

PROEIPAHA
Coordination and Support Action to the European Innovation Partnership
(EIP) on Active and Healthy Aging (AHA)
Grant Agreement 643803

Open Call for Experts (promoters)
to support the EIP on AHA Action Groups

Deadline: 29.01.2016, 12.00 CET

Background

This call comes in the framework of the PROEIPAHA project, a Support Action to the European Innovation Partnership on Active and Healthy Aging (EIP on AHA).

The European Commission has identified active and healthy ageing as a major societal challenge common to all European countries, and an area which presents considerable potential for Europe to lead the world in providing innovative responses to this challenge.

The EIP on AHA was initiated by the European Commission with the objectives to:

- enable EU citizens to lead healthy, active and independent lives while ageing;
- improve the sustainability and efficiency of social and health care systems;
- boost and improve the competitiveness of the markets for innovative products and services, responding to the ageing challenge at both EU and global level, thus creating new opportunities for businesses.

It has three areas of concern: prevention and health promotion, care and cure, and active and independent living of elderly people.

The Partnership brings together key stakeholders and is actually structured in 6 Action Groups (AG):

- Action Group A1: Prescription and adherence to treatment
- Action Group A2: Personalized health management: Falls prevention
- Action Group A3: Prevention of functional decline and frailty
- Action Group B3: Integrated care for chronic diseases, including remote monitoring at regional level
- Action Group C2: Interoperable independent living solutions
- Action Group D4: Age friendly buildings, cities and environments

These groups were created in 2012 following different invitations for Commitments and currently a wide range of actors participate: universities and research groups, public authorities, health care providers, industry, non-governmental organizations representing citizens, older people and patients, others.

Action Groups act on the basis of an Action Plan and establish their own working methods and governance, with the European Commission acting as both a facilitator and supporter. Overall, the rules of engagement between the parties are based on the following principles:

- Partnership – a common willingness to cooperate with each other;

- Openness – a common willingness to embrace new partners joining the action plan;
- Coordination – active participation of a representative(s) in the activities of the Action Group;
- Reporting – regular reporting from the Action Group's meetings, progress of actions and deliverables to be made public;
- Evaluation – outcome of actions to be evaluated, and results made public.

Currently the Action Groups are concluding a process of renovation of their Action Plans for the timeframe 2016-2018. The renovated Action Plans are expected to be finalised in the first month of 2016 and they will provide an overview of the new specific objectives and actions that the Action Group is ready to undertake, basically in the form of collaborative work and sprints (collaborative work that is carried out by a group of organisations in a short-time period (six months) and with one or more expected deliverables).

More information on the EIP on AHA can be found on the website: http://ec.europa.eu/research/innovation-union/index_en.cfm?section=active-healthy-ageing

The PROEIPAHA Coordination and Support Action

In order to support the work in the EIP and to enhance its outcomes, in December 2013 a call was launched by the European Commission under the Horizon 2020 programme for a coordination and support action¹. The application of the PROEIPAHA consortium, lead by FUNKA, was selected for funding. The Action started 1.1.2015 and will finish 31.12.2016.

The work plan of the Action foresees, among many other activities, in the selection of so called “promoters” to support the work in the Action Groups. A “promoter” will use his/her competences and dedicate time to support the activities of the Action Groups and to ensure the transfer of information between the Action Groups and the PROEIPAHA Consortium. The promoter is of support both to the existing coordination teams, who are involved in the definition of the role and the selection of the promoter and to the PROEIPAHA management.

In April 2015 six promoters were selected, one for each Action Group. They started their work in May 2015 and they have supported, among other tasks, the Action Groups in assessing their outcomes and in renovating their Action Plans. Their contracts will expire at the end of February 2016.

Object of this call

This open “call for experts”, further called “promoters”, applies to the selection of 6 promoters, one for each Action Group, for the period 1.3.2016 - 31.12.2016.

