



TERMS OF REFERENCE NO. 11/24

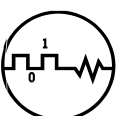
Procurement of Legal and Taxation Training and Mentoring Services for 5 Healthcare Startups

1. Background

With digitalization no longer merely a contributor to business growth but a critical precondition for continued competitiveness of corporate entities across all industries, there is growing global realization of the need to allocate greater resources to enable and expedite the processes of digital transformation, adaptation, and innovation. Nonetheless, the level of both digital awareness and uptake in Bosnia and Herzegovina remains limited with little organic demand for transformational assistance and the deployment of digital technologies. The healthcare sector represents an illustrative case study in the cost of dismissing digital enablers and innovation in general, with demand for healthcare services - in both volume and scope - growing alongside the further diminishing of available resources. At the same time, healthcare is among the most carbon-intensive industries in the world.¹ It is responsible for close to 5% of greenhouse gas emissions worldwide, largely stemming from fossil fuel combustion, exacerbating the existing public health crisis with atmospheric pollution very much contributing to the high instance of chronic diseases in Bosnia and Herzegovina.

The introduction of green and digital technologies and innovations offer both improved patient outcomes, as well as greater efficiency in operation for both public and private healthcare providers. There is, however, a pressing need to ensure that the coming digital transformation and innovation journeys are properly supported and resourced. This entails, at a minimum, a basic level of awareness of the benefits offered through both green and digital transformations as well as the skills needed to fully exploit the available opportunities. This will enable healthcare businesses and public institutions alike to make informed decisions about moving their organizations forward. In addition to this basic level of awareness and knowledge of digitalization as an enabler in healthcare, there is further need to provide interested providers with on-site support and tailor-made assistance in assessing the needs of their organizations and charting the way forward. Finally, innovations in healthcare, as in any other sector, will require the development of a supporting enabling environment that will generate new and advanced healthcare services and solutions. This will include prototype development, testing and product, and business, design.

The its4Health Digital Innovation Hub (the Hub) offers an integrated package of services, ranging from facilitating digital and green transformation of partner healthcare SMEs and public providers, through enabling the emergence of innovative products, to incubating and developing businesses around the innovations. The Hub is unique in its approach as it aims to provide significant added value to society at large through making a tangible contribution to improving the performance of the country's struggling health sector.





The Hub aims to grow into a unique country-wide platform for enhancing and enabling cooperation between businesses, public institutions, and scientific entities, helping improve the performance, and the continued resilience, of the healthcare sector in the post-pandemic setting. The establishment and inception of the Hub represent the initial steps in accelerating the adoption and diffusion of new technologies by the healthcare industry, building on the existing healthtech ecosystem in Bosnia and Herzegovina, and exploiting the opportunities presented by the coming green and digital transitions.

The project for establishing digital innovation hubs is part of the broader project EU4DigitalSME, jointly funded by the European Union and the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ).

Setting up and supporting the development of DIH (Digital Innovation Hub) services is one of the key activities of the EU4DigitalSME project, all aimed at contributing to the development of an ecosystem for digitalization, automation, and innovation in small and medium-sized enterprises (SMEs) in Bosnia and Herzegovina.

2. Objective

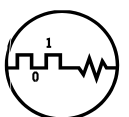
The primary objective of the Terms of Reference (TOR) for the procurement of legal and taxation training and mentoring services for 5 emerging startups is to help equip partner startups with essential legal knowledge and skills necessary to navigate the complex regulatory landscape of Bosnia and Herzegovina. Over the course of a 1-day training, with two planned sessions - one addressing legal and the other taxation requirements - the exercise aims to help trainees navigate challenges faced by startups, including licensing procedures, taxation regulations, and other pertinent legal considerations. By providing comprehensive training on these crucial aspects, the exercise seeks to empower startups with the tools and insights needed to ensure legal compliance and mitigate potential risks, thereby fostering their growth and sustainability in the business environment of Bosnia and Herzegovina. In addition, legal and taxation experts will provide one-on-one coaching and support to each of the teams as they embark on their entrepreneurship journeys. Accordingly, the procurement exercise seeks to contract a service provider that possesses the necessary expertise to develop and deliver the requisite training program and provide the requisite mentoring services.

