



**World Health
Organization**

Request for Proposals (RFP)

Bid Reference

ivb/gvap/medical_writer/18.

Unit Name

IVB/DO

Purpose of the RFP:

Competitive bidding process for Medical Writer to support the World Health Organization (WHO), Department of Immunization, Vaccines and Biologicals (IVB) to write the Annual Assessment report of the Global Vaccine Action Plan between 2018-2021

Closing Date:

[06/03/2018]



The World Health Organization (WHO) is seeking offers for a Medical Writer. Your Company Institution is invited to submit a proposal for the services in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

1. Requirements

WHO requires the successful bidder, to carry out the writing of the Annual Assessment Report of the Strategic Advisory Group of Experts (SAGE) on Immunization for the Global Vaccine Action Plan (GVAP) from 2018 to 2021. .

See attached detailed Terms of Reference for complete information.

The successful bidder shall be a for profit / not for profit institution operating in the field of public health communications and journalism with proven expertise in writing effectively for WHO, in the field of immunization and vaccines ..

Bidders should follow the instructions set forth below in the submission of their proposal to WHO.

2. Proposal

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal should be concisely presented and structured to include the following information:

The mission of the Department of Immunization, Vaccines and Biologicals (IVB) is to work towards a world in which all people are vaccinated against vaccine preventable diseases. The overall work of the department is distributed in three main areas:

1. Initiative Vaccine Research Team (IVR) that provides leadership on the research activities to develop new or improve vaccines against diseases of public health importance and to facilitate their introduction and use.
2. Immunization policy that provides guidance and norms for vaccine roll-out.
3. The Expanded Programme on Immunization Team (EPI) aimed at maximizing access to high quality immunization services, strengthen surveillance systems, and establishes links to other interventions.

Proposed Approach/Methodology

The medical writer is expected to familiarize with the work of the IVB department, read all documents provided by the Secretariat, participate in 6-8 conference calls of the SAGE GVAP working group (scheduled between June to August, maximum duration of each call is one and a half hours), participate and moderate the SAGE GVAP WG meeting, over three days. In addition, preparatory discussion with the WHO Secretariat will take place one day before and after the working group meeting, in-person, in Geneva. To be noted that the SAGE GVAP WG meeting is scheduled once a year, for three days, the end of August or during the first week of September, of every year. These dates will be communicated in advance. Based on the recommendations made by the group of experts, the discussions and presentations made during the calls and the meeting, the writer is expected to develop the yearly assessment report of progress made towards the GVAP goals, in close collaboration with the working group members. The report will be amended by the group of experts of SAGE at their meeting in October and adapted by the writer following which, a final version should be submitted to the Secretariat by end of October. A full set of reference documents and appropriate orientation and guidance during the process will be provided by the WHO Secretariat.



Contractual time frame

This is an Agreement for Performance of Work (APW) between WHO/IVB and the successful supplier. The agreement will be renewed on a yearly basis, based on satisfactory completion and delivery of service. For this, the WHO Secretariat will conduct a supplier evaluation report at the end of each contract. The time frame is 1 June to 31 October, for the following four years: 2018-2021.

Financial proposal – only offers meeting the RFP submission deadline and including a financial proposal will be retained. Please note that the financial proposal should be made in US\$, for a yearly contractual agreement. The costing and budget should focus only on the medical writing services, excluding travel costs. Travel to Geneva for the yearly meeting of the SAGE GVAP WG, including per-diem and flight ticket costs will be covered separately by WHO/IVB

Information which the bidder considers confidential, if any, should be clearly marked as such.

3. Instructions to Bidders

Bidders should follow the instructions set forth below in the submission of their proposal to WHO: WHO will not be responsible for any proposal which does not follow the instructions in this RFP, including this Section 3, and may, at its discretion, reject any such non-complaint proposal.

The bidder shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with WHO, making a presentation, negotiating a contract and any related travel.

