1. Summary
The World Health Organization (WHO) Philippines is looking for an individual or institution contractual partner for the development and testing guidelines in the form of an Administrative Order and Manual of Operations and update training modules on food sanitation for sanitary inspectors on risk-based inspection of food establishments at municipal and city level. The proposals are due by 25 January 2019.

2. Background
In 2017, the Department of Health requested WHO to support the assessment of risk-based approach for food inspection and reporting in a local government setting in Cebu City. Result of the assessment shows there is lack of professional control over food safety measures of small and micro food processing businesses and lack of comprehensive guidelines, procedures and checklists to guide inspectors of catering, retail and food businesses. DOH and DA confirmed these gaps during consultations. It was also found that there is no standardized risk-based inspection training for food/sanitation inspectors; no examinations or certification process in place; and the DOH recognized training required by the Sanitation Code for food handlers and Food Safety Compliance Officers of the Food Safety Act is still not enforced and not part of the sanitary permit requirements for food businesses.

The Sanitary Inspectors of the local government units have prominent roles in ensuring food safety as stipulated in the Sanitation Code and Food Safety Act particularly in areas where food is produced, processed, prepared and/or sold in their territorial jurisdiction. To enhance the capacity of LGUs while protecting public health, DOH is keen to develop a guideline for sanitary Inspectors in inspecting and monitoring food establishments using the risk-based approach as required by Section 29 of the Food Safety Act.

Adopting a risk-based approach to national food control is in line with the Regional Framework for Action on Food Safety in the Western Pacific. The Framework provides guidance on strategic action and a stepwise approach to strengthen national food safety systems. Risk-based food inspection and enforcement is an action area of the framework and together with the action areas of food policy and legislation, communications and education, incident and emergency response and information underpinning evidence they form the key components of national food safety systems. As such, strengthening risk-based food inspection and enforcement must consider linkages and needs for in enhancing other components of the system.

3. Timeline
The implementation timeline for the project is from 11 February 2019 to 15 May 2019.
4. **Place of Assignment**  
Manila, Philippines

5. **Scope of Work**  
In coordination with WHO Philippines, the Department of Health (Disease Prevention and Control Bureau (DPCM) and the Food and Drug Administration (FDA) the selected contractual partner shall perform the following activities:

**Output 1:** Review the Implementing Rules and Regulations (IRR) on food establishments, Chapter 3 of the Code on Sanitation of the Philippines and the IRR of the Food Safety Act and identify the sections that need updating to incorporate relevant risk-based control measures but not limited to (a) definition and categorization of food businesses according to the level of risks (high, medium, low) as basis for prioritizing inspection activities; (b) development of standards for regulating catering services and minimum health requirements for ambulant food vendors; (c) systems and procedures for traceability per Section 27 of Food Safety Act (d) requirements for sanitary permits of food establishments and health certificates of food handlers; (e) microbiological analysis of ready to eat food; and (f) food safety data management system.

- Deliverable 1.1: Inception report (12 February 2019) which contains detailed approach and methodology with activities and schedules. (25%)  
- Deliverable 1.2: First progress report (15 March 2019) which contains report of the IRR review, recommendations on updating the IRRs incorporating the risk-based principles, and a draft DOH Administrative Order. (25%)  

**Output 2:** Review the roles of the sanitary inspectors and the procedures of inspection of food establishments according to the proposed updated IRR as described in the existing manual of operations for sanitary inspectors and update its contents based on the risk-based requirements of the Food Safety Act and the revised IRR using available recognized international principles and approaches such as those of FAO and WHO.

- Deliverable 2.1: Second progress report (30 March 2018) containing an updated draft manual of operations on risk-based inspection and monitoring, including data management schemes. (25%)  

**Output 3:** Review and update the training modules for sanitary inspectors on food sanitation based on the revised IRR and updated operational guide and test the modules in Cebu City and one municipality in Cebu province.

- Deliverable 3.1: Draft training module (to be submitted as part of second progress report)

**Output 3:** Submit Final Report (15 May 2019) with all the deliverables as final draft. (25%)

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

**Education and Certifications**  
- Essential: Bachelor's degree in environmental health, public health or food safety  
- Desired: Post-graduate degree in environmental health, public health or food safety
Work Experience
- At least 10 years relevant experience in food safety or environmental health related capacity building
- Experience in strengthening systems for risk-based food inspection
- Familiar with the national food safety system in Philippines and the roles and responsibilities of relevant national and sub-national government units responsible for food safety

Technical Skills and Knowledge
- Ability to provide practical guidance on risk-based food inspection in line with the local context and circumstances
- Skills to develop manual of operations and government guidelines

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
Not applicable

8. Submission Requirements
Interested institutions and/or individuals should submit electronic copies of the following:
- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members (if institution) or curriculum vitae (if individual)

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 Assistance for Developing Guidelines for Sanitary Inspectors on Risk-based Inspection of Food Establishments to Engr Bonifacio Magtibay (magtibaybo@who.int), Ms Geraldine Asi (asig@who.int) and wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on 25 January 2019.