Selection Process

The selection process will be managed by a “Selection Panel”, which is composed of representatives of the 6 Action Groups and from the PROEIPAHA consortium. The selection panel operates in close collaboration with the European Commission, although it is independent in its choices.

¹ HCO-01-2014: *Support for the European Innovation Partnership on Active and Healthy Ageing*

The Action Group coordinators have been consulted in the process of definition of the profiles and selection criteria and the selection panel will assess the applications, where necessary interview candidates and make a recommendation to subcontract the promoters.

The selected promoters will be contracted by FUNKA: a Swedish company and lead partner of the PROEIPAHA consortium.

Tasks of the promoter

“Promoter” is a role created in the context of the PROEIPAHA CSA. Promoters are a link between the EIP on AHA Action Groups and the PROEIPAHA Consortium. They will allow the consortium to have permanent and relevant information regarding the activities of the Action Groups and, as a consequence, regarding the way PROEIPAHA can support the groups, notably by supporting the delivery of specific results.

The promoters have a role in supporting the Action Groups to reach higher outcomes and generally to support the discussions and content management within the Action Groups or between the Action Groups with their expert knowledge. A main role is facilitating bilateral, fluid and efficient interchange of information and dissemination.

General tasks

The following general tasks are relevant to all promoters that will be selected:

General support to the AG Action Plan implementation: The Promoter will support the AG and its members in delivering on the tasks described in their Action Plan. The Promoter will not replace the AG member accountable for the completion of the tasks but will ensure that the AG member has the support needed to successfully deliver on the completion of the tasks as well as ensure that they are accurately and comprehensively reported in the existing online tools (commitment tracker), or other agreed ways for reporting.

Communication and information interchange: The promoter will facilitate the communication between the AG, the European Commission, the PROEIPAHA consortium, the task force on synergies and the other AGs. Upon request s/he will advice on communication, dissemination, approach of documents, etc., but without having a direct decision making role her/himself.

Support to the development of the AG and its Action Plan: The Promoter will have a role in fostering the implementation and evaluation of the renovated Action Plan and in keeping it, where necessary, up to date. S/he will gather information and seek input from AG members on the possibility of conceptualising new areas of collaborative work and sprints and proposals for synergies with other Action Groups. S/he will actively seek for organisations in and outside of the EIP on AHA that could provide for missing expertise in the AG, trying to bring in new relevant and contributing organisations. In full respect of the rules for joining the EIP on AHA, the promoter will have a core task in informing interested organisations about the AG activities. S/he will support the call for commitments announced by the European Commission and the smooth integration of the new commitments in the existing Action Plan.

Knowledge management and collaboration: The Promoter will support the AG coordination team in using the collaboration and content management tools on the upcoming new EIP on AHA portal, in particular the commitment progress tracker tool and the repository of innovative practices. S/he will involve AG members in using the tools and encourage them to generate new content, solve doubts, and foster general adoption.

Content development: The Promoter will support the information exchange between the PROEIPAHA consortium and the AG in those areas where the Consortium will deliver content and outcomes in 2016, such as policy and policy recommendations, research and innovation trends and roadmaps, a standardisation roadmap, procurement of innovations.

Dissemination and impact: The promoter will gear her/his expert knowledge to enhance and improve the quality and quantity the AG external communication. S/he will gather information to produce a wide range of news items to be disseminated in the newsletter, via the web portal, social media and more traditional dissemination channels.

Repository of innovative practices: The promoters will collaborate in the evaluation of the practices submitted to the Repository.

Other relevant tasks: The promoters will contribute in the production of reports demanded by policy officers of the EC and the AG coordination team. The promoters will also collaborate with PROEIPAHA partners to advice on the best approach for deliverables, review documents and transfer key information to EIP on AHA members.

Action Group specific tasks

On top of the above listed general tasks, the promoter will have tasks related to the specific Action Group. These tasks are defined by the Action Group coordinators.

AG A1. Prescription and adherence to treatment.

