Dear Colleagues,

**Purpose of the Consultancy**

Traditional, Complementary and Integrative Medicine (TCI) team requires expertise in the areas of clinical terminology & classification, knowledge capacity building, web and database management, and traditional and complementary medicine (T&CM) database establishment and management including the design & technical contents and monitoring & coordination according to the PB 2016-2017 and the project cooperation plan between WHO and SATCM, China.

The consultant will support TCI team in developing the T&CM terminology and knowledge platform; identifying and initiating cooperation between TCI and other WHO teams; maintaining and updating the relaunched TCI web site; analysing how TCI contributes to achieving UHC and SDG3.

**Background**

The standards & norms setting and knowledge capacity building in the area of T&CM is an important part of the work in Traditional, Complementary and Integrative Medicine (TCI) in SDS department, in particular in the implementation of WHO Traditional Medicine Strategy 2014-2023 and WHA resolution on traditional medicine (WHA67.18) to address the global challenges in this area. Currently, TCI team is short of human resource particularly with expertise in the area of clinical terminology & classification, knowledge capacity building database management. The TCI team needs to be supported for the urgent on-going tasks in the area of terminologies and knowledge capacity building in T&CM, web management, and T&CM database establishment and management including the design & technical contents and monitoring & coordination according to the PB 2016-2017 and the project cooperation plan between WHO and SATCM, China.

The consultant will support the technical work of TCI unit to perform the following:

1. Support TCI in the development of T&CM terminology and knowledge platform.
   a. Coordination in the development of T&CM terminology and knowledge platform in different modalities, including terminology used in the Traditional Medicine Chapter of ICD-11.
   a. Coordination of experts and WHO Collaborating Centres for traditional medicine in the design and establishment of T&CM terminology database and knowledge platform. Coordination in maintaining and updating the TCI website in WHO, with attention to linking to the relevant websites.

2. Identify and initiate cooperative activities between TCI and other WHO teams, in particular in the areas of e-Health, Rehabilitation and Ethical issues.

3. Support TCI in analysing how TCI contributes to achieving the Sustainable Development Goal 3:
   a. Characterization of how TCI contributes to Universal Health Coverage, focusing on aspects of promotion of well-being/wellness and mental health, and linkage to SDG3.
   b. Coordination on initiating related TCI activities.
The required expertise as described above, is currently not available within the SDS department.

Please follow the instructions set forth in the Annex below in the submission of your proposal to WHO. The Annex forms an integral part of this RFP.

The proposal should be prepared and submitted in the English language and should include the following information:

- Proposed approach/methodology (1 page) according to the TORs
- Proposed time line (1 page maximum)
- Questionnaire for Bidders
- WHO Personal History Form

Proposals should be submitted to WHO in writing no later than 20th October 2017 at 17:00 hours [Geneva] [CEST] time, by email at the following address: trm@who.int
Simultaneously with submitting a proposal, please enter or update (as appropriate) your details in our new e-recruitment system Stellis: http://www.who.int/careers/en/

WHO, a public international organization consisting of 194 Member States, is dependent on contributions it receives for the implementation of its activities. You are therefore requested to propose the best and most cost-effective solution to meet WHO’s requirements.

Annex: Additional provisions applicable to the RFP

WHO may extend the closing date for the submission of proposals by notifying all bidders thereof in writing.

Any proposal received by WHO after the closing date for submission of proposals may be rejected. No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

WHO may request any bidder in writing to provide clarification of any part of its proposal. Bidders shall not be entitled to change the price or substance of the proposal during this exchange.

In its review of proposals received, WHO will give due consideration to the principles of economy and efficiency, and the responsiveness of the proposals to the needs of the project concerned. As such, WHO does not bind itself in any way to select the bidder offering the lowest price.

In addition, WHO reserves the right:

a) To award separate contracts for parts of the work or services to one or more bidders of its choice;
b) To cancel 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 provide reasons for WHO’s action;
c) To award a contract on the basis of WHO’s particular objectives to one or more bidder(s) whose proposal(s) is/are considered to be the most responsive to the needs of the Organization and the activity concerned;
d) Not to select any bidder and not to award any contract.

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 or the provision of any services.

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 or services called for under this RFP.

Bidder(s) who is/are selected by WHO to provide the services will be required to sign WHO’s consultant contract. Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract, and return it to WHO according to the instructions provided at that time. If the selected bidder does not accept the contract terms without changes, WHO has the right not to proceed and instead contract with another bidder of its choice.