1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional or individual contractual partner who will provide technical assistance for the capacity building of DOH Engineers and Architects on the Design, Operation and maintenance of green and safe health facilities under Agreement Performance of Work (APW).

The proposals are due by 29 May 2022.

2. Background

In 2021, the Department of Health issued the Green and Safe Health Facilities Manual (GSHFM) that incorporated the requirements of the Green Building Code of the Philippines. The aim of the manual is to respond to the global call of minimizing the carbon footprint of the health sector while continuing to provide quality health and safety to the people, thereby setting the minimum green and safe standards for all hospitals and other health facilities. This was accomplished with support from the World Health Organization.

As part of this initiative, the DOH has trained key DOH staff on how to assess and certify health facilities if complying to DOH green and safe standards. To further strengthen the capacity of DOH technical staff in implementing the requirements of the Green Building Code as embedded in the GSHF manual, there is a need to ensure that existing and planned health facilities are compliant to the green and safe standards.

In this regard, the DOH will be seeking assistance of WHO in supporting the DOH for capacitating its engineers and architects in designing, operating and maintaining health facilities such as hospitals, treatment and rehabilitation centers and specialty centers.

The objectives of the technical assistance are as follows:

- To conduct seminar-workshops on the Global Benchmarking Tools (GBT) available in international healthcare facilities that are applicable/ adoptable to the Philippines.

- To conduct trainings on the design and sustainable operation and maintenance of green healthcare facilities.

- To conduct trainings on routine, preventive, and corrective maintenance of healthcare facilities which include structural assessment, architectural, sanitary, electrical, and mechanical components of the building and the preventive, and corrective maintenance of medical equipment usually present in the hospitals.

3. Timeline
The implementation timeline for the project is from 15 June to 15 October 2022.

4. **Place of Assignment**

Manila, Philippines

5. **Scope of Work**

In collaboration with Health Facility Enhance Program of the DOH 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: Inception report. The inception report shall contain a workplan with GANTT chart of activities, specific methodologies, and identified offices to be involved, locations of activities, materials needed, and tentative dates.

Deliverable 1.2 Discuss the inception report with Department of Health – Health Facilities Enhancement Program-Management Office (DOH-HFEP) and WHO before finalization.

**Output 2: Seminar-Workshop on Global Benchmarking Tools (GBT) for Health Care Facilities**

Deliverable 2.1: Organize the logistics, prepare seminar-workshop design and program, and facilitate the invitation of participants and resource persons for the conduct of the seminar-workshop. Target participants are a maximum of 250 DOH engineers and architects from DOH-Central Office, Center for Health Development Offices, DOH-retained hospitals, treatment/rehabilitation centers and specialty centers.

Deliverable 2.2: Conduct the seminar-workshop (thru virtual format) with pre-test and post-test evaluation.

Deliverable 2.3: Produce audio, video and photographic (with high resolution) recordings and written documentation (including monitoring of attendance) of the seminar-workshop.

**Output 3: Capacity building on the design, operation and maintenance of green hospitals**

Deliverable 3.1: Organize the logistics, prepare training design and program, and facilitate the invitation of participants and resource persons for the conduct of training on the design, operation and maintenance of green hospitals. Target participants are a maximum of 250 DOH engineers and architects from DOH-Central Office, Center for Health Development Offices, DOH-retained hospitals, treatment/rehabilitation centers and specialty centers.

Deliverable 3.2: Conduct the training (thru virtual format) in manageable batches and venues with pre-test and post-test evaluation.
Deliverable 3.3: Produce audio, video and photographic (with high resolution) recordings and written documentation (including monitoring of attendance) of the training.

**Output 4: Capacity building on routine, preventive, and corrective maintenance of healthcare facilities**

Deliverable 4.1: Organize the logistics, prepare training design and program, and facilitate the invitation of participants and resource persons for the conduct of training on routine, preventive, and corrective maintenance of healthcare facilities which include structural assessment, architectural, electrical, and mechanical components of the building and the preventive, and corrective maintenance of medical equipment usually present in the hospitals. Target participants are a maximum of 250 DOH engineers and architects from DOH-Central Office, Center for Health Development Offices, DOH-retained hospitals, treatment/rehabilitation centers and specialty centers.

Deliverable 4.2: Conduct the training (thru virtual format) in manageable batches and venues with pre-test and post-test evaluation.

Deliverable 4.3: Produce audio, video and photographic (with high resolution) recordings and written documentation (including monitoring of attendance) of the training.

**Output 5: Final Report**

Deliverable 5.1: Submit the Final Technical Report including the final version of outputs 2, 3, and 4 after responding to comments from DOH and partners.

Deliverable 5.2: Submit financial report.

CONFIDENTIALITY The results, products and reports of this APW are to be treated as confidential and must not be handed over to third parties. The DOH and WHO have the exclusive ownership of the reports and reserve the right to further disseminate relevant information. The contractual partner will also provide disclaimer on the reports: This document has been produced with the assistance of the World Health Organization. The contents of this publication are the sole responsibility of the author, and does not necessarily reflect the opinions, recommendations, or advice of the World Health Organization.

6. **Qualifications**

The contractual partner must fulfill the following qualifications:

**Education and Certifications:**

- If individual: Relevant post-graduate degree relevant to the design, construction, operation and maintenance of health facilities.

- If Institution: The team leader has relevant post-graduate degree in the design, construction, operation and maintenance of health facilities.
Experience required:
If Individual or institution:

- Preferably with substantial consultancy, project, program or service experience related to the design, construction, operation and maintenance of health facilities, climate change adaptation and mitigation, and green building.

- Previous experience in providing similar services to UN agencies, DOH or other Government agencies is an advantage.

Skills / Technical skills and knowledge:
If individual or institution:

- Excellent skills in the design of health facilities, adult learning.

- Excellent knowledge or background on the design, construction, operation and maintenance of health facilities and green building.

Language requirements:

- Excellent English communication skills (written and oral).

7. Other Requirements

The contractor (both the institution and any individuals engaged on this work) shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

8. Contract Time

The work to be done under this contract shall be the **Technical Assistance for the Capacity Building of DOH Engineers and Architects on the Design, Operation and Maintenance of Green and Safe Health Facilities** as set out in the Terms of Reference. The contract will be completed in not more than four (4) 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.

9. Management of Conflict of Interest

Any interest by entity (individual/organization/company), expert or member of the project team that may affect or reasonably be perceived to (1) affect the expert’s objectivity and independence in providing advice to WHO related to the conduct of a project, and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit or department).

WHO’s conflict of interest rules are designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and of its normative work. If not identified and appropriately managed such situations could undermine or discount the value of expert’s contribution, and as consequence, the work in which the expert is involved.

Robust management of conflicts of interest not only protects the integrity of WHO and its technical/normative standard setting processes but also protects the concerned expert and the public interest in general.

10. Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.

- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with substantiated history of SEA, sexual harassment or other types of abusive conducts are not hired by the Organization, WHO will conduct a background verification of final candidates.

11. 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)

Dr Rajendra-Prasad Hubraj Yadav
Acting 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 Capacity Building of DOH Engineers and Architects on the Design, Operation and
**Maintenance of Green and Safe Health Facilities** to Mrs Ying Chen (cheny@who.int) and to wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline for submission of proposals is on **29 May 2022**.