WHO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

A bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than five working days prior to the closing date for the submission of offers:

Email for submissions of all queries: steffenc@who.int
(use Bid reference in subject line)

WHO will respond in writing (via email only) to any request for clarification of the RFP that it receives by the deadline indicated above. A consolidated document of WHO's responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be shared with all Bidders.

There shall be no individual presentation by or meeting with bidders until after the closing date for submission of proposals. From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

The bidder shall submit the complete proposal to WHO ,in writing, no later than **06.03.2018 at 23:59 hours Geneva time** ("the closing date"), by email at the following email address:

ivb/gvap/medical_writer/18.
(use Bid reference in subject line)

Each proposal shall be marked Ref: ivb/gvap/medical_writer/18. and be signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.



WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing before the above closing date and time.

WHO may, at its discretion, reject late bids. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal's submission and before the above mentioned closing date, provided that written notice of the withdrawal is received by WHO at the email address indicated above, before the closing date for submission of proposals.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP Requirements therefore - resulting in potential modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

All bidders must adhere to the UN Supplier Code of Conduct, which is available at the following link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf , and should submit a signed Self-Declaration Form (see attached Annex 3).

4. Evaluation

Before conducting the technical and financial evaluation of the proposals received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

Please note that WHO is not bound to select any bidder and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's general principles, including Best Value for Money, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.



WHO may, during the evaluation period, at its discretion, invite selected bidders to supply additional information on the contents of their proposal (at such bidders' own cost). Such bidders will be asked to give a presentation of their proposal (possibly with an emphasis on a topic of WHO's choice) followed by a question and answer session. If required, the presentation will be held at WHO or by tele/videoconference.

NOTE: Other presentations and any other individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.

5. Award

WHO reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
- d) Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract provided to it by WHO, and return it to WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

WHO reserves the right to publish (e.g. on the procurement page of its internet site) or otherwise make public the contractor's name and address, information regarding the contract, including a description of the goods or services provided under the contract and the contract value.



Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the contract, i.e., regardless of whether such conditions are included in the contractor's offer, or printed or referred to on the contractor's letterhead, invoices and/or other material, documentation or communications.

We look forward to receiving your response to this RFP.

Yours sincerely,
Dr Christoph Steffen.

Annexes

1. Detailed Terms of Reference
2. Vendor Information Form
3. Self-Declaration Form



Annex 1: Detailed Terms of Reference

Background

Every year, as requested by WHO Member States (MS) at the 65th World Health Assembly (WHA) in May 2012, the WHO Strategic Advisory Group of Experts for Immunization (SAGE) develops a report which is an independent review of the progress made towards the achievement of the Global Vaccine Action Plan (GVAP). The assessment report including SAGE recommendations is submitted yearly to the WHA for revision and discussion by MS.

The SAGE Global Vaccine Action Plan (GVAP) Working Group has requested, as it is the case for the Global Polio Eradication Initiative (GPEI), to have an independent secretariat in charge of writing the yearly assessment report.

General objective

The Consultant will be responsible for supporting the Department of Immunization, Vaccines and Biologicals (IVB) and the SAGE GVAP Working Group to write their Annual Assessment report 2017.

The specific project tasks will include:

- Familiarize with the background materials and documentation provided by IVB team and related to the DoV GVAP area of work.
- Participate in all preparatory teleconferences related to GVAP WG and SAGE (the estimated number of teleconferences is minimum five; time frame June to October).
- Participate in the yearly SAGE DoV Working Group meetings scheduled at the end of August or the first week of September, of every year. In 2018, the meeting dates are set to 28-30 August 2018, in Geneva; actively engage in sessions and discussion topics with the WG members.
- Remotely attend the GVAP session during the SAGE meeting, in October.
- Actively engage in discussions and during meetings with the DoV Secretariat team and the SAGE GVAP WG members to understand the needs and expectations required in the development of the SAGE GVAP Annual Assessment report.
- Draft, write, proof-read and finalize the SAGE GVAP Annual Assessment report. Ensure correctness, consistency, clarity, organization and input from both SAGE GVAP WG and SAGE members.
- Edit tables of contents, forewords, promotional materials, supplements, errata sheets and texts for covers related to the SAGE GVAP Annual Assessment Report (as necessary) to ensure the report is ready to publish.
- Together with IVB, contribute to the finalization of SAGE GVAP Annual Assessment report adaptation by the WHO Governing Bodies (Executive Board and World Health Assembly).

