

# CALL FOR PROPOSALS

**Contractual partner to support the development of the Philippine National AIDS Council Manual of Procedures (MOP)**



**World Health Organization**

Representative Office  
for the Philippines

## 1. Summary

The World Health Organization (WHO) Philippines is looking for an individual or institutional contractual partner who will be tasked to develop the Philippine National AIDS Council (PNAC) Manual of Procedures (MOP) under an Agreement for Performance of Work (APW) contract.

The proposals are due by 08 June 2021.

## 2. Background

The function of PNAC as stated in Sec. 5(d) RA 11166 otherwise known as the Philippine HIV and Policy Act is as follows *"Develop and ensure the implementation of the guidelines and policies provided in this Act, including other policies that may be necessary to implement the AMTP."* Sec. 33, Art V of the same law requires the development of Manual of Procedures (MOP) which will enable the Council to translate policies into operational guidelines for the effective management of people living with HIV (PLHIV).

The first edition of the PNAC MOP was issued in 2012 according to RA No. 8504, otherwise known as the Philippine AIDS Prevention and Control Act of 1998. Sec. 55, RA 11166 expressly repealed RA 8504, which require for the review and update of the MOP based on RA 11166.

The MOP as a working document provides for the management and governance policies of the Council in the implementation of the AIDS Medium Term Plan (AMTP) as stated by law. The MOP shall specify the guidelines and reference to the PNAC operations, and it will provide for a mechanism whereby decision can be immediately made on priority matters that will affect the national HIV response subject to provisions that will safeguard consensus operation.

This contractual partner will support the PNAC in the conduct of peer review and development of a Manual of Operations (MOP) as a lead writer.

## 3. Timeline

The implementation timeline for the project is 3 months from **15 June to 15 September 2021**.

## 4. Place of Assignment

Manila, Philippines

## 5. Scope of Work

1. Development of an Inception Report
2. Conduct a review of relevant literatures in the development of the PNAC MOP
3. Conduct/ facilitation of three (3) workshops with fifteen (15) the maximum number of participants, and as the need arises, focus group discussions with a maximum of seven (7) participants per session, and interviews among crucial stakeholders (PNAC

members, critical affected population, vulnerable population) within the National Capital Region;

4. Facilitate and document all the relevant PNAC meetings and development consultations of PNAC Committees/Technical representatives and consultations/focus group discussions with stakeholders to be scheduled and organized by the PNAC Secretariat;
5. Consolidate the outputs of the PNAC Committee and KAP consultations;
6. Provide technical support in analyzing outcomes from the consultations and data gathering activities;
7. Develop the PNAC Manual of Operations based on the followings:
  - 7.1 Review of relevant literature
  - 7.2 Consultations with PNAC Committees/Technical Representatives
  - 7.3 Focus group discussions with stakeholders
8. Finalize the draft document of the PNAC MOP;
9. Maintain close collaboration with the Policy and Planning Committee, TWG and other stakeholders through the working arrangements set by the Committee to ensure timely accomplishment of project deliverables taking into considerations the current COVID-19 situations in the country/locality.
10. Ensure the data privacy and confidentiality of the stakeholders involved in the consultations.
11. Present to the Policy and Planning Committee the draft document for its approval and endorsement before the presentation to Council
12. Present to the Council the revised and finalized Draft MOP as directed;

### **Deliverables**

1. Inception Report which should include the following: a. background, b. objectives, c. implementation strategy, d. methodology e. activities, resource requirements, timelines and work plan
2. Documentation report of relevant literature review;
3. Process documentation of workshops, focus group discussions, interviews conducted;
4. The first draft of the PNAC MOP and PowerPoint presentation;
5. The final copy of the PNAC MOP for presentation to the Council. (Three (3) hard copies and in two (2) softcopy format of the approved module);

### **Implementation Arrangements**

1. Reporting and Approval Process
  - a. The PNAC Policy and Planning Committee will be the designated Project Management Committee (PMC);
  - b. The lead writer shall be under the PNAC Policy and Planning Committee;
  - c. The PMC appoints Dr Joselito R. Feliciano as the PNAC Project Manager (PM);
  - d. The PM has the authority to represent the Committee on all day-to-day matters relating to the project or arising from the contract. All notices, instructions, orders, certificates, approvals and all other communications under the agreement shall be addressed or forwarded to the Committee through the PM except otherwise stated in the contract;

- e. The PMC shall endorse the draft MOP submitted by the contractual partner to the Council for approval;
- f. The Council shall approve the final MOP and adopt the same through a resolution.