3. Scope of work

3.1 Design 1-day Training Program for Legal and Taxation Requirements for Emerging Businesses

- Develop a comprehensive curriculum covering all relevant legal requirements and challenges faced by startups in Bosnia and Herzegovina.
- Design training modules to address key areas such as licensing procedures, taxation regulations, intellectual property rights, contract law, and other legal considerations specific to startups.
- Develop training materials that are engaging and informative, including presentations, handouts, case studies, and practical exercises, to facilitate effective learning during the training sessions.
- Ensure that all training materials are tailored to the needs and proficiency levels of emerging startups and are aligned with the objectives of the TOR.

Level of Effort: 1.5 days





3.2 Deliver Training Program

- Conduct full-day training sessions with two thematic modules, each lasting approximately 4 hours, utilizing interactive teaching methodologies, such as lectures, group discussions, case studies, and role-playing exercises, to engage participants and enhance their understanding of legal concepts.
- Facilitate active participation and engagement from participants throughout the training sessions, encouraging questions, discussions, and knowledge sharing among peers.
- Implement evaluation mechanisms to assess the effectiveness of the training program and gather feedback from participants regarding the content, delivery, and overall learning experience.
- Maintain detailed records of the training program, including attendance sheets, participant feedback forms, and any other relevant documentation.
- Prepare a comprehensive report summarizing the training activities conducted, key insights gained, and recommendations for further action or support for the participating startups.

Level of effort: 1.5 days

3.3 Hold 1-day Mentoring Clinic

- Organize and deliver a 1-day mentoring clinic to provide individualized guidance and support to address specific legal concerns or challenges faced by participating startups.

Level of effort: 1.5 days



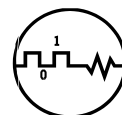


4. Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

| Subject | Criteria | Document Submission requirement |
|------------------------|--|---|
| ELIGIBILITY | | |
| Legal Status | The service provide is a registered legal person with the requisite professional profile. | Legal registration documents submitted |
| Company Profile | The service provider must have a portfolio of previous assignments that match the requirements of this exercise, to include at least three similar assignments In the last five years. | Company Profile, which should not exceed 5 (5) pages, including printed brochures and product catalogues relevant to the goods/services being procured Submission of relevant documents confirming satisfactory delivery of results submitted. |
| QUALIFICATION | | |

| | | |
|----------------------------|---|---|
| Previous Experience | The service provider must have a key legal expert with at least 7 years of relevant experience and one finance expert with at least 7 years of relevant experience. | CVs of proposed experts. |
| Financial Standing | Bidder must demonstrate the current soundness of its financial standing. | Income statement and balance sheet for the year 2022 and 2023 and/or other relevant documents demonstrating current soundness of financial standing |

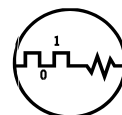




5. Deliverables and Payment Schedule

The Hub expects the assignment to be fully completed by 30th April, 2024., in line with the schedule below:

| Assignment output | Deliverables | Payment % | Condition for Payment |
|--|---|-----------|--|
| Task 1: Preparation of training material – 1.5 days | <ul style="list-style-type: none"> Comprehensive curriculum covering all relevant legal requirements and challenges faced by startups in Bosnia and Herzegovina. Training modules to address key areas such as licensing procedures, taxation regulations, intellectual property rights, contract law, and other legal considerations specific to startups. Training materials, including presentations, handouts, case studies, and practical exercises, to facilitate effective learning during the training sessions. | 33% | <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) Client’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice</p> |
| Task 2: Delivery of training - 1.5 days | <ul style="list-style-type: none"> Training Delivery Report Trainee Evaluation Report | 33% | |
| Task 3. Delivery of mentoring clinic – 1.5 days | <ul style="list-style-type: none"> Individualized guidance and support to address specific legal concerns or challenges faced by all participating startups provided. | 33% | |





6. Submission Deadline

All interested candidates are to submit their bids to this call with all supporting documents from **01.04.2024., to 09.04.2024., 23:59 PM**. All bids are to be submitted electronically to the following email address: *info@ssst.edu.ba*, with the subject note: *Procurement of Legal and Taxation Training and Mentoring Services for 5 Healthcare Startups, no. 11/24 Call for Bid Submission*.





