

CALL FOR PROPOSALS

Technical and Administrative Services for Health and Environmental Programme



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization, Country Office in the Philippines (WCO PHL) is looking for an individual contractual partner to provide technical and administrative services for Health and Environmental Programme, under an Agreement for Performance of Work (APW) contract.

The proposals are due by 15 September 2021.

2. Background

The Department of Health in collaboration with the World Health Organization (WHO) Philippines has been implementing the Country Cooperation Strategy (2017-2022) where Health and Environment (HAE) programme is one of the strategic priorities under Protect Health. HAE includes water, sanitation and hygiene (WASH), climate change, chemical safety, food safety, occupational health, and air quality.

To support specific programme activities, there are ongoing projects that need technical and administrative assistance, such as the Department of Foreign Affairs and Trade, Australia assisted (DFAT-assisted) Drinking Water Quality Surveillance Project; Korea International Cooperation Agency (KOICA) and DFAT-assisted WASH in Health Care Facilities (HCF) Project, and Ministry of Food and Drug Safety, Korea supported (MFDS-supported) Capacity Building for Pesticide Laboratory Analysis Project.

In addition, there are national and global advocacy campaigns that need to be supported, such as World Environmental Health Day, Global Handwashing Day and World Toilet Day to advance WHO advocacy on the importance of HAE in preventing environment-related diseases and in contributing to relevant Sustainable Development Goals (SDGs)

To ensure proper technical and administrative assistance to HAE programme, there is a need for the contractual services of an Agreement for the Performance of Work (APW) to deliver the required outputs of the programme.

3. Timeline

The implementation timeline for the project is from **20 September to 23 December 2021**.

4. Place of Assignment

Manila, Philippines

5. Scope of Work

Under the supervision of the Health and Environment Technical Officer of the WHO Country Office in the Philippines, the contractual partner shall perform the following tasks/responsibilities:

Output 1: Inception 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.

Output 2: Monthly monitoring report of HAE activities

Deliverable 2.1. Develop a monitoring matrix to include key activities of HAE programme

Deliverable 2.2. Track the progress of activities and highlight issues needing immediate WHO actions

Deliverable 2.3. Recommend WHO actions on how to resolve identified technical and administrative issues

Output 3: Consolidated improvement plans for WASH in HCFs in KOICA/DFAT/JVC (Japan Voluntary Contribution) project areas

Deliverable 3.1: Review the progress of activities for WASH in HCF in project areas.

Deliverable 3.2: Conduct mentoring for selected HCF as needed in the use of WASH for Health Facility Improvement Tool (FIT) for the assessment of selected HCFs in Aklan, Agusan del Sur and Davao Region.

Deliverable 3.3: Support the project areas in translating the assessment plans into improvement plans

Deliverable 3.4: Consolidate the improvement plans and highlight the items that can be supported by WHO. Initiate works to start the implementation of the plans.

Output 4: Tentative programs and arrangements for local and international campaigns

Deliverable 4.1: Participate in the meetings of TWGs for local and international campaigns, such as World Toilet Day, World Environmental Health Day, and Global Handwashing Campaign.

Deliverable 4.2: Compile tentative programs for such campaigns and identify the possible participation and contribution of WHO.

Deliverable 4.3: Support WHO in developing presentation materials or messages in such campaigns

Output 5. NEHAP Monitoring Report

Deliverable 5.1: -Review updates of planned activities of the National Environmental Health Action Plan (NEHAP) from 2018 to 2021 and develop a simple monitoring system for NEHAP.

Deliverable 5.2: Indicate what has been accomplished and rate the accomplishment per sector and for the entire NEHAP.

Deliverable 5.3: Recommend strategies on how to handle issues encountered by each NEHAP sector and how the entire NEHAP will be updated by 2022

6. Qualifications

The contractual partner must fulfill the following qualifications:

Education and Certifications

- A graduate of at any of the following courses: Environmental and Sanitary Engineering, Public Health, Environmental Management, or equivalent courses, preferably with Masteral Units

Experience required

- Experience working in health and environment programs and projects with or for government agencies in a multi-stakeholder environment

Skills / Technical skills and knowledge

- With good technical writing skills, good facilitation skills, knowledgeable in basic computer programs, efficient organizational and management skills
- Ability to quickly comprehend strategic and tactical objectives and to formulate comprehensive plans to address challenges/risks
- Ability to work harmoniously as a member of a team, adapt to diverse educational backgrounds and maintain a high standard of personal conduct

Language requirements

- Expert knowledge in written and spoken fluency in English.

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

7. Contract Time

The work to be done under this contract shall be Technical and Administrative Services for Health and Environment Programme 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.

8. Submission Requirements

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

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

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 and Administrative Services for Health and Environmental Programme** to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

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