

CALL FOR PROPOSAL

Contractual Partner to support the Viral Hepatitis (VH) Estimates Capacity Building and Development of VH Estimation Training Materials and Manual of Procedures (MOP)



**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 Viral Hepatitis (VH) Estimates capacity building and development of VH Estimation training materials and Manual of Procedures (MOP) under an Agreement for Performance of Work (APW) contract.

The proposals are due by 20 March 2023.

2. Background

An estimated 7.3 million adult Filipinos are chronically infected with the Hepatitis B virus (HBV). In the Philippines, chronic Hepatitis B infection (CHB) is the leading cause of cirrhosis and hepatocellular carcinoma (HCC). Hepatocellular carcinoma is the second most common cause of cancer-related deaths in the country. Committed to the strategic framework of Philippine Development Plan 2023-2028 and elimination of viral hepatitis as public threats of Global Health Sector Strategies on HIV, Viral Hepatitis, Sexually Transmitted Infections (STI) for the period of 2020-2030 the Philippines' Department of Health strengthen the Policies on the Prevention and Control of Viral Hepatitis through the Cancer Control Division Program. Such elimination programmes can only be implemented under the guidance of strategic information. Strategic information for viral hepatitis is the key to understanding the country's epidemic, informing policy and programme decisions, and aiding in the monitoring and evaluation of established programmes for the VH elimination.

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Objective(s):

To ensure the sustainability of Viral Hepatitis Estimates validation activity through capacity building and development of training materials and manual of operations.

3. Timeline

The implementation timeline for the project is two (2) months from **27 March** to **31 May 2023**.

4. Place of Assignment

Manila, Philippines or can be conducted remotely.

5. Scope of Work

In close collaboration with the Department of Health (DOH) – Epidemiology Bureau (EB) and guidance of the WHO Country Office Philippines, the contractual partner shall deliver the following items:

- I. Prepare a specific work plan and timetable for the activities related to it.
- II. Conduct a pre-training baseline assessment such as but not limited to desk review for the training design, participate, and document the key assumptions in the CDAF PRoGReSs Model Training.
- III. Develop training materials and a manual of procedures and facilitate/conduct training.

Output/s and Deliverable/s:

Output 1: Inception Report

Deliverable 1.1: Introduction and Rationale of the project

Deliverable 1.2: Timetable and Work Plan

Output 2: Draft training materials and manual of operations

Deliverable 2.1: Conduct desk review, baseline assessment of training needs, and design

Deliverable 2.2: Understand CDAF ProGReSs Model

Deliverable 2.3: Detailed training report summarizing the key takeaways and agreements

Deliverable 2.4: Draft training materials

Deliverable 2.5: Draft Manual of Procedures (MOP) and Training Materials including working sheets, raw data, and related documents

Deliverable 2.6: In coordination with DOH-EB, identify training venue and participants to organize and facilitate training workshop of the training module and materials to be developed by the provider

Output 3: Final Report

Deliverable 3.1: VH Estimates Validation Manual of Procedures and Training Materials

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 analysed, 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 Viral Hepatitis (VH) Estimates Capacity Building and Development of VH Estimation Training Materials and Manual of Procedures (MOP) 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

The contractual partner or institution's members must fulfill the following educational qualifications and work experience:

Education of staff involved:

- Essential: University degree in public health, epidemiology, or other related fields
- Desirable: University degree in medicine; Postgraduate degree in medicine, public health, epidemiology, or other related fields

Experience required:

- Essential:
 - At least five years of experience related to the scope of work, specifically those related to viral hepatitis initiatives for disease incidence, prevalence projection, and disease modeling

- Desirable:
 - Relevant experience with collaborating government agencies, particularly coordination with DOH Epidemiology Bureau; strong ability to work in a multi-sectoral environment with diverse stakeholders
 - Experience in producing concise reports and presentations, training modules, and materials
 - Extensive experience in conducting training and facilitation sessions

Technical Skills and Knowledge:

- Sound knowledge in producing concise reports and presentations, training modules, and materials
- Sound knowledge in conducting training and facilitation sessions
- Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds, and maintain a high standard of personal conduct

Language requirements:

- Written and spoken fluency in English is essential

Competencies:

- Technical competence in the field of public health
- Ability to engage and communicate with multiple stakeholders
- Skills to respect and promote individual and cultural difference
- Capability of working harmoniously with a positive attitude at work

Other requirements:

The contractor shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

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
- Link to a portfolio of previous work relevant to the TOR (uploaded on file-sharing services such as Dropbox or Google Drive)

Address all proposals to:

Officer-in-Charge

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 Viral Hepatitis (VH) Estimates Capacity Building and Development of VH Estimation Training Materials and Manual of Procedures (MOP)** to Mr Danilo Luzentales (luzentalesd@who.int) and wpphlwr@who.int. Only shortlisted proposals will be contacted by WHO Philippines.

The deadline for submission of proposals is on **20 March 2023**.