

CALL FOR PROPOSALS

Technical Assistance for the Development and Implementation of the Health Literacy Module in the Philippines



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is searching for an institutional or individual partner to provide Technical Assistance for the Development and Implementation of the health literacy module in the Philippines under an Agreement for Performance of Work (APW) contract.

The proposals are due by 09 August 2021.

Background

Pursuant to the Universal Health Care Act and its Implementing Rules and Regulations, the Health Promotion mandate was expanded to ensure appropriate and strategic work on healthy public policy, reorienting health systems to prioritize health promotion and prevention, and increasing health literacy. The development of a Health promotion Framework Strategy (HPFS) was also included as an additional mandate to serve as the national health promotion roadmap and the basis of all health promotion policies and programs in the course of delivering various UHC directives on health promotion.

Subsequent to the development of the HPFS, a National Health Literacy Assessment (HLA) is the DOH-HPB's implementation pipeline in 2021 in order to generate baseline data on the Health Literacy level of Filipinos in the Philippines.

Part of the initiative of the Department is a standard HL module that will be developed for the implementation of HL assessment at the local level. End-users of the module as Centers for Health Development (CHDs), Provinces, Highly Urbanized Cities (HUCs), and Independent Component Cities (ICCs). Further, findings and results of assessment will be useful for policy makers and in planning health promotion programs to design appropriate interventions to address the possible gaps and needs identified to improve health literacy of all Filipinos.

2. Timeline

The implementation timeline for the project is from **16 August 2021 to 23 December 2021**.

3. Place of Assignment

Manila, Philippines

4. Scope of Work

Under the supervision and guidance of the Health Systems Team Coordinator of WHO Philippines Country Office, the APW shall develop a comprehensive module for the implementation of HLA in the Philippines.

Output 1: Development of an Inception Report

Deliverable 1.1: Inception report with Gantt Chart and workplan with timelines

Output 2: Development of the HL module

Deliverable 2.1: HLA Module shall have the following contents:

1. Title
2. Table of Contents
3. List of Acronyms
4. Introduction
5. rationale and Learning Objectives
6. Training Design
7. Review of Related Literature
8. Methodology
 - a. Study Design
 - b. Sampling
 - i. Study Population
 - ii. Sample Size Computation
 - iii. Sampling Design
 - iv. Sampling Procedure
9. Data Collection
 - a. Instrument
 - b. Methods
 - c. Pre-testing and Field Work
 - d. Quality Control
 - e. Data Management
 - f. Data Protection
10. Data Processing, Analysis, Interpretation, and Dissemination of findings and results
11. Ethical Considerations
12. Proposed Timetable and Budget Requirements
13. Data interpretation, presentation, and dissemination of findings
14. Annexes
 - a. Data Collection Tools (e.g. questionnaire, interview/FGD guide questions)
 - b. Informed Consent Forms
 - c. Dummy Tables
 - d. Coding Book
15. Results Framework

Output 3: Monitoring and Evaluation

Deliverable 3.1: Monitoring tool and evaluation plan to measure the impact of the HL implementation

Output 4: Production of Online Training Webinars, Meetings and Consultations

Deliverable 4.1: Content and Module

Deliverable 4.2: Minutes of the meetings

Output 5: Progress Reports

Deliverable 5.1: Progress report shall include the following:

1. Project details
2. Summary of progress
3. Activities and Outputs
4. Preliminary Results
5. Challenges and Lessons Learned/Solutions
6. Budget

Output 6: Final Outputs and Recommendations and presentation of the module

Deliverable 6.1: Final written reports (documentation of the process, recommendations)

Deliverable 6.2: HLA Module (electronic and hard copy)

5. Qualifications

The individual contractual partner or institution's members must fulfil the following qualifications:

Education and Certifications

- A graduate in any health and allied disciplines, with a postgraduate degree or certificate in any of the following: Public health social sciences, public health administration, research methods, or any related fields

Work Experience

- With extensive knowledge and ten (10) years of relevant experience on health promotion policy and systems, health literacy, and health research
- Experience in conducting data collection, analysis, and interpretation and able to lead and supervise research-related activities at the national or international level

Technical skills and knowledge:

- Excellent organizational, communication and technical writing skills with the ability to work with diverse stakeholders
- Familiar with DOH health promotion policies, initiatives and programs

Language

- Good English communication (writing and speaking) skills.

In addition, the individual/institution and its members shall have no involvement, in any form, in drugs, arms dealing, alcohol industry, or human trafficking.

6. Contract Time

The work to be done under this contract is to provide Technical Assistance for the Development and Implementation of the health Literacy Module in the Philippines as set out in the Terms of Reference. The contract will be completed in not more than 6 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.

7. Other Requirements

N/A

8. 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 cover letters 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 letters and proposals with the title: **Technical Assistance for the Development and Implementation of the health literacy module in the Philippines** 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 **09 August 2021**.