

CALL FOR PROPOSALS

Technical Assistance on strengthening the operations of the National Vaccination Operations Center (NVOC) for COVID-19 Vaccinations



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional contractual partner to provide technical assistance in strengthening the operations of the National Vaccination Operations Center (NVOC) for COVID-19 vaccines in the regional and national level, under an Agreement for Performance of Work (APW) contract.

The overall objective of this technical assistance is to instate manpower to provide needed data management and technical support in strategic areas/offices of the Department of Health (DOH) specifically at the Field Implementation and Coordination Teams (FICT) and Supply Chain Management Service (SCMS) to comply with the objectives of our vaccination roll-out, through the recruitment, training and supervision of field coordinators in Luzon, Visayas and Mindanao, and data managers/analysts in NVOC and SCMS. The recruitment and training to execute the COVID-19 vaccination and deployment plan is in coordination with the NVOC secretariat and the WHO Country Office Philippines. The APW holder will monitor and provide operational and administrative support to the recruits.

2. Background

The Philippine government through the DOH is ramping-up the implementation phase of the COVID-19 vaccination program. Currently, the country had received 77,410,640 doses of seven (7) different brands of vaccines with the goal of inoculating the target population of 77,139,058 at the end of 2021. To date, the coverage rate of fully vaccinated individuals in the country is at 28.51%.

The DOH-led NVOC together with the Department of Information and Communications Technology (DICT), Department of Interior and Local Government (DILG), Food and Drug Authority (FDA), Armed Forces of the Philippines (AFP), Presidential Communications Operations Office (PCOO), Philippine National Police (PNP) and the National Task Force (NTF) Against COVID-19 has started its operations since 1 February 2021 with the active support of WHO, UNICEF and private sector.

As the complexities of vaccine roll-out relies heavily on coordination of different level of governance and reporting, its essential that NVOC strengthen its current capacity to provide technical assistance in the field and efficient data management including end to end inventory of vaccine for timely provision of analysis to decision-makers and implementors.

3. Timeline

The implementation timeline for the project is from **15 November 2021 to 15 May 2022**.

4. Place of Assignment

Luzon, Visayas and Mindanao Philippines

5. Scope of Work

In coordination with World Health Organization Philippine Country Office the selected contractual partner shall perform the following activities:

Expected Output and Deliverables for the APW Holder:

Output 1: Inception report with detailed work plan

Deliverable 1.1. Develop a work plan and budget matrix on the recruitment of thirteen (13) field officers and data managers.

Deliverable 1.2. Recruit the following NVOC-support staff:

- four (4) FICT Field Operations Officers to be deployed in Northern Luzon, Central and Southern Luzon, Visayas and Mindanao
- four (4) Data Managers to be deployed in Northern Luzon, Central and Southern Luzon, Visayas and Mindanao
- one (1) Field Operations Officer in region CALABARZON
- two (2) Data Managers to be assigned in SCMS and
- two (2) NVOC Data Managers.

Output 2: Provide administrative and logistical support to the recruited staff when providing technical assistance to the subnational or local government unit level.

Deliverable 2.1. Provide monthly operational support to recruited staff which includes the salary disbursement, travel allowance for field works based on actual transportation cost excluding travel to workstation. Salary will be based on the agreement with the DOH;

Deliverable 2.2. Maintain monthly activity list for the recruited staff.

Output 3: Final report

Deliverable 3.1. Submit technical and financial reports.

The recruited staff, upon technical guidance and close coordination with WHO Philippines Country Office and NVOC/FICT-NCRNL shall have the following responsibilities:

Expected Output and Deliverables of the NVOC-Data Managers:

Output 1: Leads NVOC database consolidation and analysis of received and delivered COVID-19 vaccines

Deliverable 1.1. Works with the Department of Information and Communications Technology on COVID-19 vaccination database and reporting;

Deliverable 1.2. Coordinates with logistics/supply managers of CHDs and other team members of NVOC data management team in preparation for daily and weekly inventory report;

Deliverable 1.3 Participates fully as a member of the NVOC by contributing, assisting and participating in meetings, activities, consolidation of reports and initiatives as requested by the NVOC Chairperson.

Output 2: Develops guidelines, training materials, protocols, and statistical methodologies to advance and evaluate the data management of COVID-19 vaccination program

Deliverable 2.1. Performs brainstorming and coordination with other members of NVOC to provide recommendations for improvement of data management and analysis;

Deliverable 2.2. Provides training/orientation to data managers in different level of governance.

Output3: Technical report

Deliverable 3.1. Monthly activity report

Deliverable 3.2. Final technical report.

Expected Output and Deliverables of NVOC Field Operations Data Managers (Northern Luzon, Central and Southern Luzon, Visayas, Mindanao)

Output 1: Manages NVOC data collection and analysis of coverage and consumption of COVID-19 vaccines in assigned CHDs under Field Implementation and Coordination Team (FICT) cluster

Deliverable 1.1. Works with CHD Data Managers and FICT staff in data management planning, monitoring and reporting of COVID-19 vaccination program;

Deliverable 1.2. Ensures compliance of all reporting units in the daily reporting of vaccination operations;

Deliverable 1.3. Relays issues and concerns raised related to data management by the implementers.

Output 2: Develops guidelines, training materials, protocols, and statistical methodologies to advance and evaluate the data management of COVID-19 vaccination program

Deliverable 2.1. Performs brainstorming and coordination with other members of NVOC to provide recommendations for improvement of data management and analysis;

Deliverable 2.2. Provides training/orientation to data managers in different level of governance.

