

CALL FOR PROPOSALS
Technical Assistance in Strengthening
the Monitoring of Adverse Events
Following COVID-19 Vaccinations



World Health
Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional contractual partner to provide technical assistance in strengthening the monitoring of Adverse Events Following COVID-19 Vaccinations in the regional hubs in Luzon, Visayas and Mindanao, under an Agreement for Performance of Work (APW) contract.

The overall objective of this technical assistance is to strengthen and support the Regional Epidemiology Surveillance Units (RESU) in conducting clinical case investigations and building strong case summaries towards an evidence-based causality assessment through the recruitment, training and supervision of one medical officer for each of the regional hub in Luzon, Visayas and Mindanao. The recruitment and training of the Medical Officers are in coordination with the Department of Health (DOH) – Epidemiology Bureau (EB) and the WHO Country Office Philippines. The APW holder will monitor and provide operational and administrative support to the Medical Officers.

2. Background

The Philippine government through the DOH is at the implementation phase of the Covid-19 vaccination program. Enormous efforts were put together by the national, regional, local government as well as different organizations and private sectors to ensure the availability of safe, effective and quality Covid-19 vaccines. While the country aims to generate demand and improve Covid-19 vaccine uptake among the eligible population, it is crucial to build the trust and confidence in the national immunization program.

The Department of Health, through the EB, together with other agencies and WHO support have made significant progress in restoring the AEFI structure at the national level and at the same time providing an operational and assessment framework at the regional and local level. As the vaccination moves towards the community, the country needs to ensure that the end-to-end process of AEFI surveillance and response are implemented and monitored.

In order to support and capacitate the Regional Epidemiology Surveillance Units (RESU) in conducting comprehensive clinical investigation and presenting strong case summaries to the National and Regional AEFI Committee towards evidence-based causality assessment, the country needs to immediately strengthen clinical case investigation through close coordination and technical input to the medical officers and program officers assigned at the regional level.

It is important to ensure the development of the RESU in performing clinical investigations to have a longer-term resolution to establish comprehensive systemic surveillance and response for the AEFI.

3. Timeline

The implementation timeline for the project is from **15 November 2021 to 16 May 2022**.

4. Place of Assignment

Luzon, Visayas and Mindanao Philippines

5. Scope of Work

In coordination with World Health Organization Philippine Country Office the selected contractual partner shall perform the following activities:

Expected Output and Deliverables for the APW Holder:

Output 1: Inception report with detailed work plan

Deliverable 1.1. Develop a work plan and budget matrix on the recruitment of three Medical Officers.

Deliverable 1.2. Recruit three Medical Officers that will be stationed at the regional hubs in Luzon, Visayas and Mindanao, with frequent travel to regions in the assigned area.

Output 2: Provide administrative and logistical support to the medical officers when providing technical assistance to the Epidemiology Surveillance Officers at the subnational level.

Deliverable 2.1. Support the telemedicine accessibility of the Medical Officers in rendering immediate clinical response and overseeing clinical case investigation in the assigned area

Deliverable 2.2. Provide monthly operational support to officers which includes the salary disbursement, travel allowance and transportation cost. Salary, travel allowance for the officers will be based on the agreement with the DOH. Transportation cost will be provided based on the actual cost.

Deliverable 2.3. Maintain monthly activity list for the surveillance officers.

Output 3: Final report

Deliverable 3.1. Submit technical and financial reports.

The Medical Officers, upon technical guidance and close coordination with WHO Philippines Country Office and Department of Health – EB shall have the following responsibilities:

Expected Output and Deliverables of the Medical Officers:

Output 1: Support and oversee the process of clinical case investigation at the subnational level

Deliverable 1.1. Coordinate with RESUs and LESUs upon identification of unusual / serious AEFIs to provide assistance on essential data to be collected in the field depending on the prognosis of health event.

Deliverable 1.2. Compile case summary developed by RESU and provide feedback for the improvement of the case presentation to the National/ Regional AEFI Committee in a clinical conference manner.

Deliverable 1.3. Provide technical support to the RVOC on the roll out for COVID vaccination with supervisory support of monitoring the vaccination sites, data analysis on the vaccination coverage and logistics, supporting vaccine uptake as per the prioritization principle. While maintaining good partnership with the stakeholders specifically to the RESUs within the area of work and to the Epidemiology Bureau.

Output 2: Support capacity building on clinical case investigation (interview of stakeholders, documentation, reporting and preparation of dossier of investigation) and case presentation to the Epidemiology Surveillance Officers at the subnational level.

