

CALL FOR PROPOSALS

Technical Assistance for the Transition of Health Facility Enhancement Program-Management Office (HFEP-MO) to Health Facilities-Capital Asset Management Bureau (HF-CAMB)



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional or individual contractual partner to provide technical assistance for the transition of health facility enhancement program-management office (HFEP-MO) to health facilities-capital asset management bureau (HF-CAMB) under an Agreement Performance of Work (APW) contract.

The proposals are due by 26 October 2021.

2. Background

The Health Facilities Enhancement Program-Management Office (HFEP-MO) under the Health Facilities and Infrastructure Team (HFIDT) of the Department of Health, is mandated to be “accountable for the development, implementation, and monitoring of plans, policies, and strategies for capital outlay investments such as infrastructure, equipment, and medical transport vehicles for government health facilities”. By 2021, the HFEP-MO will transition to Health Facilities Capital Asset Management Bureau (HF-CAMB) to further deepen its function as the overall unit that will oversee the usage and status of the capital assets funded by the government and other funding agencies.

As part of the preparatory activities for the transition to HF-CAMB, the HFEP-MO is seeking technical expert who can provide guidance in terms of policy formulation, setting up of vision, mission, and goals, and putting up the correct and reliable systems. All of these are necessary steps to be undertaken prior to the drafting of the Department Order to be signed by the Secretary of Health.

3. Timeline

The implementation timeline is from 30 October 2021 to 23 December 2021.

4. Place of Assignment

Manila, Philippines/can be remotely done in view of the pandemic

5. Scope of Work

Under the direct supervision of the WHO Country Office for the Philippines, the contractual partner/institution shall perform the following tasks/responsibilities in coordination with the technical working group assigned to the drafting of the Department Order of the transition of HFEP-MO to a bureau under the Director of HFEP-MO.

Outputs and Deliverables:

Output 1: Review and analyse the current system and process of the HFEP-MO

Deliverable 1.1: Compilation of legal mandate and policies developed in support of Health Facilities Enhancement Program

Deliverable 1.2: Compilation of procedures developed to operationalize processes in HFEP including ISO prescribed process

Deliverable 1.3: Collation of streamlined procedures followed by other agencies, both national and international, with same mandate as monitoring capital outlay investments such as infrastructure, equipment and medical transport vehicles for government health facilities

Output 2: Provide a set of recommendations necessary for the transitions of HFEP-MO to HF-CAMB

Deliverable 2.1: Conduct strategic planning exercises with HFEP-MO and relevant stakeholders from CHDs and selected LGUs to develop the vision, mission, goals of Health Facilities Capital Asset Management Bureau (HF-CAMB)

Deliverable 2.2: Consultation paper developed with National Economic Development Authority, Department of Finance, Department of Budget and Management and other pertinent government agencies on plantilla positions in the creation of HF-CAMB

Deliverable 2.3: Draft Department Order to be issued by DOH in support of HF-CAMB

6. Qualifications

The contractual partner must fulfil the following qualifications:

Education and Certifications

- Desired: Bachelor's Degree with a concentration in business, finance, accounting and health systems

Work Experience

- At least five (5) years of experience in asset management in a government or multilateral organization;
- Understand government's asset regulation
- Experience in providing asset management trainings and mentoring to government offices

Technical Skills and Knowledge

- Good knowledge on agency transformation and asset management

- Demonstrated capacity in planning, managing and reporting of activities;
- Excellent communication skills, ability to work and deliver quality work under pressure and within agreed timeline; and
- Able to communicate well with DOH, WHO, partners and other relevant stakeholders

Language Fluency:

- Excellent verbal and written communication skills

7. Other Requirements

The contractual partner must be able to submit deliverables within timelines. In addition, the contractual partner must have no direct or indirect interest in the tobacco industry, alcohol industry, arms dealing or human trafficking.

8. Contract Time

The work to be done under this contract shall be the technical assistance for the transition of health facility enhancement program-management office (HFEP-MO) to health facilities-capital asset management bureau (HF-CAMB) as set out in the Terms of Reference. 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 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 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.

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 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 Transition of the Health Facility Enhancement Program-Management Office (HFEP-MO) to Health Facilities-Capital Asset Management Bureau (HF-CAMB)** to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **26 October 2021**.