- Under the supervision of the A1 coordination team arrange, support and/or conduct actions related to the A1s' core areas of content delivery, including providing support in the preparation of reports.
- Advocate and contribute to the dissemination of AG A1 achievements through participation in conferences, events and communication activities. Promoters are expected to attend meetings and conferences in the framework of the EIP and relevant meetings for the A1 group and to be available for travel within Europe.

AG A2. Personalized health management: Falls prevention

- Under the supervision of the A2 coordination team arrange, support and/or conduct actions related to the A2s' core areas of content delivery.
- Support to potential new sprints, knowledge management and collaboration, policy analysis, road mapping of research and innovation, standardisation aspects and innovative procurement specifically in the field of AG A2 activities – integrated and person centred service pathways, collecting and summarising data and evidence, creating awareness, information and education to underpin the implementation of falls prevention strategies, building governance models for innovation, sustainability and scaling-up of falls prevention strategies.
- Attend meetings and conferences in the framework of the EIP and relevant meetings for the A2 group.

AG A3. Prevention of functional decline and frailty

- The promoter will advocate under the leadership of the coordinators and be the link between Action Group A3 and PROEIPAHA.
- Will have clear reporting lines to both parties (EC and AG coordinators) and should lay out these reporting guidelines in a structured fashion.
- Ensure together with sub-group coordinators the delivery of specific sprints providing constant follow-up and support.
- Provide advice on collaborative work deliverables' outreach.
- Propose, based on identified needs of AG A3, new sprints to be conducted in a collaborative way engaging partners.
- Contribute to build governance models for innovation, sustainability and scaling-up of frailty prevention strategies.
- With the collaboration of the A3 coordination team arrange, support and/or conduct actions related to the A3s' core areas of content delivery.
- Attend meetings and conferences in the framework of the EIP and relevant meetings for the A3 AG.

AG B3. Integrated care for chronic diseases, including remote monitoring at regional level

- Under the leadership of the B3 coordinators, will act as an advocate for the B3 Action Group, when appropriate.
- Under the supervision of the B3 coordinators, will support the preparation and delivery of specific sprints as part of the implementation of the B3 Action Plan 2016-18.
- Following the agreed B3 Communications and Dissemination Plan, promote / disseminate the deliverables and outcomes of the B3 AG.
- Attend meetings and conferences in the framework of the EIP and all relevant meetings of the B3 AG (i.e. Co-ordination Team and AG meetings), supporting content production and management.

AG C2. Interoperable independent living solutions

- Under the supervision of the C2 coordination team arrange, support and/or conduct actions related to the C2s' core areas of content delivery.
- Support advocacy for the goals of C2 both within and beyond the EIP. Support recruiting of partners for C2's generic objectives and associated sprints. Advocate and contribute to the dissemination of C2 achievements through participation in conferences, events and communication activities.
- Support the sprints, knowledge management and collaboration, policy analysis, road mapping of research and innovation, standardisation aspects and innovative procurement specifically in the field of C2 activities.
- Attend meetings and conferences in the framework of the EIP and relevant meetings for the C2 AG.

AG D4. Age friendly buildings, cities and environments

- Help develop approaches to advance current work of AG D4 in architecture, housing and urban design; dementia-friendly communities; age-friendly tourism; the promotion of age-friendly environments as a transversal domain in active and healthy ageing.
- Ensure coherence of work and targets across Action Areas and domains within AG D4.
- Support advocacy for the goals of AG D4 both within and beyond the EIP.
- Attend meetings and conferences in the framework of the EIP and relevant meetings for the D4 group.

Profile and competences

General profile requirements

The Promoters will have a high quality profile in terms of *expertise of key areas*. They will have demonstrable experience *delivering outcomes* (action-oriented). As such they will assist the PROEIPAHA Consortium in the provision of added-value support services to the AGs.

Promoters must be experienced in *capacity building* and *participatory methods* (facilitator), have good *negotiation skills and communicative abilities*, and be experienced in *helping multi-stakeholder groups* (associations, working committees etc.) *delivering on clear goals and work plans*.

They should demonstrate capacity to *advocate and communicate* the AG activities.

AG Specific profile requirements

AG A1 profile. Prescription and adherence to treatment.

The promoter will have a high quality profile in terms of *expertise of key areas*, especially with reference to public health management, integrated care, polypharmacy and understanding of clinical metrics.

Main requirements:

- Strong commitment to healthcare and understanding of key areas relevant to A1: i.e. public health management, integrated care, polypharmacy, understanding of clinical metrics
- Preferably, recent experience with project support, coordination related to healthcare transition, concept implementation.
- Superior attention to detail and ability to multi-task, with excellent verbal and written communication skills.

Skills:

- Be able to translate the needs of A1 partners into concrete actions and follow-up.
- Be able to collect and summarise information from the Commission side and the A1 partners side in a proactive manner.
- Be able to create where possible synergies between AGs on cross-cutting topics
- Be proficient in communication with a wide range of stakeholders inside and possibly outside the EIP (motivated and able to work in a multicultural team)
- Have a strong command of the relevant policies of the EU health programs and the way of functioning of the EIP

AG A2 profile. Personalized health management: Falls prevention

The promoter will have a high quality profile in terms of *expertise of key areas*, especially with reference to falls prevention and healthcare management.

Main requirements:

- Strong commitment to healthcare and an understanding of key areas relevant to A2: ie integrated care, falls prevention, management across the whole healthcare spectrum (social, primary, secondary and tertiary) and supportive/enabling technologies.
- Recent experience with project support, coordination related to healthcare transition, concept implementation.
- Superior attention to detail and ability to multi-task, with excellent verbal and written communication skills.

Skills:

- Be able to translate the needs of A2 partners into concrete actions and follow-up.
- Be able to collect and summarise information at the side of the commission and the side of the A2 partners in a proactive manner.
- Be able to create where possible synergies between AG's on cross-cutting topics.
- Be proficient in communication with a wide range of stakeholders inside and possibly outside the EIP (motivated and able to work in a multicultural team).
- Have a strong command of the relevant policies of the EU health programs and the way of functioning of the EIP.

AG A3 profile. Prevention of functional decline and frailty

The promoter will have a high quality profile in terms of expertise of key areas, especially with reference to the social, nutritional, cognitive, physical and functional domains of frailty.

Main requirements:

- Strong commitment to healthcare and an understanding of key areas relevant to A3: i.e. public health management, integrated care, frailty, understanding of clinical metrics, food and nutrition, etc.
- Recent experience with project support, coordination related to healthcare transition, concept implementation.
- Superior attention to detail and ability to multi-task, with good verbal and written communication skills.

Skills

- Be able to translate the needs of A3 partners into concrete actions and follow-up
- Be able to collect and summarise information at the side of the Commission and the side of the A3 partners in a proactive manner
- Be able to create where possible synergies between AG's on cross-cutting topics
- Be proficient in communication with a wide range of stakeholders inside and possibly outside the EIP (motivated and able to work in a multicultural team)
- Have a strong command of the relevant policies of the EU health programs and the way of functioning of the EIP

AG B3 profile. Integrated care for chronic diseases, including remote monitoring at regional level

The promoter will have a high quality profile in terms of *expertise of key areas*, especially with reference to project management, marketing and communications, within the context of the health and care / AHA agenda.

Main requirements:

- An understanding of context and issues related to integrated care.
- Extensive experience and proven track record in the provision of project support, coordination, dissemination and communications..
- Superior attention to detail and ability to multi-task, with excellent verbal and written communication skills

Skills

- Be able to translate the needs of B3 partners into concrete actions and follow-up.
- Be able to collect and summarise information on behalf of B3 partners and the Commission in a proactive manner.
- Be able to facilitate, where possible, synergies between AGs on cross-cutting topics
- Be proficient in communication with a wide range of stakeholders inside and outside the EIP (motivated and able to work in a multicultural environment).