Financial Proposal Form – 11/24

| | | | |
|-----------------|-------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
|-----------------|-------------------------|-------|-------------|

The Bidder is required to prepare the Financial Proposal following the below format and submit with the Technical. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

| | Amount(s) |
|---|-----------|
| Professional Fees (from Table 2) | |
| Other Costs (from Table 3) | |
| Total Amount of Financial Proposal | |

Table 2: Breakdown of Professional Fees

| Name | Position | Fee Rate | No. of Days/months/ hours | Total Amount |
|------------------------------------|----------|----------|---------------------------|--------------|
| | | <i>A</i> | <i>B</i> | <i>C=A+B</i> |
| In-Country | | | | |
| Home Based | | | | |
| Subtotal Professional Fees: | | | | |





Table 3: Breakdown of Other Costs

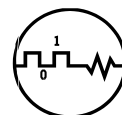
| Description | UOM | Quantity | Unit Price | Total Amount |
|-------------------------------|----------|----------|------------|--------------|
| International flights | Trip | | | |
| Subsistence allowance | Day | | | |
| Miscellaneous travel expenses | Trip | | | |
| Local transportation costs | Lump Sum | | | |
| Out-of-Pocket Expenses | | | | |
| Other Costs: (please specify) | | | | |
| Subtotal Other Costs: | | | | |

Table 4: Breakdown of Price per Deliverable/Activity

| Deliverable/ Activity description | Time (person days) | Professional Fees | Other Costs | Total |
|--------------------------------------|-----------------------|-------------------|-------------|-------|
| Deliverable 1 | | | | |
| Deliverable 2 | | | | |
| Deliverable 3 | | | | |
| | | | | |

Signature of authorized person:

Stamp:





POZIV ZA DOSTAVLJANJE PONUDA BR. 11/24

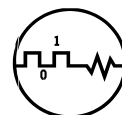
Nabavka pravnih i poreskih obuka i mentorskih usluga za 5 startapa u zdravstvu

1. Pozadina

Kako digitalizacija više ne doprinosi samo rastu poslovanja, već je i kritičan preduslov za kontinuiranu konkurentnost korporativnih subjekata u svim industrijama, sve je veća globalna spoznaja potrebe za izdvajanjem većih resursa kako bi se omogućili i ubrzali procesi digitalne transformacije, adaptacije i inovacija. Bez obzira na to, nivo svijesti o digitalnoj tehnologiji u Bosni i Hercegovini i dalje je ograničen sa malom potražnjom za transformacijskom pomoći i primjenom digitalnih tehnologija. Sektor zdravstvene zaštite predstavlja ilustrativnu studiju slučaja o troškovima odbacivanja digitalnih pokretača i inovacija općenito, pri čemu potražnja za zdravstvenim uslugama raste zajedno sa daljnjim smanjenjem raspoloživih resursa. U isto vrijeme, zdravstvo je među industrijama s najintenzivnijom emisijom štetnih gasova u svijetu. Odgovorno je za skoro 5% emisija stakleničkih plinova širom svijeta, koje u velikoj mjeri proizilaze iz sagorijevanja fosilnih goriva, pogoršavajući postojeću krizu javnog zdravstva sa zagađenjem atmosfere gdje doprinosi visokoj instanci hroničnih bolesti u Bosni i Hercegovini. Uvođenje zelenih i digitalnih tehnologija i inovacija nude poboljšane ishode pacijenata, kao i veću efikasnost u radu kako za javne tako i za private pružaoce zdravstvenih usluga. Međutim, postoji hitna potreba da se osigura da nadolazeća digitalna transformacija i inovacijska putovanja budu adekvatno podržani i opremljeni resursima. To podrazumijeva, u najmanju ruku, osnovni nivo svijesti o prednostima koje se nude kroz zelenu i digitalnu transformaciju, kao i vještine potrebne za potpuno iskorištavanje dostupnih mogućnosti. Ovo će omogućiti zdravstvenim preduzećima i javnim institucijama da donose informirane odluke o kretanju svojih organizacija naprijed. Pored ovog osnovnog nivoa svijesti i znanja o digitalizaciji kao pokretaču u zdravstvu, postoji daljnja potreba da se zainteresiranim pružiocima pruži podrška na licu mjesta i pomoć u procjeni potreba njihovih organizacija i planiranju puta naprijed. Inovacije u zdravstvu, kao i u svakom drugom sektoru, zahtijevat će razvoj poticajnog okruženja koje će generirati nove i napredne zdravstvene usluge i rješenja. Ovo će uključivati razvoj prototipa, testiranje proizvoda i poslovanja, te dizajn. Its4Health Digital Innovation Hub (The Hub) će ponuditi integrirani paket usluga, u rasponu od olakšavanja digitalne i zelene transformacije partnerskih MSP-a i javnih pružatelja zdravstvenih usluga, preko omogućavanja pojave inovativnih proizvoda, do inkubacije i razvoja poslovanja oko inovacija. Hub je jedinstven po svom pristupu jer ima za cilj pružiti značajnu dodatnu vrijednost društvu u cjelini kroz davanje opipljivog doprinosa poboljšanju učinka zdravstvenog sektora u zemlji. Hub ima za cilj da preraste u jedinstvenu platformu širom zemlje za unapređenje i omogućavanje saradnje između preduzeća, javnih institucija i naučnih subjekata, pomažući poboljšanju performansi i kontinuiranu otpornost zdravstvenog sektora u postpandemijskom okruženju.

