



Marousi, 20/05/2015

Ref. No.: 2158

**HELLENIC CENTRE FOR DISEASE  
CONTROL & PREVENTION (HCDCP)**

**MINISTRY OF HEALTH**

Department: Financial Management

Office: European Programmes Management

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**Call for expressions of interest and submission of proposals for the provision of services, under a contract for services governed by private law, in the context of implementation, with the use of own resources, of sub-project 1 "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" of operation "Development of the Hellenic Cancer Registry" with code MIS 464106**

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The Hellenic Centre for Disease Control and Prevention (HCDCP), which is a Legal Entity governed by Private Law based in Athens, having regard to:

- Article 26 of Law 2071/1992: Establishment of the Hellenic Centre for Infectious Diseases Control (HCIDC)
- P.D. 358/1992: Organization, operation and responsibilities of the Hellenic Centre for Infectious Diseases Control (HCIDC)
- Decision Y1/oik.5028/2001- Government Gazette Issue B No. 831/ 29-6-2001: Internal rules of operation of the Hellenic Centre for Infectious Diseases Control (HCIDC)
- Article 20 of Law 3370/2005 (Government Gazette Issue A1 No. 176 -11/7/2005) Renaming of the



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Ένωσης



Hellenic Centre for Infectious Diseases Control (HCIDC) into Hellenic Centre for Disease Control and Prevention (HCDCP) and par. 2 of the above article "The Hellenic Cancer Registry, which was supervised by the Directorate of Public Health of the Ministry of Health and Social Solidarity, will be incorporated into HCDCP".

- Decision No. DY1d/oik.22058/11-03-2014) of the Minister of Health for the appointment of a Board of Directors for HCDCP
- Law 2690/ 1999 "Ratification of the Administrative Procedure Code and other provisions"(Government Gazette Issue A No. 45 /1999) as amended and in force
- Law 3527 (Government Gazette Issue A No. 25/09-02-2007)( § 23a) article 3 Ch. B) "Ratification of agreements in favour of legal entities supervised by the Ministry of Health and Social Solidarity and other provisions"
- Law 4024/2011 "Pension regulations, uniform pay scale - grading system, labour reserve and other provisions for the implementation of the Medium-term Fiscal Strategy Framework 2012–2015"
- Law 4110/2013 article 23 § 2 and the amendments to the Code of Tax Recording of Transactions which resulted thereof
- Certificate No. 9446/F 305.23/NSRF confirming the administrative sufficiency of the Organization issued by the Special Service for the Sector of Health & Social Solidarity
- Law 3614/2007 'Management, control and implementation of development interventions for the programming period 2007-2013' (Government Gazette Issue A No. 267), as amended by Law 3840/ 2010 (Government Gazette Issue A No. 53/ 31 – 3 – 2010) Decentralization, Simplification and Strengthening of the Effectiveness of the Procedures of the NSRF for 2007-2013 and Other Provisions".
- Ministerial Decision No. 14053/EYS 1749/27-03-2008 (Government Gazette, Issue B No. 540/27-3-2008) on a Management System, as amended and in force, including Decision No. 5058/EYTHY 138 (Government Gazette, Issue B No. 292/15-2-2013), as in force.
- The Procedures Manual for the Management and Control of Co-Funded Operations in accordance with the requirements of Reg. 1828/2006 (Document No. 23105/GDAAP 4632/23.5.2008), as in force.
- The Manual for the Implementation of Operations with the use of own resources in the context of O.P. "Human Resources Development 2007-2013"
- Notice No. 16 of an open call by the Special Service for the Sector of Health & Social Solidarity, Intermediate Managing Authority for O.P. "Human Resources Development 2007-2013" with ref. No. 2429/2-09-2011