AG C2 profile. Interoperable independent living solutions

The promoter will have a high quality profile in terms of *expertise of key areas*, especially with reference to interoperability and technologies that support independence and quality of life.

Main requirements:

- Strong commitment to independent living and an understanding of key areas relevant to C2: i.e. interoperability, user empowerment, evidence of viable solutions, need to create an ecosystem covering research level, living lab level, market level, investment level.
- Experience in interoperability, business modeling, understanding of investment and impact investing.
- Recent experience with project support, coordination related to independent living transition, concept implementation.
- Superior attention to detail and ability to multi-task, with good verbal and written communication skills.

Skills

- Be able to translate the needs of C2 partners into concrete sprint phases and follow-up
- Be able to collect and summarise information at the side of the commission and the side of the C2 partners in a proactive manner
- Be able to create where possible synergies between AG's on cross-cutting topics
- Be proficient in communication with a wide range of stakeholders inside and possibly outside the EIP (motivated and able to work in a multicultural team)
- Have a strong command of the relevant policies of the EU ageing program and the way of functioning of the EIP
- Have a keen interest in cross-cutting themes relevant to independent living such as unemployment, isolation, housing and pension reform.

AG D4 profile. Age friendly buildings, cities and environments

The promoter will have a high quality profile in terms of a holistic approach to healthy ageing and health determinants as promoted by the World Health Organization age-friendly environment concept and expertise of key areas relevant to innovation for age-friendly buildings, cities and environments.

Main requirements:

- Proven knowledge and relevant experience in the field of the Specific Action D4: “Innovation for age friendly buildings, cities and environments” of the EIP AHA. A strong commitment to age friendly environments and an understanding of key areas relevant to D4: i.e. citizen empowerment and user involvement; gender aspects relevant for AFE; advocacy; housing, architecture and urban planning; dementia friendly environments, age-friendly tourism, and ICT-enabled social innovation.
- Preferably, recent experience with project support, coordination related to age-friendly environments.
- Superior attention to detail and ability to multi-task, with excellent verbal and written communication skills in English as well as a good sensitivity for cultural differences.
- Availability for travel within Europe.

Skills

- Be able to translate the needs of D4 partners into concrete actions, sprints and follow-up.
- Be able to collect and summarise information in a proactive manner.
- Be able to create where possible synergies between AG’s on cross-cutting topics.
- Be proficient in communication with a wide range of stakeholders inside and possibly outside the EIP (motivated and able to work in English in a multicultural team).
- Have a strong command of way of functioning of the EIP on AHA.

Selection criteria

For all promoter positions the following **selection criteria** will apply (in the second column the maximum points a candidate can obtain):

Criteria that will be assessed:	Max. score
1. Expertise in AG specific key areas	10
2. Broad knowledge of key themes within EIP on AHA and demonstrable engagement with them (<i>standardization, procurement for innovations, scaling up strategies, business models, user empowerment, the silver economy</i>)	10
3. Knowledge of the European policy framework for AHA	5
4. Knowledge of research and knowledge management methodologies	5
5. Demonstrable experience in project management techniques	5
6. Demonstrable experience in preparing reports and documentation	5
7. Demonstrable experience in designing and implementing communication and dissemination activities	10
8. Demonstrable experience in facilitating group work in multiple stakeholder environments	10
9. Overall adherence to Action Group specific profile	10

Participation

Participation in this selection process is open on equal terms to all natural persons resident in the European Union and who are entitled to work in the EU. Not being actively involved in the EIP on AHA so far is not an exclusion criteria. Acting promoters can participate in this call, although on equal terms with other candidates.

Contract and payable amount

The maximum amount available under this contract is 20.000 Euro for each promoter, of which 16.000 Euro for work to be delivered (all taxes and overhead costs included) and a maximum direct cost reimbursement of 4.000 Euro for attending meetings. Participation in meetings will be agreed with the project manager.