Deliverable 2.1. Performs telemedicine to provide support to the Epidemiology Surveillance Units particularly the those who do not have medical officers to oversee clinical case investigation. Promote collaboration among the investigational team and ensure functionality of each members

Deliverable 2.2. . Provides timely updates on the case investigation and causality assessment reports to EB and WHO CO PHL

Output 3: Technical report

Deliverable 3.1. Monthly activity report

Deliverable 3.2. Final technical report.

6. Qualifications

The contractual partner must fulfil the following qualifications:

- Implementing partners should be a local agency or non-government organization duly registered with the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) with at least 5 years' experience working with government agency and UN agencies;
- At least five years' experience working in the public health sector is required, conducting disease surveillance activities and generating descriptive reports;

- Have previous experience of recruiting HR's upon coordination with DOH CHD and overseeing the work output of the contracted personnel.

The Medical officers must fulfil the following qualifications:

EDUCATION

Education of Medical Officers involves:

- Essential: Doctor of Medicine Skill mix of experts with university degree in public health, health policy, medicine and allied health sciences, social sciences, development studies or related field.
- Desirable: Postgraduate degree in public health, health policy and allied health sciences, social sciences, development studies or related field.

WORK EXPERIENCE

Experience required for the Medical Officers:

- Essential: At least three (3) years working experience in public health with relevant knowledge and experience on national and facility-based surveillance system and research.
- Desirable: Relevant working experience with WHO or any UN agency, Department of Health and related stakeholders.

TECHNICAL SKILLS & KNOWLEDGE

- In-depth knowledge on the structural and operational framework of the communicable disease surveillance.
- Proficient in project strategy, planning, coordination, implementation and management skills.
- Excellent technical writing skills and able to adapt to project and demands and submit deliverables within timelines.
- Knowledge and familiarity with WHO and DOH work, relevant policies and operations is an advantage.

LANGUAGE

- Excellent verbal and written communication skills in English and Filipino

In addition, the contractual partner must have no direct or indirect interest in the tobacco industry, alcohol industry, arms dealing or human trafficking.

7. Contact Time

The work to be done under this Agreement for Performance of Work (APW) shall be completed as set out in the Terms of Reference, supported by the approved Inception Report. The contract will be completed in not more than **six (6) months** from the commencement of the Work, or otherwise as agreed in writing among the Owner and the Contractor. The work shall be done in strict compliance with the Contract, Specifications, Schedules, and all other Contract documents and all Instructions. Failure to do so shall be at the Contractor's risk and account. Submission of Bid by the Contractor shall constitute acknowledgement by the Contractor that it is aware of and concurs with all of the requirements or conditions incorporated in the Call for Proposal and the other documents.

As time is an essential element of this Contract, for failure to complete all work within the stipulated as set out in the Inception Report, the Owner shall charge the Contractor liquidated damages. This shall be in the amount of 0.5% of total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed 10% (ten percent) of the contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and also for the inconvenience caused to the users of the Work. It is understood that this is not a penalty but a fixed sum representing the liquidated damages for each calendar day of the delay. Delay shall be counted from the agreed completion date, considering further time extensions approved by the Owner, to the date of completion of work.

CONFIDENTIALITY STATEMENT

All input from Epidemiology Surveillance Units and all related documents about the support are confidential and must **NOT** be handed over to third parties. The DOH and WHO have the exclusive ownership of all documents, and only DOH and WHO have the right to disseminate any information outside the agreed project's scope.

ADDITIONAL INFORMATION:

The selected medical officers thru the contractual partner will be expected to travel to carry out mission/s, if needed.

8. Requirements for the APW contract holder:

Other requirements include copy of SEC or CDA registration, company profile including organigram and updated resume with photo of the head of company, portfolio of previous projects implemented in collaboration with LGU, government agencies and/or developmental partners.

9. Submission Requirements

Interested institutions and/or individuals should submit electronic copies of the following:

- Signed letter of intent
- Proposal with methodology, financial details and timeline
- Company profile and qualifications/curriculum vitae of the medical officers

Address all proposals to:

Dr Rabindra Abeyasinghe

WHO Representative to the Philippines
Ground Floor, Building 3, Department of
Health San Lazaro Compound
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title: **Technical Assistance on Strengthening Adverse Event Monitoring Following COVID-19 Vaccinations** to Mrs Ying Chen (chen@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contracted by WHO Philippines.

Deadline of submission of proposals is on **5 November 2021**.