

# **CALL FOR PROPOSALS**

**Technical Writer for Documenting the Revision of the  
Implementing Rules and Regulations of Chapter VIII  
of the Code on Sanitation of the Philippines**



**World Health  
Organization**

**Representative Office  
for the Philippines**

## **1. Summary**

The World Health Organization - Country Office for the Philippines (WCO PHL) is looking for a technical writer for documenting the revision of the Implementing Rules and Regulations of chapter VIII of the Code on Sanitation of the Philippines, under an Agreement for Performance of Work (APW) contract.

The proposals are due by 15 June 2021.

## **2. Background**

Presidential Decree No. 856 or the Code on Sanitation of the Philippines has been enacted on 23 December 1975 to prescribe sanitation requirements for the improvement of lives for all Filipinos through protection and promotion of health.

This empowers the Department of Health (DOH) to undertake the promotion and preservation of health of the people and raise the health standards of individuals and communities throughout the country.

PD 856 has been crafted to integrate all existing laws and regulations on public health and sanitation and to update it to be relevant and responsive to the needs of the country. With this effort, issues on confusion and misinformation or worse still, the lack of it will be cleared. Key Implementing Rules and Regulations (IRR) of the Code on Sanitation that needs revision is Chapter VIII – “Public Swimming or Bathing Places” in 1998. With the current developments happening in the health sector, such as, Coronavirus Disease 2019 (COVID-19) pandemic, the Universal Health Care (UHC) Law and Sustainable Development Goals (SDG), it is but proper to update this IRR to make it relevant to the needs of the country.

To update this IRR, the Disease Prevention and Control Bureau – Environment Related Diseases Division (DPCB-ERDD) already conducted preliminary discussions with experts in 2019 on come up with draft documents. Finalization in 2020 was postponed because of the COVID-19 pandemic. By 2021, DOH is planning to enhance the draft documents through multi-agency meetings, consultations and workshops. In that regard, DPCB-ERDD would like to engage a technical writer through the support of the World Health Organization to assist DOH in the documentation of the proceedings and agreements of the various activities.

## **3. Timeline**

The implementation timeline for the project is from **21 June to 15 September 2021**.

#### **4. Place of Assignment**

Manila, Philippines

#### **5. Scope of Work**

In close collaboration with the Health and the Environment (HAE) Unit of the WHO Philippine Country Office (WCO) and HAE Team of the WHO Regional Office for the Western Pacific (WPRO), the Contractor will support the implementation of the programme to Documenting the Revision of the IRR of Chapter VIII of the Code on Sanitation of the Philippines:

##### **Output 1: Preliminary Report**

Deliverable 1.1: *Inception report*. The inception report shall contain specific methodologies and activities with identified offices to be involved, locations of activities, materials needed, and tentative dates. DPCB-ERDD shall be consulted in finalizing this report before submission to WHO.

**Due: 30 June 2021**

Deliverable 1.2: *Conduct of the Technical Working Group (TWG) Meetings*.

DOH will conduct TWG meetings to review draft IRRs prepared in 2019. Refined drafts will be used in regional stakeholder consultations. Document the minutes of the meetings and edit the draft documents.

Deliverable 1.3: *IRR consultation with Luzon Regions*. Document the proceedings of the consultation to be conducted for the Luzon Regions for the draft IRRs.

Deliverable 1.4 *IRR Consultation with Visayas and Mindanao Regions*. Document the proceedings of the consultation to be conducted for the Visayas and Mindanao Regions.

**Due: 31 July 2021**

##### **Output 2: Final Report**

Deliverable 2.1. *National Consultation*. Consolidate all the proceedings of the regional consultations together with the minutes of Technical Working Group meetings and prepare an initial IRR draft to be presented in the national consultation. Document its proceedings.

**Due: 31 August 2021**

Deliverable 2.2 *Final Report with Final draft of the IRR*. Submit the final report incorporating all comments to the Final draft of IRR from the national consultation and Technical Working Group meetings.

**Due: 15 September 2021**

## **6. Qualifications**

The Contractual partner must fulfil the following qualifications:

### Education and Certifications

- **Essential:** A graduate of any communications or related courses with background or knowledge on health and environment sector
- **Desirable:** English Communications graduate or Journalism

### Work Experience

- **Essential:** Must have experience in technical writing and editing and similar works, preferably related to health or environment. Sample work or portfolio may be requested
- **Desirable:** Have previous experience in providing similar services to UN agencies, DOH, or other Government agencies

### Technical skills and Knowledge:

- Excellent skills in technical/publications writing and editing.
- Excellent knowledge on MS Word, Excel, Powerpoint and Publisher.

### Language requirements:

- Expert knowledge in written and spoken fluency in English and Tagalog is essential.

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

## **7. Competencies**

The following competencies are mandatory:

- Technical writing competence related to health or environment
- Ability to engage and communicate with multiple stakeholders
- Capability of working as an individual and as a member of a team
- Must be results-oriented and able to submit the deliverables on the prescribed time

## **8. Contract Time**

The work to be done under this contract shall be Technical Writer for Documenting the Revision of the Implementing Rules and Regulations of Chapter VIII of the Code on Sanitation of the Philippines as set out in the Terms of Reference. The contract will be completed in not more than 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 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. Other Requirements**

The technical writer may take office at DPCB, Department of Health. Cost of workshops, consultations, and meetings will be shouldered by DOH.

## **10. Submission Requirements**

Interested individuals should submit electronic copies of the following:

- Cover letter
- Proposal with methodology, financial details and timeline

Address all proposals to:

**Dr Rabindra Romauld 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 Writer for documenting the Revision of the Implementing Rules and Regulations of Chapter VIII of the Code on Sanitation of the Philippines** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and [wpphlwr@who.int](mailto:wpphlwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **15 June 2021**.