

# CALL FOR PROPOSAL

**Contractual Partner to Develop a Manual of Organizational Development and Hold Training for Policy Advocacy for Community-Based Organizations**



**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 to develop a manual of organizational development and hold training for policy advocacy for community-based organizations under an Agreement for Performance of Work (APW) contract.

The proposals are due by 30 April 2022.

## 2. Background

UNAIDS has highlighted the critical role of the community in the HIV response, especially among the Key Populations (KP). KP specific service delivery, community-based and peer-led interventions have been determined to improve the HIV response through better reach among first-time testers, asymptomatic individuals and those most at risk, and such interventions have been attributed with reduced stigma and increased interconnectedness and empathy. Hence, HIV response through community-based organizations (CBOs) have been adopted in many countries, including the Philippines.

In the Philippines, community-based organizations (CBOs) are critical players in the national response. However, their capacity for organizational development and policy advocacy is varied. Thus, the Philippine Health Sector HIV Strategic Plan 2020-2022 highlights capacity-building and organizational development of CBOs for service delivery and program management. This will ensure that CBOs can provide services that are truly responsive to the clients' and their communities' needs. The current APW aims to develop a CBO manual of organizational development and hold training for policy advocacy for key populations to strengthen their capacity on budget advocacy and investment planning.

## 3. Timeline

The implementation timeline for the project is from **06 May to 31 July 2022**.

## 4. Place of Assignment

Manila, Philippines or can be conducted remotely.

## 5. Scope of Work

In close collaboration with Pilipinas Shell Foundation, Inc. (PSFI) and TLF Share Collective Inc. (TLF) under the supervision and guidance of the WHO Country Office Philippines, the contractual partner shall deliver the following items:

### **Deliverables:**

Deliverable 1: Desk review, creation, and validation of module materials

Deliverable 2: Finalized CBO organizational development manual, which includes the following:

- Policy and budget advocacy
  - Understanding the legislative process
  - Identifying champions
  - Constituency building
  - Lobbying skills
  - Writing organizational statements
  - Networking
- Investment planning

Deliverable 3: Training for policy advocacy on budget and investment planning in their localities

**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 develop a manual of organizational development and hold training for Policy Advocacy for Community-Based Organizations as set out in the Terms of Reference. The contract shall 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.

## **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, social sciences, communications, or law from a recognized university
- Desirable: Postgraduate degree in related fields

### **Experience required:**

- Essential: In-depth knowledge on public health, S&D, and legal literacy, experience on working with HIV KP groups (MSM, TGW, SW, and PWID), and experience on creating raining modules and using the existing HIV investment tool currently in use in the country
- Desirable: Experience working in HIV with or for CBOs and government health agencies in a multi-stakeholder environment in the Philippines

### **Technical Skills and Knowledge:**

- Sound knowledge in planning, implementation, and evaluation
- Sound knowledge in the culture of key population groups
- 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 (if institution) or curriculum vitae (if an individual)
- 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:

#### **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 Develop a Manual of Organizational Development and Hold Training for Policy Advocacy for Community-Based Organizations** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and [wpplwr@who.int](mailto:wpplwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **30 April 2022**.