

# CALL FOR PROPOSALS

**Technical Assistance for the Development of Strategies in Strengthening Philippine Civil Registration and Vital Statistics System**



**World Health Organization**

Representative Office  
for the Philippines

## 1. Summary

The World Health Organization (WHO) Philippines is searching for an institutional or individual partner to provide Technical Assistance for the Development of Strategies in Strengthening Philippine Civil Registration and Vital Statistics System. The proposals are due by 17 October 2021.

## Background

Civil Registration and Vital Statistics (CRVS) is the continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events of the population. These records are the critical source of vital statistics. It is among the prerequisites to measure the compliance of the country with the SDGs. Recognizing its significance, the Philippines is actively engaged in improving the function of its CRVS system. Various milestones have been achieved but it is acknowledged that there are still avenues to improve upon. We have met our goal for registering deaths occurring in the Philippines, but we did not make a dent in reducing ill-defined codes, and this says a lot about the quality of our vital statistics data.

In 2018, 35.6% of death certificates contains garbage codes and insufficiently specified causes of death. The recent UNESCAP declaration midterm report launched last July 1, 2021, Philippine is among the countries in the Asia and Pacific, Philippines tagged as stagnant in terms of reduction of ill-defined causes of death.

The purpose of the technical assistance is to conduct a comprehensive assessment on the legal, technical, operational, management and Infrastructure of CRVS system to define key strategic issues and barriers that hinder timely and accurate registration of vital events providing the evidence base for policy making, planning, implementation, monitoring and evaluation with a focus on disadvantaged groups. The output of this TA will aid in the development of strategic and investment plan for CRVS aimed at improving the quality and processes of the civil registration and vital statistics.

## 2. Timeline

The implementation timeline for the project is from **25 October 2021 to 25 March 2022**.

## 3. Place of Assignment

Manila, Philippines

## 4. Scope of Work

Under the supervision and guidance of the Health Systems Team Coordinator of WHO Philippines Country Office, in coordination with the DOH Knowledge Management and Information Technology Service and Epidemiology Bureau, and Philippine Statistics

Authority, the APW shall conduct a comprehensive assessment of the Philippine Civil Registration and Vital Statistics System.

**Output 1. Identify strategies to strengthen the Philippine CRVS system**

Deliverable 1.1: Prepare Inception report and work plan with detailed design and methodology specifying the activities, targets, and dates of executions

Deliverable 1.2: Conduct a literature review and comprehensive assessment of the status of legal, technical, operational, management and infrastructure of Civil Registration and Vital Statistics system

Deliverable 1.3: Review relevant resources on CRVS, including but not limited to the following:

- i. CRVS decade of action plan, national policies, laws and guidelines
- ii. Related WHO publications
- iii. Model of good practices
- iv. Other documents and studies on how CRVS should be aligned with UHC

Deliverable 1.4: Summarize and analyse the information and data collected from the assessment and consultations

Deliverable 1.5: Prepare and present to DOH and other stakeholders for comments and finalization

Deliverable 1.6: Develop strategies and recommendations to strengthen CRVS system and processes

**Output 2: Finalize the 5-year CRVS strategic and investment plans**

Deliverable 2.1: Review the draft 5-year CRVS strategic and investment plan which was started by the CRVS Inter-agency Committee

Deliverable 2.2: Facilitate finalization of plan workshop, consultative meetings and liaising with all involved stakeholders

Deliverable 2.3: Prepare the finalized five (5) year CRVS strategic and investment plans

**Output 3: Develop a CRVS Philippine Country Profile**

Deliverable 3.1: Write a Country Profile of the CRVS initiative in the country, building on the 2013 Case Study on Strengthening CRVS and result of the comprehensive assessment

**Output 4: Documentation and Reports**

Deliverable 4.1: Submit documentation and reports to include the following:

- i. Summary of progress
- ii. Activities and Outputs
- iii. Preliminary Results
- iv. Challenges and Lessons Learned/Solutions
- v. Budget

## **5. Qualifications**

The individual contractual partner or institution's members must fulfil the following qualifications:

### Education and Certifications

- A graduate in any health and allied disciplines, with a postgraduate degree or certificate in any of the following: Demography, Social Statistics, Public health social sciences, research methods, or any related fields.

### Work Experience

- With extensive knowledge and ten (10) years of relevant experience in analyzing data collection systems related to public health and civil registration & vital statistics and developing technical papers and reports
- Experience in conducting data collection, analysis, and interpretation and able to lead and supervise research-related activities at the national or international level

### Technical skills and knowledge

- Expertise in CRVS systems assessments and sustainable systems development
- Knowledge of the WHO guidance tool on CRVS detailed assessment is essential
- Demonstrated capacity for strategic thinking, excellent data analysis and report writing skills for policy use
- Excellent organizational, communication and technical writing skills with the ability to work with diverse stakeholders
- Must be committed to respecting deadlines of delivery outputs within the agreed time-frame

### Language

- Good English communication (writing and speaking) skills.

In addition, the individual/institution and its members shall have no involvement, in any form, in drugs, arms dealing, alcohol industry, or human trafficking.

## **6. Contract Time**

The work to be done under this contract shall be the Development of Strategies in Strengthening Philippine Civil Registration and Vital Statistics System as set out in the Terms of Reference. The contract will be completed in not more than 5 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.

## **7. Other Requirements**

N/A

## **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 individual)

Address all cover letters and 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 for the Development of Strategies in Strengthening Philippine Civil Registration and Vital Statistics System**” to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and [wpphlwr@who.int](mailto:wpphlwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **17 October 2021**.