

CALL FOR PROPOSAL

Technical Assistance to support the Development of Clinical Practice Guidelines for the Diagnosis and Management of Drug Dependence among Filipino Adults



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for a contractual partner to provide technical support for the development of clinical practice guidelines for the diagnosis and management of drug dependence among Filipino adults under an Agreement for Performance of Work (APW) contract.

The proposals are due by 14 July 2022.

2. Background

In the Philippines, it is estimated that 1.7 million Filipinos aged 10-69 years old are taking dangerous drugs in 2019. Appropriate interventions are given depending on the risks for developing drug dependence and the level of severity for those determined to be drug dependent. Patients screened to have moderate risk and those with mild dependence are treated in community-based programs; those found to be with moderate dependence are referred to facility-based outpatient programs, and only those with severe dependence are admitted in a facility-based inpatient program.

In the previous years that the country has faced an unprecedented surge in the number of identified Persons Who Use Drugs (PWUDs) seeking treatment and rehabilitation services, the DOH has provided guidance through pertinent issuances aimed at standardizing client flow and delineating the minimum standards of care to be provided at each stage: screening, diagnosis and management. However, the significant need to generate an evidence-based set of recommendations on the assessment and management of drug dependence has been noted from different stakeholders.

In addition, the passage of the Universal Health Care Law that guarantees equitable access to quality and affordable healthcare goods and services includes drug rehabilitation services. As such, the Department of Health (DOH) through the Dangerous Drugs Abuse Prevention and Treatment Program (DDAPTP) has requested WHO Philippines to support the development of Clinical Practice Guidelines that will support the healthcare financing aspect of Filipino adults with drug dependence.

3. Timeline

The implementation timeline is from **July 2022** to **October 2022**.

4. Place of Assignment

Manila, Philippines

5. Scope of Work

Under the direct supervision of the WHO Country for the Philippines, the contractual partner shall perform the following tasks/responsibilities in close collaboration within the respective offices within the DOH such as DDAPTP and National Practice Guideline Program, and PhilHealth. The contractual partner is also expected to work with other stakeholders that may be involved in developing the CPGs.

6. Method(s) to carry out the activity

1. Review and analyze existing resources (policies, guidelines, programs, etc.) relative to drug abuse treatment and rehabilitation services;
2. Facilitate the creation of a Consensus Panel and Evidence Review Experts;
3. Ensure the guideline development process is aligned with the DOH-PHIC Manual for Clinical Practice Guidelines, DOH AO No. 2021-0020: Revised Guidelines on National Practice Guideline Development, Adoption and Dissemination, and Appraisal of Guidelines for Research & Evaluation (AGREE-II) Tool Reporting Checklist;
4. Facilitate meetings, consultations and workshops with stakeholders;
5. Submit final technical report with policy recommendations and documentation.

7. Outputs and Deliverables

Output 1: Inception report with itemized work plan and Gantt chart of activities

Deliverable 1.1: Develop 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. The inception report, to be submitted within 7 days of commencing this assignment, will demonstrate the contractual partner's conceptual and implementation approach and methodology, scope of work, resources required, and the timeline of activities to guide the assignment and meet the agreed upon deliverables.

Deliverable 1.2: Submit and discuss the inception report and work plan with WHO Philippines and DOH.

Output 2: Creation of a Consensus Panel and Evidence Review Expert

Deliverable 2.1: Work with DOH-DDAPTP to identify members and representatives of the Consensus Panel and Evidence Review Expert adhering to the requirements set forth by DOH A.O No. 2021-0020.

Deliverable 2.2: Collect, assess and manage declaration and management of conflicts of interests for all groups and persons involved in the practice guidelines development.

Deliverable 2.3: Work with DOH-DDAPTP to create a DOH Department Personnel Order for the Consensus Panel and Evidence Review Expert.

Deliverable 2.4: Submit and discuss Progress Report with WHO Philippines and DOH

Output 3: Manuscript of Clinical Practice Guidelines on Drug Dependence

Deliverable 3.1: Work with the Consensus Panel and Evidence Review experts in reviewing evidences and drafting practice guidelines for the whole spectrum of care for drug dependence in Filipino adults from screening, diagnosis, and management

in community-based programs, facility-based outpatient program, residential inpatient program and aftercare.

Deliverable 3.2: Conduct meetings, consultations and workshops with concerned stakeholders.

Deliverable 3.3: Facilitate the appraisal and approval of the practice guideline manuscript in adherence to the tools and processes set by DOH.

Output 4: Documentation of the Process

Deliverable 4.1: Submit a Final Technical narrative report (analysis on the outcome of workshops) with documentation materials (e.g. proceedings, minutes, photos, videos, recordings, attendance sheet, evaluation summary, draft documents and presentations) – e-copies in PDF and editable file saved in hard drives and hardbound copies (following DOH formats)

Deliverable 4.2: Submit a brief financial statement.

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 products and reports and reserve the right to further disseminate relevant information.

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.

8. Qualifications

The team lead and/or team members must fulfill the following qualifications:

Education:

- A Master's degree in any of the following fields: public health, epidemiology or related fields from a recognized university.
- Desirable: With post-graduate degree or advanced studies in public health, social sciences, mental health and substance abuse, or similar from a recognized institution.

Experience required:

- At least 5 years of relevant experience on health policy development, preferably within a government setting.
- Have relevant experience in developing Clinical Practice Guidelines or similar projects.

Skills / Technical skills and knowledge:

- Good medical, mental health and human rights knowledge, and preferably familiar with UN language.
- Good technical writing and facilitation skills, and extensive knowledge and practice in conceptualizing, designing, and developing public health policies.

Competencies

- Communicating in a credible, effective and culturally competent way
- Moving forward in a changing environment
- Fostering integration and teamwork
- Producing results

9. Contract Time

The work to be done under this contract shall be the development of Clinical Practice Guidelines for the Diagnosis and Management of Drug Dependence among Filipino Adults 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 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.

10. Other Requirements

The contractor (both the institution and any individuals engaged on this work) 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.

11. Management of Conflict of Interest

Any interest by entity (individual/organization/company), expert or member of the project team that may affect or reasonably be perceived to (1) affect the expert's objectivity and independence in providing advice to WHO related to the conduct of a project, and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit or department).

WHO's conflict of interest rules are designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and of its normative work. If not identified and appropriately managed such situations could undermine or discount the value of expert's contribution, and as consequence, the work in which the expert is involved. Robust management of conflicts of interest not only protects the integrity of WHO and its

technical/normative standard setting processes but also protects the concerned expert and the public interest in general.

12. 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 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.

13. 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 curriculum vitae of team members.

Address all cover letters and proposals to:

Mr Lluís Vinals Torres

Officer-In-Charge

Office of the 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 to support the Development of Clinical Practice Guidelines for the Diagnosis and Management of Drug Dependence among Filipino Adults** to Mrs Ying Chen (cheny@who.int) and to wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **14 July 2022**.