



EUROPEAN CENTRE FOR SOCIAL WELFARE POLICY AND RESEARCH

Call for Tender

Supporting the Slovenian government in implementing its long-term care reform

The European Centre for Social Welfare Policy and Research is an intergovernmental organisation affiliated to the United Nations. Its purpose is to foster the collaboration in social welfare between governments and relevant organisations through applied social science and comparative empirical research, expanding the evidence-base for social policy making and mutual learning, and for initiating future-oriented public policy.

Tender specification

The European Centre is looking for a partner organisation in Slovenia to provide technical support to the Slovenian government in implementing its long-term care reform.

Requested services

The envisaged partner will be requested to carry out the following tasks, all in cooperation with European Centre researchers, whereby the envisaged partner will be responsible for the Slovenian versions of deliverables and for translation/interpretation during joint activities:

1. *Situational analysis and Theory of Change*

- 1.1. *Situational analysis*: The subcontractor will contribute to reviewing the crucial documents and legislation framework of the LTC system in Slovenia. Apart from desk research, this includes 6-8 expert interviews and 2 focus groups with relevant stakeholders, including analysis and drafting of a report, including a topic guide (about 30 pp.)
- 1.2. *Theory of Change (ToC) Process*: The subcontractor will participate in setting up a ToC Process with about 20 representatives of stakeholder organisations that will be implemented in two steps. The first workshop will be to inform participants and create a shared understanding of issues at stake (input topic guide, contributions by stakeholders).



This will also feed into the final Situational Analysis report. The second workshop will be dedicated to developing an action plan with defined activities necessary to achieve the goals of the ToC map.

2. Improving the delivery of equitable and integrated LTC

- 2.1. *Identifying and mapping 4 local zones and relevant stakeholders:* The mapping of the identified 4 local zones (covering about 25 municipalities) without or with scarce service provision will be done through desk research, registry of providers, basic data, and qualitative interviews with local stakeholders and potential change agents (providers, municipalities, user representatives).
- 2.2. *Designing and moderating Policy Labs in local zones:* 2 Policy Labs (each 1 day) will be carried out in each zone (a) to carry out a SWOT analysis, present good practice, and plan improvement, and (b) to monitor progress and implement improvements with local stakeholders. 4 out of the 8 Policy Labs will be carried out together with European Centre staff, 4 others will be carried out autonomously by the subcontractor.
- 2.3. *Drafting a report about challenges and solutions/action plans:* A short report on under- and unserved local zones and potential solutions, including SWOT analysis of 4 local zones will be drafted by the subcontractor in cooperation with European Centre staff (about 20 pages + Annex).

3. Training of Needs Assessors

- 3.1. *On-site trainings:* Four on-site trainings are foreseen (twice per year). On-site trainings will last 2 days each, provided by a designated German trainer in German language for a group of 15 persons per training. The subcontractor will be responsible for organising the premises, incl. catering, as well as interpretation and documentation (incl. video-recording).
- 3.2. *Revised Slovenian handbook of needs assessment:* Based on the knowledge and lessons learnt from previous tasks, the handbook of needs assessment in Slovenia will be revised.

4. Organisational and dissemination tasks

- 4.1. *Participation in the kick-off meeting:* A short kick-off meeting with most relevant stakeholders will be scheduled in December 2025.
- 4.2. *Participation in other dissemination activities (video clips, policy briefs, study visit etc.):* The project progress will be accompanied by continuous updates of the project website that will be set up as a subsite of the European Centre's website, in English, and as a subsite of the subcontractor. Communication material will be produced in English and Slovene, namely a project leaflet, a project public brief, a standardised presentation. Other dissemination activities include postings on social media and the final event (see below). The subcontractor



is asked to contribute to these activities to a relevant extent. Please indicate relevant experience in dissemination activities in Slovenia.

- 4.3. *Organisation of events*: During the project period, there will also be 2 workshops (each 1.5 days) and 2 focus groups (each 0.5 days) in Ljubljana; 8 Policy Labs in rural areas (to be defined), a study tour and a final conference (1 day with about 50 participants in Ljubljana) to be organised together with the European Centre. The subcontractor is requested to organise the premises, including catering, and to manage invitations and, optionally, interpretation services (please provide information on earlier experience)
- 4.4. *Participation in regular project meetings (online and in person)*: Project meetings with the subcontractor will be organised regularly (bi-weekly and ad hoc if necessary). They will generally take place online, unless they can be combined with other events in Slovenia, so that a face-to-face meeting can be scheduled.

Requested skills

The above services call for the following skills that should be demonstrated by providing a profile of the tendering organisation and potential staff involved:

- A track record of research and development in the Slovenian long-term care system, in particular regarding needs assessment (training, one-stop shops) and governance issues across the health and social care realms
- Availability of staff being able to use both Slovenian and English language in a professional setting and practical communication skills such as writing reports, giving presentations, and conducting meetings
- Proven experience in conducting quantitative and qualitative research, in particular techniques for conducting interviews and stakeholder consultation
- Proven experience in organising small and medium-sized events such as trainings, PolicyLabs, conferences and stakeholder events, including interpretation
- Good knowledge of social service infrastructure and relevant networks in Slovenia, in particular in rural areas; experience in cooperating with government agencies would be an asset

Bidding and award criteria

The tenderer is asked to clearly prove that the above selection criteria can be met, also demonstrating that writing and presenting in English is part of the organisation's daily routines. The tendering document should therefore include:



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- A description of the organisation, specifying the organisation's expertise and background information
- A technical proposal, including a short specification explaining the potential strengths of staff to carry out these tasks
- A financial offer for the above tasks, by task 1 to 4 (not by sub-tasks), differentiated by person-months and other costs (translation/interpretation, travel and accommodation and other services).
- CVs of potential experts involved

Bids will be evaluated by the contractor according to the extent the tendering agency was able to meet the selection criteria (content: 70%) and its price (30%).

Deadlines

Deadline for application: 28/11/2025, 17:00 (CET)

Selection of winning bid (notification): 04/12/2025

Start of contract: upon signature of contract

End of project (and contract) period: October 2027

Contracting and payments

Payment will be made in two tranches: 60% of the agreed budget will be paid upon signature of the contract, and 40% upon delivery of all agreed deliverables by the end of the project period. Only deliverables accepted by the funding agency will be fully compensated.

Contact Details

In case of any queries regarding the contents of this bid, please contact: leichsenring@euro.centre.org

Please send bids in PDF format by e-mail to Judith Schreiber, Head of Administration, European Centre for Social Welfare Policy and Research: schreiber@euro.centre.org

Data Privacy Statement

The European Centre guarantees the privacy and data protection of natural persons whose personal data are processed within the organisation. The European Centre complies with the GDPR and thus processes personal data only for the purposes of this tender process, i.e. personal data will be deleted as soon as the tender process will be finished.