

# CALL FOR PROPOSALS

**Technical Assistance for the Conduct of Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS) Survey for the 2021-2022 Cycle**



**World Health Organization**

Representative Office  
for the Philippines

## 1. Summary

The World Health Organization (WHO) Philippines is searching for an institutional or individual partner to provide technical assistance for the Conduct of Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS) for the 2021-2022 Cycle under Agreement Performance of Work (APW).

The proposals are due by 15 January 2022

## 2. Background

The Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS) is a United Nations (UN) - Water initiative implemented by WHO. The objective of GLAAS is to provide policy- and decision-makers at all levels with a reliable, easily accessible, comprehensive and global analysis of the investments and enabling environment to make informed decisions for sanitation, drinking-water and hygiene. It monitors the enabling environment of the Water, Sanitation, and Hygiene (WASH) sector in terms of laws, plans, policies, institutional and monitoring arrangements, human resources and finance. With such information, GLAAS analyzes the factors associated with the progress of WASH enabling environment to identify bottlenecks, knowledge gaps, strengths and challenges within and across countries. In the Sustainable Development Goals (SDG) 6, it is envisaged that GLAAS will take a prominent role in the monitoring of the WASH enabling environment to assist in achieving the targets.

The Philippines has joined the GLAAS exercise since 2008 during its pilot stage until the last cycle in 2018. The participation of the Philippines in the 2021/2022 cycle will facilitate the alignment of the national monitoring of the WASH enabling environment to the regional and global monitoring.

To assist the lead government agency i.e., National Economic Development Authority (NEDA) of the Philippines on its participation to GLAAS survey for the 2021/2022 cycle, a technical assistance provider is needed.

### **Purpose:**

The overall objective of this assistance is to sustain Philippine participation in the Global Analysis and Assessment of Sanitation and Drinking Water (GLAAS) Survey for the 2021/2022 cycle.

Specifically, this technical assistance aims to:

- Gather Philippine data from various agencies in the water, sanitation and hygiene sector as needed by GLAAS forms
- Consolidate the Philippine data in accordance to GLAAS Survey Guidelines for 2021/2022 cycle

- Submit the consolidated data to WHO Headquarters

### **3. Timeline**

The implementation timeline for the project is **from 25 January to 30 March 2022**.

### **4. Place of Assignment**

Manila, Philippines

### **5. Scope of Work**

In collaboration with the Infrastructure Staff of the National Economic Development Authority and under the supervision of the WHO/PHL Technical Officer for Environmental Health, the Technical Assistance provider shall perform the following activities:

#### **Output 1:** Inception Report

Deliverable 1.1: Work plan with Gantt chart of activities. The work plan will be part of the inception report that will be submitted to WHO Philippines at the beginning of the engagement. The workplan should include participation of the Philippines to the piloting of electronic GLAAS (eGLAAS) platform.

Deliverable 1.2: Inception report. WHO Philippines and NEDA shall be consulted in finalizing this report before submission to WHO.

#### **Output 2:** First Progress Report – Coordination and Communication

Deliverable 2.1: Support the conduct of GLAAS survey meetings by drafting the notice of meetings, preparing the agenda, drafting the minutes, and confirming attendance of meeting participants, such as:

- NEDA staff meeting on GLAAS (exact dates to be confirmed with NEDA)
- Sector agencies meeting on GLAAS (exact dates to be confirmed with NEDA)

Deliverable 2.2: Communicate and consult with the GLAAS experts of WHO through the WHO/PHL Technical Officer on Environmental Health for all queries on GLAAS, if needed.

#### **Output 3:** Second Progress Report – Data Gathering, Consolidation and Analysis

Deliverable 3.1: In consultation with sector agencies, identify the sources of data that can be used in accomplishing the GLAAS/eGLAAS forms.

Deliverable 3.2. Facilitate and monitor data gathering of sector agencies using eGLAAS forms with coaching and mentoring.

Deliverable 3.3: Review the consolidated report on eGLAAS, verify accuracy and reliability of data and provide advise on how to improve data discrepancy if there is any.

## **Output 4: Final Report**

Deliverable 4.1: Submit Final Report of assignment with the following items:

- A Final Technical Report with accomplished GLAAS forms (hardcopy/pdf file and e-copy for eGLAAS).
- Draft endorsement letter of NEDA to WHO.

Deliverable 4.2: Submit financial report.

*Annex 1: Outlines the summary of outputs and tasks.*

## **6. Qualifications**

The individual contractual partner or institution's members must fulfil the following qualifications:

### Education and Certifications

- Essential for Team Leader: Post-graduate degree in any environmental health, environmental science, environmental and sanitary engineering, public health, or equivalent courses.
- Essential for Research Assistant: A graduate of any four-year course preferably related to engineering, statistics, management, or equivalent courses.