- Article 20 par. 2 of Law 3370/2005, Government Gazette, Issue A No.176/11.07.2005,"The Hellenic Cancer Registry, which was supervised by the Directorate of Public Health of the Ministry of Health and Social Solidarity, will be incorporated into HCDCP".
- Ministerial Decision No. G.P.oik. 123693/6-10-2010 of the Minister of Health and Social Solidarity which replaces Ministerial Decision No. 56495/14-04-2009 entitled "Approval of the feasibility and priority of actions undertaken in the context of the implementation of policies promoting public health".
- Decision No. 594/22-02-2012 for the Inclusion of the operation "Development of the Hellenic Cancer Registry" in the Operational Programme "Human Resources Development 2007-2013" under Thematic Priority Axes 13,14 and 15. The operation is financed by the European Social Fund.
- Document No. 4442/30-09-2013, referring to the 3<sup>rd</sup> amendment to the horizontal operation "Development of the Hellenic Cancer Registry" with code MIS 372887
- Notice No. 4729/18-10-2013 referring to the withdrawal of the decision for inclusion of operation "Development of the Hellenic Cancer Registry" with code MIS 372887 in the Operational Programme "Human Resources Development"
- Notice No. 5204/22-11-2013 of an open call (code 2) for proposals for the Operational Programme "Public Administration Reform 2007 – 2013" for the submission of proposals under the Priority Axis "Upgrading of the quality of public policies by improving the regulatory framework and redesigning structures and procedures"
- Certificate No. 5269/28-11-2013 for the inclusion of horizontal operation "Development of the Hellenic Cancer Registry" with code MIS 464106 in the Operational Programme "Public Administration Reform 2007 – 2013"
- Opinion No. 5302/F. Proegk.464106\_1/11-12-2013 of the Special Service for the Sector of Health & Social Solidarity on the draft decision for the implementation of sub-project 1 entitled "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" of operation "Development of the Hellenic Cancer Registry"
- The resolution of the 16th Meeting of the Board of Directors of HCDCP dated 16-12-2013 approving and consenting to the draft decision on the use of own resources for sub-project 1 entitled "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" of operation "Development of the Hellenic Cancer Registry"

## CALLS THE PARTIES INTERESTED IN WORKING UNDER A "CONTRACT FOR SERVICES GOVERNED BY PRIVATE LAW"

to submit anew expression of interest to be employed under a contract for services governed by private law and provide services in the context of the implementation of sub-project 1 entitled "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" of operation "Development of the Hellenic Cancer Registry", which falls under the O.P. "Public Administration Reform 2007 – 2013". This is a co-funded project, financed by the European Social Fund (ESF) and the national budget.

### AN OVERVIEW OF THE SUB-PROJECT

#### Scope

The sub-project involves the organization and operation of the Hellenic Cancer Registry (HCR), which is a systematic collection of data on new cancer cases, among all age-groups and the entire population of Greece, from primary and secondary sources of the Public and Private Sector. The HCR is the main source of information helping to plan a national strategy and policy for cancer.

Data will be collected by all public and private hospitals in Greece, in order to create a complete register of cancer cases and draw reliable population-based conclusions. Health officials, mainly health visitors, already employed as permanent hospital staff, will carry out the registrations and will act as "cancer registrars". The registrars will have a responsibility to collect the data required by the HCR, enter the collected data in a single, web-based information system and work closely with the Oncology Committees of the Hospitals and Private Clinics. The registrars will keep an open line of communication with HCR's office in HCDCP, so as to be able receive continuous support, education and training.

HCR has obtained an authorization by the Hellenic Data Protection Authority and operates in accordance with current legislation on confidentiality and the handling of sensitive personal information about patients.

The specific objectives of the sub-project, which will contribute in achieving the overall objective, are:

- Register new cancer cases on an annual basis,
- Monitor morbidity and mortality caused by cancer in the different areas of the country in a longitudinal manner.
- Classify cases according to stage at the time of diagnosis and evaluate the timely diagnosis of the disease at a national and regional level,
- Draw conclusions on the initial treatment strategies used for cancer patients,

- Follow-up the disease and interconnect with the Hellenic Statistical Authority (ELSTAT), the National Organization for Health Care (EOPYY) and, eventually, the Health Care Map,
- Interconnect with screening programmes against cancer,
- Prepare and publish an annual report for the Ministry of Health, providing information on the frequency of cancer cases, mortality rates and the course of the disease in Greece,
- Carry out and promote research in order to acquire specialized knowledge of risk factors, in their diagnosis and natural evolution, as well as the results of treatment, in order to improve prevention measures and provide high-standard care and treatment,
- Provide training, guidelines, support and any other type of assistance to the registrars of the Hospitals and the Hospital Oncology Committees in the private and public sector so as to allow them to perform their tasks in the most effective manner,
- Constantly provide adequate information and evidence to health agencies, institutions and organizations, health professionals and scientists, lobbies and the public in general, about cancer and any measures which could contribute in preventing the disease,
- Exchange information with and provide anonymous comparable data to international organizations, such as WHO, IACR,

Sub-project 1 "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" includes the following specific actions:

- i. Action 1: Describe the current state of affairs in Greece as regards cancer.
- ii. Action 2: Design and Develop a HCR documentation on the basis of international standards
- iii. Action 3: Train new Codifiers, support the network of registrars and codify the cancer cases recorded in the Registry
- iv. Action 4: Train the registrars
- v. Action 5: Train the permanent staff of HCR
- vi. Action 6: Prepare and carry out studies
- vii. Action 7: Ensure the scientific monitoring of the project
- viii. Action 8: Design and develop a quality control programme for the available data.
- ix. Action 9: Develop an information security management system in compliance with ISO/IEC 27001:2013.
- x. Action 10: Other services

