

CALL FOR PROPOSALS

Technical Assistance on Capacity Building for
Selected Water Laboratory Personnel and
Local Government Unit Staff in Project Areas



**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 assistance on capacity building for selected water laboratory personnel and Local Government Unit (LGU) staff in project areas for Health and Environmental programme, under an Agreement for Performance of Work (APW) contract.

The proposals are due by 18 October 2021.

2. Background

The current support of World Health Organization (WHO) to the Department of Health (DOH) is outlined in the Philippines-WHO Country Cooperation Strategy (2017-2022). One of its strategic priorities is **Protect Health** where water and sanitation is included. A project entitled “**Strengthening the quality and sustainability of water, sanitation and hygiene (WASH) services, including health care facilities**” with a duration of four (4) years (2018-2022) is aligned to this strategic priority with funding support from the Australian Government through the Department of Foreign Affairs and Trade (DFAT). This project aims to improve the sustainability of drinking-water safety approach in selected areas of the country.

From April to July 2019, assessments were conducted to get the baseline status of project sites, including the status of water laboratories. Key findings show the need for capacity building in pilot areas to improve the capability of water laboratory personnel and Local Government Unit (LGU) staff on testing water quality in compliance to the 2017 Philippine National Standards for Drinking Water (PNSDW) and the DOH Revised Accreditation Guidelines for Water laboratories (DOH Administrative Order No. 2020-0031).

In Korea International Cooperation Agency (KOICA) supported areas, technical assistance is also being provided on WASH in selected health care facilities. To ensure that water supply is safe, portable test kits are also proposed to be used by the LGUs in checking the safety of water in HCFs.

The pilot areas are as follows:

Areas	DFAT supported areas	KOICA supported areas
Luzon	Baguio City La Trinidad, Benguet	
Visayas	Cebu City Tuburan, Cebu	Aklan
Mindanao	Davao City Sta Cruz, Davao del Sur	Agusan del Sur, Davao Region

Purpose

The overall objective of this technical assistance is to develop training manuals and online modules that will enhance the capacities of the water laboratory personnel and LGU staff in testing drinking water quality in compliance to the 2017 PNSDW, DOH Administrative Order No. 2020-0031, and Sustainable Development Goal (SDG) 6.1 on safely managed drinking-water services.

Specifically, this technical assistance aims to:

- a. Identify water laboratory personnel and LGU staff who can be included in the training from pilot areas.
- b. Determine the required competency of water laboratory personnel and LGU staff (including water samplers) based on 2017 PNSDW and DOH AO #2020-0031 requirements and compare it to their existing capacity to identify training needs.
- c. Develop a Laboratory Manual to be used by water laboratory personnel for analysing mandatory parameters of PNSDW.
- d. Develop a Portable Test Kits Manual to be used by LGU staff for sampling and analyzing mandatory parameters of PNSDW.
- e. Develop Training Modules for water laboratory personnel and LGU staff for analysing mandatory parameters to be uploaded into the DOH Academy eLearning platform.

3. Timeline

The implementation timeline for the project is from **25 October to 31 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: Work plan with Gantt chart of activities. The work plan will be part of the inception report that will be submitted to WHO Philippines at the beginning of the engagement.

Deliverable 1.2: Inception report. WHO Philippines and DOH shall be consulted in finalizing this report before submission to WHO.

Output 2: First Progress Report

Deliverable 2.1: Identify water laboratory personnel and LGU staff to be included in the training in the pilot areas in consultation with DOH, DILG and WHO

Deliverable 2.2 Determine the required competency of water laboratory personnel and LGU staff based on 2017 PNSDW and DOH AO #2020-0031 and compare it to their existing capacity to identify training needs.

Deliverable 2.3 Draft a Laboratory Manual for water laboratory personnel for analysing mandatory parameters of PNSDW.

Deliverable 2.4 Draft a Manual for LGU staff on using portable test kits for mandatory parameters of PNSDW to be used by the Local Drinking Water Quality Committee members in-charge of drinking-water quality monitoring

Output 3: Second Progress Report

Deliverable 3.1: Develop the learning design for the online modules for water laboratory personnel and LGU staff

Deliverable 3.2: Develop the concept and technical design for the said modules.

Deliverable 3.3: Create the scripts, spiels of the resource persons and storyboard of the video including references.

Deliverable 3.4: Coordinate with different resource persons for the development of the online modules

Deliverable 3.5: Create the online modules for the use of water laboratory personnel and LGU staff responsible for drinking- water quality monitoring.

Deliverable 3.6: Finalize the online modules by conducting a pilot test or simulation with participants from the project areas.

Output 4: Final Report

Deliverable 4.1 Final Technical Report (to include final draft of the laboratory manual for water laboratory personnel, final draft of the manual for LGU staff on the use of portable test kits; and the final online training modules for water laboratory personnel and LGU staff.

Deliverable 4.2 Final Financial Report

6. Qualifications

The contractual partner must fulfill the following qualifications:

Education and Certifications

- Essential for Team Leader: Bachelor's degree in any environmental health, environmental science, environmental and sanitary engineering, public health, or equivalent courses.
- Desired for Team Leader: With post graduate degree in any environmental health, environmental science, public health, environmental and sanitary engineering, or equivalent courses.

Experience required

- The Team Leader and members with at least more than 5 years relevant international experience on drinking-water quality surveillance, water laboratory testing, capacity building, and development of online modules.
- Familiar with the works of the World Health Organization, Department of Health and Local Government Units in the areas of drinking-water safety, and water quality monitoring
- The current workload will not hinder the progress of the engagement

Skills / Technical skills and knowledge

- Preferably with environmental or public health background with good understanding of WASH, drinking-water quality, and operation of water laboratories.
- With skills in developing training materials and in conducting training activities
- Knowledge of 2017 PNSDW and DOH AO # 2020-0031.

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 assistance on capacity building for selected water laboratory personnel and Local Government Staff in project areas 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 Assistance on Capacity Building for Selected Water Laboratory Personnel and Local Government Unit Staff in Project Areas** to Mrs Ying Chen (cheny@who.int) and wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **18 October 2021**.