### Work Experience

- The Team Leader and Research Assistant with at least more than 5 years relevant experience on water, sanitation, and hygiene (WASH), sector monitoring, and data analysis.
- Familiar with the works of the World Health Organization, NEDA, other development partners, local government units and other sector agencies involved in WASH activities.

### Technical skills and knowledge

- Preferably with WASH and relevant statistics background with good understanding of sector monitoring and data analysis.
- Knowledgeable or have experience with the preparation of relevant plans/frameworks (e.g., water safety plans, municipal water supply, sanitation, and hygiene master plans, among others).
- Knowledge of WASH activities, government databases with WASH indicators, GLAAS and Joint Monitoring Programme on Water and Sanitation.

### Language

- Good English communication (writing and speaking) skills.

In addition, the institution and its members shall or are not involved, in any form, in drugs, arms dealing, alcohol industry, or human trafficking.

## **7. Contract Time**

The work to be done under this contract shall be the Technical Assistance for the Conduct of GLAAS Survey for the 2021-2022 Cycle as set out in the Terms of Reference. The contract will be completed in not more than 3 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 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 Terms of Reference, the Owner shall charge the Contractor liquidated damages. This shall be in the amount the sum of 0.5% of the total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed on total 10% (ten percent) of the contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and 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.

## **8. Other Requirements**

- 8.1 All reports and deliverables should be reviewed and endorsed by NEDA prior to submission to the WHO.
- 8.2 The Contractual Partner shall be responsible for their own equipment (e.g., laptops, mobile phones).
- 8.3 The Contractual Partner shall physically report to NEDA as needed, subject to NEDA's guidelines and protocols during the duration of the contract. Other than NEDA Office, the Contractual Partner may work from its own Office and may visit WHO Office as needed, subject to WHO guidelines and protocols.
- 8.4 All outputs/deliverables/reports/documents and other files, including raw data gathered and used for and during the project, as the property of NEDA and also subject to WHO guidelines. The Contractual Partner shall not hold credit for the conduct of the GLAAS exercise or the corresponding outputs thereof.
- 8.5 All the materials/documents/data collected and processed shall only be used by the Contractual Partner for the purpose of the GLAAS survey. All data to be obtained throughout the course of the project shall be treated as confidential and should not be shared to any entity without clearance from NEDA and WHO.

- 8.6 The Contractual Partner shall provide response to the request of NEDA for information/clarifications relative to the materials turned over and outputs submitted for the project beyond the indicated planned timeline (i.e., 25 January 2022 to 31 March 2022).
- 8.7 NEDA's consent shall be secured prior to the conduct of any activity related to the project. NEDA shall always be kept in the loop in terms of all communications made during and relative to the project. The Contractual Partner may also be requested to act on behalf of NEDA, but with prior consent from NEDA.
- 8.8 The Contractual Partner shall perform other assignments related to the project undertaking and all required outputs as may be assigned by NEDA.

## 9. 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 cover letters and 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 for the Conduct of GLAAS Survey for the 2021-2022 Cycle** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and to [wpplwr@who.int](mailto:wpplwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **19 January 2022**.

**Annex 1: Summary of Outputs and Tasks**

OUTPUTS	TASKS		DEADLINE
	Team Leader	Research Assistant	
<b>Output 1-Inception Report</b>	<ul style="list-style-type: none"><li>• Review and finalize Inception Report.</li></ul>	<ul style="list-style-type: none"><li>• Draft Inception Report</li><li>• Arrange a meeting. with NEDA and WHO to finalize the Inception Report.</li></ul>	30 January 2022
<b>Output 2 -First Progress Report</b>	<ul style="list-style-type: none"><li>• Provide technical inputs during meetings.</li><li>• Communicate and consult with GLAAS experts, if needed.</li></ul>	<ul style="list-style-type: none"><li>• Arrange meetings with NEDA, WHO, and sector agencies. Prepare minutes of meetings.</li></ul>	28 February 2022
<b>Output 3-Second Progress Report</b>	<ul style="list-style-type: none"><li>• Facilitate and monitor data inputs of sector agencies to eGLAAS with coaching and mentoring.</li><li>• Review the consolidated report on eGLAAS, verify accuracy and reliability of data and provide advise on how to improve data discrepancy if there is any.</li></ul>	<ul style="list-style-type: none"><li>• Arrange meetings with NEDA, WHO, and sector agencies. Prepare minutes of meetings.</li></ul>	15 March 2022
<b>Output 4-Final Report</b>	<ul style="list-style-type: none"><li>• Present Final Report to NEDA and WHO.</li><li>• Complete Final Report and submit to NEDA and WHO.</li></ul>	<ul style="list-style-type: none"><li>• Draft Final Report.</li><li>• Arrange meetings with NEDA and WHO to clear Final Report.</li><li>• Draft NEDA letter submitting Final Report to WHO.</li><li>• Prepare Financial Report.</li></ul>	30 March 2022