

Summarizing HiTs 2014

WHO/EURO European Observatory on Health Systems and Policies

Overview

Name of call: HiT summaries

Link to full call: <http://ted.europa.eu/udl?uri=TED:NOTICE:440607-2013:TEXT:EN:HTML>

Closing date for submissions: 03.02.14

Email address for submissions: szy@obs.euro.who.int

The Observatory's country monitoring function provides a systematic and analytic overview of each of the national health systems in Europe and key countries beyond. It generates two strands of outputs;

- (i) **Health system reviews (HiTs)** published in the Health Systems in Transition (HiT) series
<http://www.euro.who.int/en/about-us/partners/observatory/health-systems-in-transition-hit-series>
http://www.euro.who.int/_data/assets/pdf_file/0003/127497/E94479.pdf (standard template)
- (ii) **The Health System and Policy Monitor (HSPM)** an on-line updating service capturing developments
<http://hspm.org/mainpage.aspx>

Summaries are an important way of collecting HiTs' key messages and making them accessible. They are also intended to support the HSPM platform. The Observatory is now seeking expressions of interest in summarizing HiTs for 2014.

The contractor is expected to produce 6-10 HiT summaries and an abstract for each of HiTs summarized as well as providing advice on the graphical material / data to be added to support publication as a stand-alone document. The contractor will also be expected to liaise with the HiT editors to flag any issues or gaps in individual HiTs; with the publications team on copy editing and production; and with the editorial team in general on a quarterly basis to communicate generic issues around coverage, quality and salience.

Guidance on applying

Selection and designation process: Designation follows a transparent selection process in line with the rules and regulations of WHO and the advice of its Legal Office. It is based on an open and 'competitive' public process. The specifications are included in the full call and the contract is a standard WHO one.

Proposals: The full call is at <http://ted.europa.eu/udl?uri=TED:NOTICE:440607-2013:TEXT:EN:HTML>

The Observatory is expecting proposals (in English) that detail relevant experience; provide a brief statement of the approach to be taken, including of how consistency between summaries will be maintained; a sample of related writing; and a breakdown of cost.

The terms of reference: Bidders need to consult the full call but in brief the contractor is expected to deliver summaries and abstracts within 2-6 weeks of receiving the profile, with specific deadlines agreed for each publication within that timescale.

The contractor will

1. Produce 6-10 HiT summaries for inclusion in published HiTs, building on the main text and the elements that summarize chapters and delivering
 - A concise overview of the organization, financing and delivery of health services

- A description of the main health reform programmes
 - A clear statement of the challenges the system faces and of the review's conclusions.
2. Produce an abstract for each of 6-10 HiTs
 3. Provide advice, based on a review of recently published HiTs, of the graphical material / data to be added to the current summaries to support publication as a stand-alone document
 4. Provide advice on each of the 6-10 summaries on the specific graphs, tables etc. to be included to make that summary a successful stand-alone document (for distribution and for inclusion on the HSPM platform)
 5. Liaise with the HiT editorial team to ensure that any issues in individual HiTs that are ambiguous, insufficiently developed or missing from the main text are flagged up
 6. Liaise with the publications team on copy editing and production issues
 7. Deliver quarterly reviews / feedback / debriefing sessions with the editorial team to communicate generic issues around coverage, quality and salience.

Checklist: Bidders are expected to demonstrate how they meet the award criteria and may find the following checklist helpful.

HiT summaries	Yes	No	Supporting documentation
Profile			
<ul style="list-style-type: none"> • Individual, expert organization / team with strong health systems and policies background; demonstrable knowledge of current European developments and expertise in communicating to a policy audience 			<i>CV / prospectus including details of the individual(s) who will be preparing the summaries</i>
Experience in/ track record of			
<ul style="list-style-type: none"> • International health systems and policy (a minimum of 6 years) 			<i>CV / prospectus</i>
<ul style="list-style-type: none"> • High level understanding of health policy across Europe at national and European level 			<i>CV / prospectus</i>
<ul style="list-style-type: none"> • Knowledge brokering and communication 			<i>CV / prospectus</i>
<ul style="list-style-type: none"> • Evidence synthesis and excellent writing skills 			<i>Sample of related writing</i>
Desirable			
<ul style="list-style-type: none"> • Familiarity with OBS' country monitoring programme 			<i>CV / prospectus</i>
<ul style="list-style-type: none"> • Track record of publication on health systems or policies 			<i>CV / prospectus</i>
Costs			
Costs involved			<i>Cost statement</i>
Other terms for the engagement			<i>Cost statement</i>

Important note

Bidders are expected to

- Detail relevant experience to demonstrate that they meet the criteria above
- Provide a brief statement of the approach to be taken to maintain consistency between summaries
- Include a sample of related writing.

A breakdown of costs should also be included and will be a considered where submissions are of equal merit.

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- **Bids due:** 03.02.2014
- **Final decision:** To be agreed by 17.02.2014
- **Contract to start:** 03.03.14