1. Summary
The World Health Organization (WHO) Philippines is looking for a Technical Writer to develop the National Polio Outbreak Preparedness and Response Plan. The proposals are due by 15 January 2019.

2. Background
Since year 2000, the Philippines has been certified polio-free along with the other countries in the Western Pacific Region. Since then, the county has maintained its polio-free status despite confirmation of 3 circulating vaccine-derived poliovirus (cVDPV) outbreak in 2001, which was successfully controlled by the national Polio Balik Patak (Polio mass vaccination) campaign in 2002.

Recently, however, the country has been classified as high risk for poliovirus importation and outbreak as a result of the observed decline in the routine polio vaccination coverage resulting to a significant accumulation of susceptible and dwindling performance in the surveillance for Acute Flaccid Paralysis (AFP). In the last five years, the average coverage for the 3rd dose of routine polio vaccination is hovering around 74.6%, which resulted to an accumulation of approximately 3 Million under-five children susceptible for polio infection. This situation is conducive for the emergence of cVDPVs and could threaten the GPEI regional progress made over the past 17 years.

Polio is one of the most infectious among the vaccine-preventable diseases. The threat of an outbreak is quite serious and requires a more pro-active approach from the government. In this regard, the country need to be prepared to mitigate the risk of an outbreak before it happens or be ready to timely implement effective outbreak control strategies, when the need comes. Having a national plan in place with clear standard operating procedures is necessary to reduce the impact of an outbreak should it happen.

3. Timeline
The implementation timeline for the project is from January 2019 to April 2019.

4. Place of Assignment
Manila, Philippines

5. Scope of Work
In coordination with WHO Philippines and the Department of Health, the selected contractual partner shall perform the following activities:

Output 1: Digital print-ready copy of the plan, including all annexes and references.
Deliverable 1: First draft of the plan
Deliverable 2: Documentation of key points discussed during the consultation workshops
Deliverable 3: Consolidated comments from stakeholders and partners
Deliverable 4: First draft, working draft and print ready final version of the plan

The Technical Writer will have the following terms of reference:

- Review and consolidate relevant plan, policies, guidelines and standard operating procedures existing at both DOH and WHO, including other information resources
- Facilitate consultation process with relevant DOH and other government offices and focal points
- Collaborate and provide technical guidance to the DOH National Immunization Program, VPD surveillance and National Polio Laboratory in developing the plan
- Develop draft and print ready versions of the National Polio Outbreak Preparedness and Response Plan
- Support DOH in organizing and facilitating consultation meetings and workshops
- Coordinate the collection of inputs and support documentation of meetings/workshop discussions

6. Qualifications
The contractual partner must fulfil the following qualifications:

**Education and Certifications**
- Bachelor’s Degree in Sciences, preferably with post graduate courses or diploma in communication, media and art-related courses.

**Work Experience**
- No less than 5 years relevant experience in writing technical reports for donors, and project proposals, strategic plan or operations manual.

**Technical Skills and Knowledge**
- Knowledge and familiarity with DOH work, relevant policies and operations.
- Excellent technical writing skills particularly in strategic plan and guidelines.
- Excellent skills in lay-outing of pictures, graphs and tables.

**Language Fluency:**
- Expert fluency in English

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

7. Other Requirements
The Technical Writer must be computer literate and Microsoft office proficient. Skills in document lay outing is of great advantage. Knowledge and skill on the use of graphic design software is an advantage.

8. Submission Requirements
Interested individuals should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Curriculum vitae

Address all proposals to:

**Dr Gundo Weiler**
WHO Representative in 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 Writer Polio Plan** to Dr Achyut Shrestha (shresthaa@who.int), Ms Maricel Castro (castroma@who.int), Ms Angel Dizon (dizona@who.int) and wpphilwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **15 January 2019**.