## DETAILED JOB DESCRIPTIONS OF SPECIALISTS

We hereby invite anew all interested parties to study the short description of the project and submit their Expressions of Interest in the form of an application (see annex I) to be employed as scientific expert under a contract governed by private law and produce the deliverables set out in the relevant decision

for the implementation of the project with the use of own resources or some or the entirety of the interim deliverables that will precede the final deliverables during the implementation of the proposal, so that the following positions are covered:

	POSITION CODE	SPECIALTY	EMPLOYMENT STATUS	NUMBER OF PERSONS
TEAM OF SPECIALISTS	EP-EAE	Expert in foreign registries	Contract Services for	2

The detailed qualifications required for the above positions and any additional qualifications desired are described below:

#### TEAM OF SPECIALISTS

##### Specialties:

-Expert in foreign registries (CODE: EP-EAE)

##### Scope:

With regard to the scientific monitoring of the project, a Team of specialists will be created, which will be monitoring the project throughout the whole period of its implementation. The team will consist of an expert in public health issues and two internationally acclaimed experts from foreign Cancer Registries, all of them employed as freelancers. Among others, the team will be called upon to:

- Monitor and evaluate the progress and success of the project at regular intervals, on the basis of the technical specifications and the time-schedule that were defined when the project was designed, and intervene by making corrections, whenever it is necessary and possible.
- Prepare annual progress reports presenting the data collected, a statistical analysis of the results, the issues identified and the corrective actions implemented.

The eligibility criteria on the basis of which the applicants will qualify for two (2) positions of Expert in foreign registries with **CODE: EP-EAE** are as follows:

##### **Minimum required qualifications:**

- Undergraduate Degree in Science or in Health Science
- At least two years of experience as Director-Head of Cancer Registry
- Doctorate Degree in epidemiology, oncology, public health or in similar research fields
- Fluency in the English language

### **Additional desired qualifications**

- Participation in epidemiological studies for cancer
- Publication of scientific papers in highly acclaimed international journals or other publications of recognized value (e.g. monographs, books) attesting to a rich research background in the field of cancer

### **EVALUATION PROCESS**

The applications will be reviewed by an evaluation committee which will consist of three members and will be set up for this purpose. The committee will evaluate the candidates on the basis of the required and desired qualifications as listed per specialty in this call. The Committee will have the right to request supplementary information and clarifications as regards the supporting documents submitted by the candidates or even the submission of additional documents if it is deemed necessary. It should be noted that this Call for expressions of interest and submission of proposals for the provision of services is not a tender and the parties selected will be employed under a contract for services following acceptance of their proposal and not recruited as staff. When the evaluation process is completed a "ranking list" or "list of successful candidates" will be published on the HCDCP website, while all successful applicants will be notified personally. In the event of any applicants being considered of equal merit, preference will be given to the proposal of the applicant who has the longest research experience.

**It should be noted that the candidates who do not have the minimum required qualifications will be automatically excluded from further evaluation.**

### **GROUND FOR REJECTION OF EXPRESSIONS OF INTEREST**

We shall not consider any expression of interest from applicants who:

1. Have been convicted for felony and have been imposed a sentence for theft, embezzlement (common or in service), fraud, extortion, forgery, bribery, suppression, infidelity in service, breach of duty, malicious calumny, crime against sexual freedom or financial exploitation of sexual life.
2. Have been indicted under a final bill for felony or misdemeanour for the offences of item 1, even if the offence is statute-barred.
3. Have been disenfranchised due to the above conviction, for the whole duration of such

disenfranchisement.

4. Are under privative judicial support (full or partial), auxiliary judicial support (full or partial) or combined judicial support.
5. Are not healthy in accordance with the provisions of article 7 of Law 3528/2007 Government Gazette Part A No 26).
6. Have been dismissed due to a disciplinary offence.

## TEAM OF SPECIALISTS

Schedule of the evaluation criteria for the position of Expert in foreign registries (EP-EAE)		
No.	Evaluation criteria	Available points
1	Undergraduate Degree in Science or in Health Science	
2	At least two years of experience as Director-Head of Cancer Registry	
3	Doctorate Degree in epidemiology, oncology, public health or in similar research fields	
4	Fluency in the English language	
Additional desired qualifications		Up to 100
1.	Participation in epidemiological studies for cancer	50
2.	Publication of scientific papers in highly acclaimed international journals or other publications of recognized value (e.g. monographs, books) attesting to a rich research background in the field of cancer	50

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## SUPPORTING DOCUMENTS

The interested parties must submit the following supporting documents:

- ✓ Expression of interest form (see annex I)



- ✓ Curriculum vitae in English language
- ✓ Copies of degree certificates
- ✓ Copy of both sides of the identity card or, if an identity card is not available, a copy of the main pages of their passport, i.e. those including the passport number, as well as the holder's personal details and picture.
- ✓ Authorization to practice a profession (if applicable)

Remarks:

- Certificates and attestations from foreign countries must be certified and officially translated into Greek or English.
- Candidates must include their scientific papers in the curriculum vitae, stating the title and the name of the journal in which they were published.
- In order to prove their professional experience the candidates must provide an attestation from the organization in which they acquired such experience or a reference letter or a solemn declaration certifying their experience.
- All supporting documents issued by Greek public services must be legible copies of the original documents All supporting documents issued by private entities or foreign authorities must be legible copies of the original documents certified by a lawyer or public authority.

**REMUNERATION AND DURATION OF EMPLOYMENT**

Employment will start as of the date of signature of the contract and will end on 30/11/2015. The budgeted amount of remuneration (including VAT) per person is provided in the following table:

POSITION CODE	SPECIALTY	EMPLOYMENT STATUS	COST INCLUDED) (VAT
EP-EAE	Expert in foreign registries	Contract Services for	21.648,00 €

**TYPE OF CONTRACT**

The successful applicants will be employed under a contract for services governed by private law, from the date of signature of the contract until the date when the operation ends, i.e. 30/11/2015, and will provide services in the context of the implementation of sub-project 1 "Redesigning and Developing the HCR in the hospitals and private clinics of Greece" in the framework of operation

"Development of the Hellenic Cancer Registry" with code MIS 464106 of the O.P. "Public Administration Reform 2007 – 2013".

### **SUBMISSION OF EXPRESSIONS OF INTEREST**

The interested parties may submit application expressing their interest (in a closed envelope) either by hand, in person or through an authorized representative, provided that they have signed the authorization and their signature has been authenticated by a state authority, or by post, by registered letter addressed to the Secretariat of HCDCP, 3-5, Agrafon Str., Marousi, P.C. 15123. When an expression of interest is sent by post, it will be considered timely filed if the envelope was postmarked on or before the due date. The envelope will be unsealed and attached to the application form.

### **SAMPLE MARKING OF THE ENVELOPE OF THE EXPRESSION OF INTEREST**

#### **EXPRESSION OF INTEREST**

Hellenic Centre for Disease Control and Prevention (HCDCP)  
3-5, Agrafon Str., 15123, Marousi

Regarding:

Call for expressions of interest and submission of proposals for the provision of services under a contract for services governed by private law, in the context of the implementation with the use of own resources of sub-project 1 **"Redesigning and Developing the HCR in the hospitals and private clinics of Greece"** of operation "Development of the Hellenic Cancer Registry" with Ref.No. ....../...../...../2015.

Return address: .....

**NOT TO BE OPENED BY THE POSTAL SERVICE OR THE SECRETARIAT**

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The deadline for applications will be within eighteen (18) days from the data following publication of the Call for Expressions of Interest on the website of HCDCP and will expire on **2/06/2015** at **15:00**. The expression of interest form has been published on the HCDCP website. <http://www.keelpno.gr> (under Call for Tenders) and on the website of the Special Service for the Sector of Health & Social Solidarity <http://www.ygeia-pronoia.gr> (under Projects/Calls for Proposals for Recipients' Projects)

By submitting their Expression Of Interest and their CV, the interested parties fully accept the terms and conditions of this call for expressions of interest and fully understand that the selection procedure may be interrupted, suspended or repeated with the same or a different content by decision of the awarding authority without them being entitled to any claim against the awarding authority.

The President of HCDCP

Prof. Emer. Athanasios L. Giannopoulos

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## **ANNEX I**

### **SAMPLE EXPRESSION OF INTEREST FORM - PROPOSAL FOR EMPLOYMENT**

#### **PROPOSAL UNDER THE CALL FOR EXPRESSIONS OF INTEREST FOR POSITION CODE: .....**

Last name :

First name :

Father's name :

Telephone or mobile number :

E-mail :

Date of birth :

Nationality :

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I submit my proposal for Position Code: .....

I solemnly declare that:

- A) I accept the terms and conditions of Call for Expressions of Interest No. ....../.....-.....-2015 for the submission of proposals for Position Code: .....
- B) I have available all the supporting documents attesting to what I hereby declare (originals or certified copies)
- C) I am not impeded in any way from undertaking the project and collecting the agreed remuneration and, if this is not the case, I will ensure that any such impediment is removed for this purpose, as soon as my proposal is declared successful.

Date: ....../...../2015

Name

Signature



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