

REQUEST FOR PROPOSALS

Development of comprehensive multi-year plans for immunization (cMYP) in Pakistan

I. BACKGROUND

In order to strengthen routine immunization, to estimate required resources and to ensure the financial sustainability of immunization programmes, countries are encouraged to develop comprehensive multiyear plans (cMYP) for immunization, including costing and financing components. cMYP developed in line with broader health plans, and other related plans agreed by EPI partners, (where applicable) and approved by governments are crucial instruments for the implementation of the Global Vaccine Action Plan (GVAP)/ Regional vaccine action plans in countries and for achieving immunization targets both at country and WHO regional and global level.

In order to support countries in the development of their immunization plans, WHO and UNICEF in collaboration with other partners have developed guidelines for developing cMYP as well as guidelines and user-friendly tools for costing and financing cMYP to facilitate countries in this process¹. As national immunization programmes complete each step in the process, the programmes should ensure that plans meets national and global goals, respond to national policies and priorities, and generate estimates of resource requirements.

WHO has been providing technical support to countries that indicated the need for assistance in the cMYP process, including the involvement of potential consultants. WHO/HQ therefore Request For Proposal (RFP) from potential consultants/ firms , as outlined in this document. For this purpose selected candidates/firms will facilitate and be part of country teams developing cMYP.

II. SCOPE OF WORK

Selected consultants/firms, after signing of mutually agreed contract, will be required to:

1. Assist Pakistan to develop for the period 2019–2023, 8 stand-alone Provincial, Area cMYPs for the 4 provinces (Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan), 4 areas (FATA, AJK, Gilgit-Baltistan, Islamabad – ICT & CDA), one for federal EPI and finally one National cMYP consolidating all the provincial area and federal cMYPs: a total of 10 cMYPs. This will entail, thorough discussions with stakeholders at various levels, through workshops and/or interviews, data analysis, filling the corresponding cMYP costing and financing tool with data and making necessary financial analysis, in line with WHO/UNICEF guidelines.

¹ http://www.who.int/immunization/programmes_systems/financing/tools/cmyp/en/

2. Undertake quick assessment of cMYP 2014-18 development process and of the utility of cMYP 2014–18 at various level.
3. Develop a general guideline for root cause analysis for use also in other countries.

The following Terms of Reference apply for consultants/firms:

1) Desk Review and remote support

- a) Review key immunization programme documents or evaluations produced in the last five years by government, EPI partners or other relevant agencies pertinent to cMYP, including existing cMYP and costing and financing tool health sector plans, etc., that the country EPI programme/cMYP working group should make available to the consultants;
- b) Identify components of the national health plan that relate to immunization and that need to be expanded and elaborated in the cMYP
- c) Develop data collection tools (both quantitative and qualitative, both at central provincial and below levels) for collection of information by the national/provincial/area cMYP team, designated by respective authorities;
- d) Prepare guidance note for the country and provincial/area regarding preparation for the purpose of developing cMYP.
- e) Review remotely the country preparedness for undertaking the cMYP development exercise and advise if further preparation is required.

2) In-country mission(s)

- a) Rapid assessment of lessons learned from previous cMYP development process, utilization of cMYP by various level, through structured questionnaire and selected interviews.
- b) Develop technical material, and act as facilitator(s) in national and provincial workshops for development of new cMYP;
- c) Analyse the current situation and key issues of the national immunization programme addressing coverage and equity, through root cause analysis, to be addressed in the development of new cMYP;
- d) Analyse current situation of measles/rubella and MNT elimination and assist in developing a comprehensive five year (2019-2023) strategic plan for improvement in routine immunization coverage addressing equity along with supplementary immunization activities as required and introduction of new vaccine(s).
- e) To assist and provide training to EPI programme and country/provincial teams to collect data, populate and analyse the cMYP costing & financing tool;
- f) Contribute in drafting cMYP in accordance with the WHO/Unicef guidelines (2013);
- g) Identify current budget gaps and propose options to ensure operational aspects for strengthening routine EPI , introduction of new vaccines, supplementary immunization activities and surveillance for vaccine preventable diseases;
- h) Analyse the impact of the transition phases of Gavi support on the financial sustainability of the immunization program considering existing and upcoming new vaccines introduction.

- i) Work in collaboration with other partner agencies and facilitate stakeholders consultations in the cMYP development throughout the process.
- j) Develop slide deck for de briefing presentations for all the cMYPs

3) Guidelines for root cause analysis for situation analysis

- a) Develop a framework for conducting in depth situation analysis based on root cause analysis
- b) Test the approach in Pakistan
- c) Finalize guidelines on root cause analysis for conducting situation analysis in cMYP development in other countries.

III. DELIVERABLES

- 1) Comprehensive Multi Year Plan (cMYP) developed in Pakistan, consisting of Provincial-area cMYPs and federal cMYP and finally a consolidated National cMYP, including individual provincial-area and federal cMYP costing and financing tools and a consolidated National cMYP costing and financing tool as described above.
- 2) A comprehensive report on review of the current cMYP (2014-18) addressing its utility at various level and lessons learned.
- 3) Guidelines on root cause analysis for conducting situation analysis in cMYP development finalized.

Selected consultants/firms will report to the Technical Officer focal point for immunization financing in IVB/EPI of WHO/HQ and will work in close collaboration with WHO EPI Medical officer Pakistan

IV. SUBMISSION OF PROPOSAL

WHO is inviting proposals for the execution of the above work by firms or individual consultants.

a. Requirements:

- At least five years of proven experience or training in developing comprehensive multi-year plans for immunization;
- Demonstrated familiarity with immunization programs and associated issues, particularly WHO's global and regional activity in immunization;
- Demonstrated experience in working in low-resource or developing country settings;
- Background in economics and financing is a strong asset;
- Experience in public health and/or development program evaluation;
- Proven capacity to generate highly professional English language reports and develop debriefing presentations;
- High proficiency with Excel.

b. Essential proposal content:

- Cover letter/statement of interest justifying candidacy and how the above requirements are met;
- CVs of proposed project personnel;
- Description of the company/firm (if that is the case);
- Descriptive proposal for undertaking of the assignment;
- Annotated Budgets, separating proposed fees from travel/reimbursable costs, for i) individual country support, ii) participation to workshop and iii) remote review of cMYP costing & financing tools.

c. Submission deadline:

All proposals, length of 3-7 pages - including budget, must be sent by **Monday 22 January 2018** in electronic format to:

Claudio Politi
IVB/EPI
World Health Organization
20, Avenue Appia
CH-1211 Geneva 27, Switzerland
E-mail: politic@who.int

d. Award of contract:

The award shall be made to the bidders whose proposal best meet the requirements of the request for proposals in terms of demonstrated expertise, quality and cost. The evaluation of proposal will attribute 70% of the scores to the technical proposal and 30% of the scores to the financial proposal. The criteria for the evaluation of the technical proposal will include (scores from 1 to 10 points): i) overall methodological framework, ii) coherence of approaches to develop Provincial-Area, federal cMYPs and consolidated National cMYP,; iii) previous experience in assisting countries to develop cMYPs; and iv) timeframe proposed.

Consultants and team members will be required to demonstrate the absence of any conflict of interest.

WHO reserves the right to contact bidders subsequent to submission of proposals and prior to award for clarifications. Revisions may be permitted after submission of a proposal, and prior to award.

WHO reserves the right to reject any or all proposals submitted.

WHO shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its proposal.