2. Contact persons:

- PNAC Secretariat
- Technical Officer (HIV, Hep, STI), Office of the WHO Representative in Philippines
- Technical Representative, PNAC Policy and Planning Committee Program Manager, National AIDS and STI Prevention and Control Program (NASPCP) Disease Prevention and Control Bureau

3. Roles and responsibilities of agencies involved in the project

a. Contractual partner

- I. The contractual partner shall perform the services and carry out their obligations with all diligence; efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advance technology and safe methods;
- II. Conduct all activities with due care and diligence, in accordance with the TOR and the contract and with the skill and care expected of a competent provider of the technical services required;
- III. Shall shoulder the load allowance in the amount of PhP 200.00 per participant of the workshops, focal group discussions, interviews conducted;
- IV. Shall provide, as needed, trained and qualified personnel to carry out the project within the time specified in this TOR;
- V. Always act in respect of any matter relating to the contract or services as the faithful advisers and technical provider to the PNAC. It shall at all times support and safeguard the DOH's and governments legitimate interest in any dealing with the third party.

b. PNAC Secretariat

- I. Shall be responsible for the coordination of individuals that will be participating in the process;
- II. Shall be responsible for the timely provision of all the resources, access, information and decision making under its control necessary for the project as identified agreed and finalized project plan, except where the provision of such item is explicitly specified in the contract as being the responsibility of the contractual partner;
- III. Ensure accuracy of all PNAC information and data to be supplied to the contractual partner, except when otherwise expressly stated in the contract.
- IV. Ensure that the PNAC Policy and Planning Committee will conduct a prompt review of the work produced and presented by the contractual partner;
- V. Issue the acceptance report of deliverables and endorse the processing of payments for the contractual partner as approved by PNAC Policy and Planning Committee;
- VI. Identify control points, milestones, or outputs of the contractual partner. These outputs are to be reviewed and will indicate whether the project should proceed or not or to take other options towards project implementation.

c. WHO

- I. Shall be responsible for the management of the APW contract with contractual partner to produce quality deliverables;
- II. Facilitate communications between contractual partner, PNAC secretariat and stakeholders if needed;
- III. Oversee contractual partner and review the work produced and presented by the contractual partner;
- IV. Process the payments for the contractual partner as approved by PNAC Policy and Planning Committee.

## **6. Qualifications**

### Education of staff involved:

- Bachelor's degree in Natural Science, Social Science, or any other related discipline with training on organizational behaviour and development, and training on HIV and AIDS, creative writing or technical writing

### Experience required:

- At least three (3) years' experience in working with the Philippine National AIDS Council and other government agencies or similar organization CSO and other multi-sector agencies
- Expertise in writing organizational behaviour and development for organizations or committees
- Three (3) years of training on organizational behaviour and development
- Has had conducted at least two (2) project of similar nature in the Philippines

### Technical Skills and Knowledge:

- Sound knowledge in public health
- Sound knowledge in technical writing
- Sound knowledge in organizational behaviour and development
- Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural background and maintain a high standard of personal conduct

### Language requirements:

- Written and spoken fluency in English and Tagalog is essential

### 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.

## 7. Competencies

- Technical competence in the field of organizational behaviour and development
- 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

## 8. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Curriculum Vitae (for individuals)
- Company profile and team members' profile (for institutions)
- 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 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 documents with the title “**Contractual partner to support the development of the Philippine National AIDS Council Manual of Procedures (MOP)**” to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) copied to [wpphlwr@who.int](mailto:wpphlwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **08 June 2021**.