The fee per day (8 hours) is established in 450 Euro. As a consequence the expected workload for a promoter is 35,5 full days (284 hours) during the 10 months period.

No other cost reimbursement is foreseen.

A freelance consultancy contract will be made between the contracting agency, FUNKA representing the PROEIPAHA Consortium, and each promoter. It will specify the rights and obligations of both parties, particularly those on payments, performance of the contract, intellectual property rights, reporting and confidentiality.

The promoter will report on a two monthly basis to the PROEIPAHA project co-ordinator.

The corresponding invoices of the promoter have to be accompanied by an overview of the work delivered and the person/days implied.

Payments to the promoter will be on a two monthly basis.

The unavailability of the promoter to perform the tasks outlined will automatically lead to the interruption of the contract.

Conflict of interest and Declaration of honour

All candidates shall provide a declaration on their honour (see Annex 1 of this call), duly signed and dated. In the declaration of honour the candidate explicitly states, among other statements, that he or she:

- has no conflict of interest in connection with the contract and the contracting agency;
- commits to inform the contracting agency, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest, both in the relationship between the contracting agency and the candidate, as well as in the relation between the candidate and the members of the Action Groups of the European Innovation Partnership on Active and Healthy Aging;
- in case of award of the contract will not seek or attempt to obtain any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly.

How to apply

Interested candidates are kindly requested to send their application by **29.01.2016 - 12:00 CET** to contact@proeipaha.eu, reporting in the subject line of the accompanying e-mail: Application Promoter PROEIPAHA_Action Group XX (where XX stands for the Action Group code (either A1, A2, A3, B3, C2 or D4)). Candidates applying for more than one Action Group promoter position should send separate mails for each specific position they apply for.

The standard (and minimum) application package should consist in:

- A maximum two page description of similar services provided in the past three years relevant to this call, with details regarding beneficiaries, outcomes and references. It is recommended to systematically address the selection criteria.
- A CV in Europass format.
- The signed Declaration of honour (annex 1 to this call text).

It is allowed to attach a limited quantity (2 files max.) of other documentation if this is considered helpful for the selection panel.

All documents should be provided in .pdf format.

Not complete application packages will automatically lead to the exclusion of the candidate from the selection process.

The text of the accompanying email will not be considered by the selection panel and will only serve to facilitate the communication between FUNKA and the candidate.

Applicants that have not received by 17:00 CET of the 29.01.2016 a confirmation of the good reception of the application, should without delay contact contact@proeipaha.eu.

It is expected that the selection process will be concluded latest by the 19th of February and that all candidates will be informed about the result before the 21th of February.

By submitting an application, the candidates consent that their personal data are transmitted to the selection panel and further treated by the PROEIPAHA consortium representative according to the EU Data Protection Directive 95/46/EC.

We look forward to receiving your applications.

Yours sincerely,

Evert-Jan Hoogerwerf
PROEIPAHA Project Manager

Madrid, 12/01/2016

Distribution of this call

All Action Group members by mailing list, the EIP on AHA official website, PROEIPAHA partners and channels.

Annex 1 - Declaration of honour

Please complete before signing

The undersigned _____ (*insert name of the signatory of this form*):

- declares that he/she is not in one of the following situations:
 - a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
 - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- declares that he/she:
 - g) has provided and will provide upon request accurate, sincere and complete information to the contracting agency within the context of this procurement procedure;
 - h) has no conflict of interest in connection with the contract and the contracting agency;
 - i) commits to inform the contracting agency, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest, both in the relationship between the contracting agency and the candidate, as well as in the relation between the candidate and the members of the Action Groups of the European Innovation Partnership on Active and Healthy Aging;
 - j) in case of award of the contract will not seek or attempt to obtain any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly.

- acknowledges that he/she may be subject to administrative and financial penalties if any of the declarations or information provided prove to be false.

Full name _____

Date: _____

Signature: _____