CALL FOR PROPOSALS
Development of Training Program and Learning Resources on Contact Tracing for COVID-19 for Epidemiology and Surveillance Units and Local Contact Tracing Teams in the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institution under an Agreement for Performance of Work (APW) contract to develop training program and learning resources on contact tracing for COVID-19 for Disease Reporting Units, DOH Regional Epidemiology and Surveillance Units (RESUs), Provincial, City, and Municipal Epidemiology and Surveillance Units (P/C/MESUs), and Local Contact Tracing Teams in the Philippines. The proposals are due by 17 September 2020.

2. Background

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. In the Philippines, the first case of COVID-19 in the country with a 38-year-old female Chinese national was reported on 30 January 2020. On 7 March, the first local transmission of COVID-19 was confirmed. Currently, there are already more than 160,000 confirmed cases and more than 2,600 deaths. Philippines continue to implement public health measures, including the implementation of community quarantine in hotspot regions, provinces and cities, to detect, isolate and treat cases, quarantine or isolate close contacts, and break the chains of transmission.

WHO is working closely with the Department of Health (DOH) in responding to the COVID-19 outbreak in the Philippines. In the past few months, WHO supported the DOH and the Department of Interior and Local Government (DILG) in building the system of contact tracing at the level of the LESUs and LGUs. While WHO continues to support strengthening the system, capacity building for LGUs throughout the country is needed. In this light, a more sustainable mechanism for training and capability building is needed.

Contact tracing is an important public health tool to interrupt COVID-19 transmission and reduce spread of infection. It allows health authorities to more effectively find, isolate, and treat cases, and quarantine close contacts accordingly. However, there are challenges of implementation of contact tracing brought about by factors such as the long turnaround time of laboratory tests and rapid increase of COVID-19 in many urban and densely populated areas. WHO has proposed that close contacts of all cases should be contact traced in a speedy manner with focus in the big avenues (i.e. settings, events, and other activities that amplifies transmission of the virus). To help address these challenges, the Philippines’ National Task Force for COVID-19 response has tasked the DILG and DOH in the effective implementation of contact tracing in provinces, cities, and municipalities. Local government units (LGUs) are mandated to organize Contact Tracing Teams to conduct contact tracing in communities, under the technical guidance and supervision of the Department of Health and its representatives at the local health level.
There is now an urgent need to scale up Contact Tracing Teams in local government units (provinces, cities, municipalities) and strengthen capacity of local contact tracing teams (LCTTs) around the country on how to effectively do rigorous contact tracing. This is part of WHO efforts to persistently build the contact tracing system to help the country address continuing COVID-19 transmission and avoid future resurgence. Training materials and platforms will help DOH in rolling out capacity for contact tracing all over the country. Thus, it is proposed to develop training program and learning resources on Contact Tracing for Covid-19 for above mentioned target training participants.

3. Timeline
The implementation timeline for the project is from 21 September to 21 December 2020.

4. Place of Assignment
Metro Manila, Philippines

5. Scope of Work
In close collaboration with the Department of Health, and under the technical supervision of the COVID-19 Incident Management Team of WHO Philippines, the APW partner shall perform the following activities:

**Output 1:** Design an online training program for Epidemiology and Surveillance Units and Local Contact Tracing Teams to implement contact tracing for COVID-19

**Deliverable 1.1:** Review guidelines and materials of WHO and DOH on contact tracing for COVID-19;

**Deliverable 2.2:** Consult with the DOH-Epidemiology Bureau, CT Czar Mayor Magalong, and DILG, with guidance from WHO Philippines for the framework and design of the training program targeting disease reporting units, RESUs, LESUs, and Local Contact Tracing teams (LCTTs);

**Deliverable 2.3:** Develop training modules for contact tracing

**Output 2:** Develop learning resources to be used in the training of Epidemiology and Surveillance Units and Local Contact Tracing Teams and implementation of contact tracing for COVID-19 in local government units and/or communities

**Deliverable 2.1:** Develop promotional and instructional video on contact tracing;

**Deliverable 2.2:** Develop learning resources (e.g. presentation deck) to be used for the training on contact tracing for COVID-19;

**Deliverable 2.3:** Develop contact tracing handbook for local contact tracing teams

**Output 3:** Deploy the training program in an online learning management system

**Deliverable 3.1:** Deploy the training program and learning resources in an online learning Environment (i.e. learn.doh.gov.ph, upcn.vle.upm.edu.ph, WCO PHL)
Output 4: Submit technical and financial reports

Deliverable 4.1: Submit technical report and product at end of project;
Deliverable 4.2: Submit financial report at end of project.

6. Qualifications
The contractual partner must fulfill the following qualifications:

Education and Certifications
- The team lead must have at least a university degree in public health, social sciences or life sciences.
- A post-graduate degree or advanced qualification in the fields will be an advantage.

Work Experience
- The team lead must have at least five (5) years of demonstrable experience in the area of development and implementation of online training programme for public health;
- Previous partnership/collaboration of good standing with WHO, DOH, other UN agencies or development organizations is desired.

Technical Skills and Knowledge
- Expert knowledge on training and education for public health;
- With excellent communication skills, ability to work and deliver quality work under pressure and within agreed timeline;
- Able to communicate well with DOH, WHO, partners and other relevant stakeholders;
- Familiarity with key concepts surrounding public health interventions and the clinical management of COVID-19 is desired.

Language Fluency:
- With excellent verbal and written communication skills in English and Filipino

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
Able to adapt to relevant and reasonable project demands and submit deliverables within timelines.

8. Submission Requirements
Interested institutions should submit electronic copies of the following:
- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members
- Link to a portfolio of previous work relevant to the TOR (uploaded on file sharing services such as Dropbox or Google Drive)
Kindly address all proposals to:

**Dr Rabindra Abeyasinghe**  
Acting WHO Representative in the Philippines  
Ground Floor, Building 3, Department of Health Compound,  
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title: Development of Training Program and Learning Resources on Contact Tracing for COVID-19 for Epidemiology and Surveillance Units and Local Contact Tracing Teams in the Philippines to Mrs Ying Chen (cheny@who.int) and wphlwr@who.int.

Only shortlisted applicants will be contacted by WHO Philippines.

Deadline for submission of proposals is on **17 September 2020**.