

CALL FOR PROPOSALS

Technical Assistance for Event Management to Conduct the 1st Cancer Control Stakeholders Summit with Special Focus on Childhood Cancer



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an event management company as contractual partner for the conduct of 1st Cancer Control Stakeholders Summit with Special Focus on Childhood Cancer, under an Agreement for Performance of Work (APW) contract.

Proposals are due by 18 July 2021.

2. Background

Cancer is the leading cause of death globally, accounting for an estimated 9.6 million deaths or one in six deaths in 2018. As new cases are expected to increase up to 60% annually by 2040 (IARC, 2021), cancer burden continues to grow, exerting tremendous physical, emotional and financial strain on individuals, families, communities and health systems around the world (WHO, 2020).

Cancer is also the leading cause of death among adults and children in the Philippines. While about 150,000 Filipinos are diagnosed with cancer every year, treatment coverage remains low. Cancer of the breast, lung, colorectal, liver, prostate are common cancers in adults, while common cancers in children occur in the bone marrow and lymphatic system, brain and nervous system, retina, kidney, gonadal and germ cell sites (Department of Health, 2019). Most of these childhood cancers are highly curable with proven therapies. Thus, advancing comprehensive childhood cancer services and systems strengthening help save lives and reduce the sufferings of Filipino children.

In 2019, the Philippines passed Republic Act No. 11215, also known as the National Integrated Cancer Control Act (NICCA), seeking to implement a national framework to combat cancer and decrease the incidence and deaths from cancer in adults and children. As NICCA mandates the intensification of cancer awareness and the observance of the International Childhood Cancer Awareness Month each year, the Department of Health (DOH) seized this opportunity to organize a Cancer Control Stakeholders Summit this coming September with a theme, “Better Survival is achievable #throughourhands”.

The Summit will highlight the observance of the International Childhood Cancer Awareness Month, in recognition of the aims of the WHO Global Initiative for Childhood Cancer towards improving the quality of life of children by *achieving at least 60% survival and reducing the suffering of all children with cancer by 2030*. The Summit will also commemorate the stakeholders’ triumph in the second anniversary of NICCA.

3. Timeline

The implementation timeline for the project is from **2 August 2021 to 2 October 2021**.

4. Place of Assignment

Metro Manila, Philippines

5. Scope of Work

Under the supervision of the NCD Technical Team of the WHO Country Office to the Philippines, the contractual partner shall perform the following tasks/responsibilities listed below in close collaboration with the DOH Disease Prevention and Control Bureau (DPCB) - Cancer Control Division and related DOH offices. All documents and related materials shall be submitted to WHO Philippines and for approval of WHO and DOH.

Expected Output

Output 1: Inception report

Deliverable 1.1: Develop a detailed work plan from pre to post event, as part of the Inception Report.

Output 2: Summit preparation documents and logistical requirements, such as, but not limited to the following:

Deliverable 2.1: Develop an engaging program of activities, and execute the event plan for the conduct the Cancer Control Stakeholders Summit with Special Focus on Childhood Cancer on 22 to 23 September 2021 (two-day event);

Deliverable 2.2: Develop, coordinate and disseminate campaign and event materials such as, brief, announcement cards, social media cards, Facebook/social media profile frame, official zoom background, frequently asked question (FAQ) sheet, program flow layout, speaker certificates, event slide screeners, event attendance and evaluation forms;

Deliverable 2.3: Write and/or assist in drafting speeches and talking points for the keynote speaker and other facilitators, including scripts for emcee and the moderators.

Deliverable 2.4: Overall management of invitation and guests' (speakers and participants) needs, such as, but not limited to the production, distribution, follow-ups of invitation to guests, partners and participants from civil society organizations, employers' and workers' organizations; professional societies; academic institutions; government agencies; and development partner;

Deliverable 2.5: Collate and coordinate the event presentations from speakers and ensure seamless presentation of pleasant, powerful materials, by designing and recommending formats for the speakers (e.g. use less words and more visuals per slide, use of ground-up stories and illustrations, use of evidence);

Deliverable 2.6: Develop and coordinate the press release, media advisory, social media campaign/posting plan with the DOH Communication Management Unit to ensure press coverage and utilization of DOH social media platform.

Output 3: Conduct Cancer Control Stakeholders' Summit

Deliverable 3.1: Set up a virtual conference platform that can accommodate 250 to 500 participants, with pre-registration and breakout sessions; live social media streaming (e.g. Facebook or YouTube); and a Summit website, including management pre/during the event, for knowledge exchange, stakeholders' virtual engagement and networking.

Deliverable 3.2: Management of secretariat venue with excellent internet connection, adhering to minimum public health standards and can cater to around 18-20 pax (10-11 speakers/facilitators each day and members of the organizing committee), and meet the related needs for the conduct of the Summit;

Deliverable 3.3: Develop a secretariat management plan setting out the direction of the event as per program of activities such as, interesting breakout sessions, provision of audio/video

assistance, monitoring of attendees, dissemination of evaluation forms, and provision of list of coordinators, audio/video assistants, and documenters;

Deliverable 3.4: Facilitate the implementation of the Cancer Control Stakeholders Summit, with a technical run (practice) a day before the actual dates of the Summit, use of pre-recorded presentation, and provision of tools like “slido” or “mentimeter” during the Summit to stimulate active engagement of participants.

Output 4: Technical narrative report and financial statement

Deliverable 4.1: Conduct, facilitate coordination, and document consultative meetings with DOH and other stakeholders.

Deliverable 4.2: Provide photo and video documentation of activities.

Deliverable 4.3: Submit financial, progress and final reports, to be stored in an external drive with the photo and video documentation.

The contractual partner is expected to:

- Ensure that any change in the inception report or plan shall be approved by WHO and DOH;
- Ensure that the conduct of activities is in line with national, regional and local policy/ordinance requirements;
- Establish and maintain effective working relationships with co-workers and representatives from other organizations and agencies;
- Attend national, regional or local meetings, as necessary;
- Perform other related duties and responsibilities that may be assigned.

6. Qualifications

Education of staff involved:

- Essential: University degree in public health, social sciences, education, communications, community development, management or marketing.
- Desirable: Postgraduate degree in the abovementioned field of study.

Experience required for key staff involved:

- Essential: At least two years working experience in event management particularly in the health field.
- Desirable: Experience working with WHO or any UN agency, Department of Health or any government agency, and cancer control-related advocacies and stakeholders.

Technical Skills and Knowledge:

- Sound knowledge in public health and communications (print and digital);
- Sound knowledge in the Philippine culture;
- With excellent facilitation and coordination skills;
- Consensus building capacity and ability to work harmoniously as a member of a team; adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct; adapt to project demands and submit deliverables within timelines.

Language Fluency:

With excellent verbal and written communication skills in English and Filipino.

7. Other Requirements

Must not have direct or indirect interest in the tobacco, alcohol or breastmilk substitute manufacturing industry, arms dealing or human trafficking.

8. Contract 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 **two (2) 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 participants and all related documents about the project are confidential and must **NOT** be handed over to third parties. The contractual partner should advise the participants on how to opt out or withdraw their statement(s), if needed. 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.

9. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Technical proposal with financial details and proposed timeline
- Company profile and qualifications of team members, including a summary of similar assignments undertaken previously

Address cover letter 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 Event Management to Conduct the 1st Cancer Control Stakeholders Summit with Special Focus on Childhood Cancer**” to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **18 July 2021**.