

CALL FOR PROPOSALS

Technical Assistance for the Development of Clinical Practice Guidelines for Family Planning Services



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for a contractual partner for the development of Clinical Practice Guidelines (CPG) for Family Planning (FP) Services updating the Philippine Clinical Standards on FP 2014 and based on the World Health Organization (WHO) Standard of FP Services 2018, and other more current FP journals and studies, under an Agreement for Performance of Work (APW) contract.

The applications are due by 28 June 2021.

2. Background

One of the goals of Philippine's Universal Health Care Act is the provision of essential healthcare package in the healthcare delivery system. This includes the delivery of ethical and medically safe, legal, accessible, affordable, non-abortionifacient, effective and quality reproductive health care services. Supplies are essential in the promotion of people's right to health, especially those of women, the poor, and the marginalized, and shall be incorporated as a component of basic health care. A client-centered approach to care, empowers clients to achieve their reproductive intentions safely, and is a means of improving quality of care within the context of rights-based family planning was espoused during the Family Planning Summit 2017 (FP2020). This warrants that family planning service providers should have the technical knowledge and competencies in which the quality of care is at par with international standards.

The Philippine Clinical Standards on Family Planning sets the gold standard to build providers know how and skills in the provision of the various family planning information and methods. The several changes and new trends emerging since the last edition of the FP Clinical Standards issued in 2014 calls for the review and updating of the standards in line with the WHO 2018 Family Planning Global Handbook for Providers and Primary Care Integration of the Department of Health.

The development of Clinical Practice Guidelines for Family Planning Services shall serve as the updated Philippine Clinical Standards and reference in the development of the PhilHealth benefit package for women's health which reflects the current protocols and updated standards vital in achieving the goals of Universal Health Care. This CPG aims to ensure that primary care providers are guided by the latest updates on contraceptive technology, relevant information on emerging family planning concerns, clinical practice, public health service delivery and issues related to FP during the COVID Pandemic.

3. Timeline

The implementation timeline for the project is from **01 July 2021 to 30 September 2021**.

4. Place of Assignment

Manila, Philippines.

5. Scope of Work

In collaboration with the Department of Health - Disease Prevention and Control Bureau (DOH-DPCB) Lead for Technical Integration, Lead for Family Health Division and relevant partners; and under the supervision and guidance of the Technical Officer of WHO Country Office Philippines, the contractual partner will produce the following outputs and deliverables:

Output/s and Deliverables

Output 1: Itemized Work plan and Gantt chart of activities.

Deliverable 1.1: Work plan with Gantt chart of activities. Consultative meetings and other needed activities including printing of CPG shall be included in the work plan with time frame.

Output 2: Development of Clinical Practice Guidelines for Family Planning Services

Deliverable 2.1: Review and submit a written report of his/her review of the 2014 Philippine Clinical Standards of FP, emphasizing relevant findings or points that may need updating or revision based on current guidelines and practices on FP.

Deliverable 2.2: Content and format. In consultation with the DOH, WHO and Experts Panel on FP, review the contents and format of the current materials and incorporate recommendations as appropriate.

Deliverable 2.3. Clinical Practice Guidelines for Family Planning Services. Based on the recommendations from the stakeholders, revise and update the standards and assist DOH in conducting consultative meetings with key stakeholders to further refine the guidelines.

Deliverable 2.4: Develop the final draft of the CPG for FP services based on the consultative meetings and reviews from FP and RH experts.

Output 3: Provide sample printed copies of the Clinical Practice Guidelines for approval before final printing of copies of the approved CPG for FP services for submission to WHO Office of the Representative to the Philippines.

Deliverable 3.1: Camera-ready handbook. After considering all inputs from key stakeholders, finalize the draft CPG in a format that is ready for printing with all key parts (e.g. Message from the DOH Secretary and WHO Representative to the Philippines, Preface, Acknowledgement, Chapters, References and Annexes).

Deliverable 3.2: 3,000 printed copies of the CPG for FP services and submitted to WHO of the Representative to the Philippines.

Deliverable 3.3: Submit final technical and financial report related to this APW.

Output 4: Guidelines on the utilization of the CPG for FP services.

Deliverable 4.1. Draft Administrative Order. A draft DOH Administrative Order containing the guidelines for utilizing the CPG will be prepared and will be presented for comments during consultative meetings.

[Include a power point presentation of the summary of the new changes/updates made.](#)

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 fulfil the following qualifications:

Education of staff involved

- **Essential:** University degree in medicine or public health from a recognized university.
- **Desirable:** Post graduate degree, particularly with SHR or MCH specialization, from a recognized university.

Work Experience

- **Essential:** With more than 5 years relevant experience on: publications writing and editing, technical writing for Family Planning or similar works. Sample works or portfolio may be requested.
- **Desirable:** Previous experience in providing similar services to UN agencies, DOH or other government agencies is desirable.

Technical Skills and Knowledge

- Excellent skills in technical/publications writing and editing and fact checking related to Family Planning/Reproductive Health.
- Knowledge in desktop publishing and publications management.
- Creative and has keen eye for detail and accuracy.
- Able to adapt to relevant and reasonable project demands and submit deliverables within deadline.

Language

- Expert fluency in English and Filipino, both oral and written.

In addition, the contractual partner must have no direct or indirect interest in the tobacco industry, breastmilk substitute manufacturing, alcohol industry, arms dealing or human trafficking.

7. 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. The contract will be completed in not more than three (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 for 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. Submission Requirements

Interested individuals or institution 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 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 cover letter and proposals with the title **Technical Assistance for the Development of Clinical Practice Guidelines for Family Planning Services** to Mrs Ying Chen (cheny@who.int) and wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **28 June 2021**