Koristeći već postojeću anketu s pažljivo osmišljenim pitanjima kao temeljem, Pružatelj usluga će istražiti digitalnu pismenost među zdravstvenim radnicima. Rezultati će postaviti temelje za osmišljavanje usmjerene obuke i razvojnih inicijativa za poboljšanje digitalnih kompetencija u sektoru zdravstva.

Projekat uspostavljanja centara za digitalne inovacije dio je šireg projekta EU4DigitalSME, koji zajednički finansiraju Evropska unija i Savezno ministarstvo za ekonomsku saradnju i razvoj SR Njemačke (BMZ).





Uspostavljanje i podrška razvoju DIH (Digital Innovation Hub) usluga je jedna od ključnih aktivnosti EU4DigitalSME projekta, a sve ima za cilj da doprinese razvoju ekosistema za digitalizaciju, automatizaciju i inovacije u malim i srednjim preduzećima (MSP) u Bosni i Hercegovini.

2. Cilj

Glavni cilj Javnog poziva za nabavku usluga obuke i mentorstva iz pravnih i poreskih pitanja za 5 startapa je opremiti partnerstvo startapa sa osnovnim pravnim znanjem i vještinama potrebnim za snalaženje u kompleksnom regulatornom okruženju Bosne i Hercegovine. Kroz jednodnevnu obuku, sa planiranim dva dijela - jedan koji se bavi pravnim, a drugi poreskim zahtjevima - cilj je pomoći polaznicima da se nose s izazovima s kojima se susreću startapi, uključujući procedure za licenciranje, poreske propise i druge relevantne pravne aspekte. Pružanjem sveobuhvatne obuke o ovim ključnim aspektima, cilj je osnažiti startape alatima i uvidima potrebnim za osiguranje pravne usklađenosti i smanjenje potencijalnih rizika, čime se podstiče njihov rast i održivost u poslovnom okruženju Bosne i Hercegovine. Pored toga, pravni i poreski stručnjaci pružit će individualno mentorstvo i podršku svakom timu dok se upuštaju u svoje poduzetničke putove. Stoga, ovaj Javni poziv traži angažovanje pružatelja usluga koji posjeduje potrebno znanje i stručnost za razvoj i dostavljanje odgovarajućeg obrazovnog programa, kao i pružanje neophodnih mentorskih usluga.

3. Obim posla

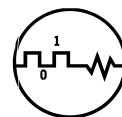
3.1 Osobno oblikovanje programa obuke u trajanju od 1 dana o pravnim i poreskim zahtjevima za nastajuće poslovne poduhvate

- Razviti sveobuhvatan kurikulum koji obuhvata sve relevantne pravne zahtjeve i izazove s kojima se susreću startapi u Bosni i Hercegovini.
- Kreirati obuke module koji će se baviti ključnim područjima poput procedura licenciranja, poreskih propisa, prava intelektualnog vlasništva, ugovornog prava i drugih pravnih aspekata specifičnih za startape.
- Razviti obrazovne materijale koji su privlačni i informativni, uključujući prezentacije, priručnike, studije slučaja i praktične vježbe, kako bi se olakšalo efikasno učenje tokom obuka.
- Osigurati da su svi obrazovni materijali prilagođeni potrebama i nivoima stručnosti nastajućih startapa i usklađeni s ciljevima Terms of Reference (TOR).

