

CALL FOR PROPOSALS

**Contractual partner to support the Campaign
Activities for World TB Day 2022 in the Philippines**



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional contractual partner to support the campaign activities for the World TB Day 2022 including the RACE to End TB Awards under an Agreement for Performance of Work (APW) contract.

The proposals are due by 4 March 2022.

2. Background

The Philippines has the second highest per capita burden of Tuberculosis (TB) in the world and WHO supports the Department of Health Disease Prevention and Control Bureau (DOH - DPCB) to end TB by 2030. This support follows the cascade of care – screening, testing, treatment, and prevention. With clear goals, DPCB has been following the Philippine Strategic TB Elimination Plan (PhilSTEP), however, reaching their targets have been challenged with various factors including the pandemic. These targets are also supported by the nationwide multi-year “Race to End TB” campaign. WHO also collaborates with various TB partners in the country toward the same goals.

World TB Day (WTBD) is an annual advocacy event, observed on 24 March, aimed to continue momentum in the fight against TB. This year is especially crucial as we continue to sustain our gains and scale up services amidst the ongoing pandemic. These activities will target health workers, partners, local chief executives and others to help the DPCB to bounce back stronger and realize the ambitious goals as per PhilSTEP.

3. Timeline

The implementation of timeline for this project is from **09 March to 30 April 2022**.

4. Place of Assignment

To be conducted remotely.

5. Scope of Work

Under the supervision of the Technical Officer for TB/UHC and the Team Lead for Communicable Diseases, the consultant shall:

- Organize virtual events.
- Produce communication materials.
- Produce videos.

- Produce awards material and provide logistical support.
- Coordinate with other World TB Day activities.

** Awards plaques and certificates will also be sent where feasible which may also include promotional materials. A budget of PHP 100,000 should be included in the proposal for shipping costs. The actual expended amount will be reimbursed upon submission of official receipt from courier agency.

Deliverables

Deliverable 1. Support in the organization of WTBD specifically the National RACE to End TB Awards

- 1.1. Visuals and audio
- 1.2. Scripty development
- 1.3. Recorded messages from top performers
- 1.4. Technical and program support

Deliverable 2. Organization 17 regional simultaneous virtual pre-events (Regional Race to End TB awards) leading up to the main event

- 2.1. Events platform
- 2.2. Technical support and coordinators for each of the pre-event
- 2.3. Pre-event instructions to guide regional coordinators to facilitate on their own
- 2.4. Pre-event materials for regional coordinators to use

Deliverable 3. Awards

- 3.1. Design and production of plaques and certificates
- 3.2. Design and production of promotional materials
- 3.3. Logistic support (shipping)

Deliverable 4. Develop at least 10 social media cards

Deliverable 5. Develop at least 7 promotional videos (pre-and post-event)

Deliverable 6. One highlight video and visual booklet of activities for future use

Deliverable 7. Final technical and financial report

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. Documents, other information and/or statistics that are not publicly available and have been provided to the contractor for the purposes of undertaking this work may not be published, further analyzed, disclosed to third parties, or used for any other purpose even after the end of the contract.

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. Completion of Work

The work to be done under this contract shall be Contractual partner to support the Campaign Activities for World TB Day 2022 in the Philippines as set out in the Terms of Reference. The contract shall be completed in not more than 2 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 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. Qualifications

Education of staff involved:

- The team lead must be a graduate of any four-year course from a university/college

Experience required:

- A qualified event management agency with capability of planning, organizing and executing a high-level virtual conference or forum
- The team lead must have a minimum of five (5) years of relevant experience in planning, organizing and executing successful events
- The agency must have demonstrated experience in providing event management services to WHO, other UN agencies, USAID, DOH and/or other government agencies
- The agency must submit a list of previous event management experience

Technical Skills and Knowledge:

- Creative skills in fabrication of event modular activities, especially virtual events
- Strong skills in design and production of event collaterals and communication materials, both digital and physical materials
- Capability to coordinate logistic requirements in a timely manner and properly manage resources, including packing, handling and couriering materials to various parts of the country
- Solid experience in video and audio production

Language requirements:

- Written and spoken fluency in English and Tagalog

Other requirements:

- Essential: No conflict of interest regarding the concerned companies which might bias judgement.

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

Competencies

- Creative and strategically oriented
- Able to adapt to relevant and reasonable project demands and submit deliverables within timelines

8. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members
- Link to a portfolio of previous work relevant to the TOR (uploaded on file sharing services such as Dropbox or Google Drive)

Address all documents to:

Dr Rajendra Yadav

Acting 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 documents with the title, **Contractual partner to support the Campaign Activities for World TB Day 2022 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 proposals is on **4 March 2022**.