Output 3: Technical report

Deliverable 3.1. Monthly activity report; and

Deliverable 3.2. Final technical report.

Expected Output and Deliverables of the NVOC-Field Operations Coordinators (CALABARZON, Northern Luzon, Central and Southern Luzon, Visayas, Mindanao)

Output 1: Serves as the NVOC focal point in the field working with Center for Health Development (CHD) and Local Government Units on COVID-19 vaccination program planning, implementation, evaluation and reporting.

Deliverable 1.1. Liaises with other agencies and development partners as needed for implementation of COVID-19 vaccination program activities and evaluations.

Output 2: Coordinates closely and liaises with NVOC secretariat in ensuring the implementation of the COVID-19 vaccines National Deployment and Vaccination Plan and relevant DOH guidelines on COVID-19 vaccination

Deliverable 2.1. Participates fully as a member of the NVOC by contributing, assisting and participating in meetings, activities, consolidation of reports and initiatives as requested by the NVOC Chairperson;

Deliverable 2.2. Provides training/orientation to Development Management Officers on DOH guidelines on vaccination and NVOC advisories.

Output 3: Technical report

Deliverable 3.1. Monthly activity report;

Deliverable 3.2. Final technical report

Expected Output and Deliverables of the NVOC Data Managers for Logistics

Output 1: Manages NVOC data collection and analysis of received and delivered vaccines in the DOH, private sector and LGU warehouses of COVID-19 vaccines.

Deliverable 1.1. Works with Supply Chain and Management Service (SCMS) COVID-19 Warehouse Manager and Coordinators on end to end logistics planning, monitoring and reporting;

Deliverable 1.2. Coordinates with logistics/supply managers of CHDs and other team members of NVOC data management team in preparation for daily and weekly inventory report.

Output 2: Supports NVOC secretariat with statistical analysis and report writing

Deliverable 2.1. Prepares presentations and reports for the NVOC lead and co-lead

Output 3: Technical report

Deliverable 3.1. Monthly activity report

Deliverable 3.2. Final technical report

6. Qualifications

The contractual partner must fulfil the following qualifications:

- Implementing partners should be a local agency or non-government organization duly registered with the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) with at least 5 years' experience working with government agency and UN agencies;
- At least five years' experience working in the public health sector is required, conducting disease surveillance activities and generating descriptive reports; and
- Have previous experience of recruiting HR's upon coordination with DOH CHD and overseeing the work output of the contracted personnel.

The Field Operations Coordinators must fulfil the following qualifications:

EDUCATION

Education of Field Operations Coordinators involves:

- Essential: University degree in public health, health policy, medicine and allied health

sciences, social sciences, development studies or related field.

- Desirable: Postgraduate degree in public health, health policy and allied health sciences, social sciences, development studies or related field.

WORK EXPERIENCE

Experience required for the Field Operations Coordinators:

- Essential: At least three (3) years working experience in public health with relevant knowledge and experience on community or national-based immunization program.
- Desirable: Relevant working experience with WHO or any UN agency, Department of Health and related stakeholders.

TECHNICAL SKILLS & KNOWLEDGE

- In-depth knowledge on the structural and operational framework of the immunization program;
- Proficient in project strategy, planning, coordination, implementation and management skills;
- Excellent technical writing skills and able to adapt to project and demands and submit deliverables within timelines; and
- Knowledge and familiarity with WHO and DOH work, relevant policies and operations is an advantage.

LANGUAGE

- Excellent verbal and written communication skills in English and Filipino.

The Data Managers must fulfil the following qualifications:

EDUCATION

Education of Data Managers involves:

- Essential: University degree in Mathematics, Information Technology, Statistics or related field.

WORK EXPERIENCE

Experience required for the Data Managers:

- Essential: At least one (1) year working experience within the public or private health system with relevant knowledge and experience on community or national-based immunization program.
- Desirable: With relevant knowledge and experience on community or national-based immunization program.

TECHNICAL SKILLS & KNOWLEDGE

- Excellent in Microsoft Excel or Stata.
- Proficient in managing google sheets, data analysis using graphs and tables and able to adapt to the demands and submit deliverables within timelines.
- Knowledge and familiarity with WHO and DOH work, relevant policies and operations is an advantage.

LANGUAGE

- Excellent verbal and written communication skills in English and Filipino.

7. Contact 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, supported by the approved Inception Report. The contract will be completed in not more than **six (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 Inception Report, the Owner shall charge the Contractor liquidated damages. This shall be in the amount of 0.5% of total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed 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.

Confidentiality Statement

All input from NVOC, FICT and SCMS and all related documents about the support are confidential and must **NOT** be handed over to third parties. The DOH and WHO have the exclusive ownership of all documents, and only DOH and WHO have the right to disseminate any information outside the agreed project's scope.

Requirements for the APW contract holder:

Other requirements include copy of SEC or CDA registration, company profile including organigram and updated resume with photo of the head of company, portfolio of previous projects implemented in collaboration with LGU, government agencies and/or developmental partners.

8. Submission Requirements

Interested institutions and/or individuals should submit electronic copies of the following:

- Signed letter of intent
- Proposal with methodology, financial details and timeline
- Company profile and qualifications/curriculum vitae of the officers

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 on strengthening the operations of the National Vaccination Operations Center (NVOC) for COVID-19 Vaccinations** to Mrs Ying Chen (chen@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contracted by WHO Philippines.

Deadline of submission of proposals is on **2 November 2021**.