Nivo angažovanja: 1.5 dana

3.2 Realizacija programa obuke

- Održati cjelodnevne obuke s dva tematska modula, svaki trajanja otprilike 4 sata, koristeći interaktivne metode podučavanja, poput predavanja, grupnih diskusija, studija slučaja i vježbi uloga, kako bi se učesnike angažiralo i poboljšalo njihovo razumijevanje pravnih koncepata.
- Facilitirati aktivno učešće i angažman učesnika tokom obuka, podstičući pitanja, diskusije i dijeljenje znanja među kolegama.
- Implementirati evaluacijske mehanizme kako bi se procijenila efikasnost programa obuke i prikupili povratne informacije od učesnika o sadržaju, dostavi i ukupnom iskustvu učenja.





- Održavati detaljne zapise o programu obuke, uključujući liste prisutnosti, obrasce za povratne informacije učesnika i sve ostale relevantne dokumentacije.
- Pripremiti sveobuhvatan izvještaj koji sažima aktivnosti obuke, ključne uvide i preporuke za dalje radnje ili podršku za učestvujuće startape.

Nivo angažovanja: 1.5 dana

3.3 Održavanje klinike za mentorstvo u trajanju od 1 dana

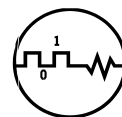
- Organizovati i sprovesti kliniku za mentorstvo u trajanju od 1 dana kako bi se pružila individualizirana podrška i vođenje u rješavanju specifičnih pravnih problema ili izazova s kojima se suočavaju učestvujući startapi.

Nivo angažovanja: 1.5 dana

4. Minimalni kriteriji podobnosti i kvalifikacije

Podobnost i kvalifikacija će se ocjenjivati na osnovu statusa zadovoljava/ne zadovoljava.

| Predmet | Kriterij | Zahtjev za podnošenje dokumenta |
|----------------------------|--|--|
| PODOBNOST | | |
| Pravni status | Pružalac usluge je registrovano pravno lice sa potrebnim profesionalnim profilom. | Priloženi su pravni registracijski dokumenti. |
| Profil pravnog lica | Pružalac usluge mora imati portfelj prethodnih angažmana koji odgovaraju zahtjevima ovog zadatka, uključujući najmanje tri slična angažmana u posljednjih pet godina. | Profil kompanije, koji ne smije prelaziti 5 (pet) stranica, uključujući štampane brošure i kataloge proizvoda relevantne za robu/usluge koje se nabavljaju. Predaja relevantnih dokumenata koji potvrđuju zadovoljavajuće isporuke rezultata dostavljena. |
| Kvalifikacije | | |
| Prethodno iskustvo | Pružalac usluge mora imati ključnog pravnog stručnjaka sa najmanje 7 godina relevantnog iskustva i jednog finansijskog stručnjaka sa najmanje 7 godina relevantnog iskustva. | Biografije predloženih stručnjaka. |





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the European Union



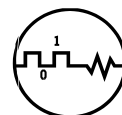
german
cooperation
DEUTSCHE ZUSAMMENARBEIT

| | | |
|---------------------------|---|---|
| Finansijsko stanje | Ponudač mora pokazati trenutnu stabilnost svog finansijskog stanja. | Bilans stanja i bilans uspjeha za 2022. i 2023. godinu i/ili drugi relevantni dokumenti koji potvrđuju trenutnu stabilnost finansijskog stanja. |
|---------------------------|---|---|

5. Zadaci i raspored plaćanja

Hub očekuje da će zadatak biti u potpunosti završen do 30.04.2024. godine, u skladu sa rasporedom u nastavku:

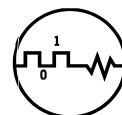
| Rezultat zadatka | Isporuka | Plaćanje % | Uvjeti za plaćanje |
|--|---|------------|--|
| Zadatak 1: Priprema obuke – 1.5 dana | <ul style="list-style-type: none"> • Obuhvatna nastavna struktura koja obuhvata sve relevantne pravne zahtjeve i izazove s kojima se susreću startapi u Bosni i Hercegovini. • Nastavni moduli koji pokrivaju ključna područja poput procedura za dobijanje dozvola, poreskih propisa, prava intelektualne svojine, ugovornog prava i drugih pravnih razmatranja specifičnih za startape. <ul style="list-style-type: none"> • Materijali za obuku, uključujući prezentacije, radne listove, studije slučaja i praktične vježbe, kako bi se olakšalo efikasno učenje tokom obuka. | 33% | <p>U roku od trideset (30) dana od dana ispunjenja sledećih uslova:</p> <p>a) Klijentovo pismeno prihvatanje (tj., ne puko primanje) kvaliteta rezultata; i b) Prijem računa od Dobavljača usluga.</p> |
| Zadatak 2: Sprovođenje obuke – 1.5 dana | <ul style="list-style-type: none"> • Izveštaj o sprovođenju obuke • Izveštaj o evaluaciji polaznika | 33% | |
| Zadatak 3: Sprovođenje klinike za mentorstvo – 1.5 dana | <ul style="list-style-type: none"> • Individualno vođenje i podrška za rješavanje specifičnih pravnih pitanja ili izazova sa kojima se suočavaju svi učesnici startapa. | 33% | |





7. Rok za predaju

Zainteresovana pravna lica su dužna da dostave ponude na ovaj poziv sa svom pratećom dokumentacijom u periodu od **01.04.2024. godine do 09.04. 2024. godine, u 23:59 sati**. Sve ponude se dostavljaju elektronskim putem na sljedeću e-mail adresu: *info@ssst.edu.ba*, sa napomenom: *Nabavka pravnih i poreskih obuka i mentorskih usluga za 5 startapa u zdravstvu, br. 11/24 Poziv za podnošenje ponuda*.





Obrazac finansijskog prijedloga – 11/24

| | |
|-----------------|--------|
| NAZIV PONUĐAČA: | Datum: |
|-----------------|--------|

Ponuđač je dužan pripremiti finansijsku ponudu u formatu navedenom u nastavku i dostaviti je zajedno s ostalim traženim dokumentima.

Valuta ponude: (navesti valutu)

Tablica 1: Sažetak ukupnih cijena

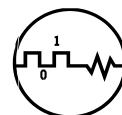
| | Iznos(i) |
|--|----------|
| Stručne naknade (iz tablice 2.) | |
| Ostali troškovi (iz tablice 3) | |
| Ukupni iznos finansijske ponude | |

Tablica 2: Iznosi profesionalnih naknada

| Naziv | Pozicija | Stopa naknade | Br. dana/mjeseci/ sati | Ukupni iznos |
|---|----------|---------------|------------------------|--------------|
| | | A | B | C=A-B; |
| U zemlji | | | | |
| Ukupan iznos profesionalnih naknada: | | | | |

Tablica 3: Iznosi ostalih troškova

| Opis | UOM | Količina | Jedinična cijena | Ukupni iznos |
|-----------------------------|---------------|----------|------------------|--------------|
| Međunarodni letovi | Putovanje | | | |
| Terenski dodatak | Dan | | | |
| Drugi putni troškovi | Putovanje | | | |
| Troškovi lokalnog prijevoza | Okvirni iznos | | | |
| Gotovinski izdaci | | | | |



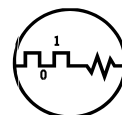


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| | | | | |
|--------------------------------|--|--|--|--|
| Ostali troškovi: (navesti) | | | | |
| Total ostalih troškova: | | | | |





Tablica 4: Iznosi cijene po predmetu isporuke/aktivnosti

| Rezultat Opis aktivnosti | Vrijeme osoba/dani | Profesionalne naknade | Ostali troškovi | Ukupno |
|-------------------------------------|-------------------------------|------------------------------|------------------------|---------------|
| Rezultat 1 | | | | |
| Rezultat 2 | | | | |
| Rezultat 3 | | | | |
| | | | | |

Potpis ovlaštene osobe:

Pečat:

