atribuire sau, în cazul unei atribuirii, în timpul executării ulterioare a acordului.

Vom informa angajații noștri cu privire la îndatoririle lor respective și angajamentul lor de a respecta această obligație auto-impusă

Data: _____ anul _____, semnătura _____

În calitate de _____

Autorizat legal pentru a semna licitațiile pentru și în numele