Deliverables

1. First draft of the SAGE GVAP Annual Assessment report – within 10 days following the SAGE GVAP face to face WG meeting. Maximum length of the report is 10,000 words.
2. Second draft of the SAGE GVAP Annual Assessment report incorporating feedback and comments from the SAGE GVAP WG – within one week following deliverable (1).
3. Third draft of the SAGE GVAP Annual Assessment report incorporating feedback and comments from the SAGE GVAP WG for submission to SAGE – 3rd week of September.
4. Final SAGE GVAP Annual Assessment report incorporating feedback and comments from SAGE by end- October. To be noted that clear deliverable dates will be set on a yearly basis depending on the dates of the GVAP WG meeting and SAGE meetings.



Experience and qualifications

- At least 8 years of experience in information and communications in an international setting, corporate communications, crisis or risk communications, communications for change management. Experience in large institutions and in a multinational environment.
- Relevant experience in public health or similar development-related communications, and/or health policy/governance communications.
- Experience in developing effective writing materials for WHO, in the field of vaccines and immunization.
- Experience working with, and coordinating with non-state actors in the field of public health.
- Strong written and verbal communication skills. Experience in writing strategy documents, documents for external dissemination, ability to grasp and communicate complex ideas and tailor them to the level of the target readership.
- Ability to convert technical writing into advocacy and action oriented points.
- Team work and excellent interpersonal and oral communication skills
- Proficiency in Microsoft Office.
- Native English speaker.
- Discretion and confidentiality.

Reference materials

- SAGE Assessment Reports of the Global Vaccine Action Plan from the previous years:
http://www.who.int/immunization/global_vaccine_action_plan/sage_assessment_reports/en/
- Global Vaccine Action Plan Secretariat Report:
http://www.who.int/immunization/global_vaccine_action_plan/previous_secretariat_reports_immunization_scorecards/en/
- The Strategic Advisory Group of Experts (SAGE) on Immunization:
<http://www.who.int/immunization/policy/sage/en/>
- The Strategic Advisory Group of Experts on Immunization (SAGE) Decade of Vaccines Working Group:
http://www.who.int/immunization/sage/sage_wg_decade_vaccines/en/
- Global Vaccine Action Plan website: http://www.who.int/immunization/global_vaccine_action_plan/en/



Annex 2: Vendor Information Form

Company Information to be provided by the Vendor submitting the proposal			
UNGM Vendor ID Number: <i>If available – Refer to WHO website for registration process*</i>			
Legal Company Name: <i>(Not trade name or DBA name)</i>			
Company Contact:			
Address:			
City:		State:	
Country:			
Telephone Number:		Fax Number:	
Email Address:		Company Website:	
Corporate information:			
Company mission statement			
Service commitment to customers and measurements used <i>(if available)</i>			
Organization structure (include description of those parts of your organization that would be involved in the performance of the work)			
Relevant experience (how could your expertise contribute to WHO's needs for the purpose of this RFP) – <i>Please attach reference and contact details</i>			
Staffing information			

* <http://www.who.int/about/finances-accountability/procurement/en/>



Annex 3: Self Declaration Form

Applicable to private and public companies

<COMPANY> (the "Company") hereby declares to the World Health Organization (WHO) that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
- g. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
- i. it adheres to the UN Supplier Code of Conduct.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

Entity Name:
Mailing Address:
Name and Title of duly authorized representative:
Signature:	
Date: