

CALL FOR PROPOSALS

Event Organizer for the Virtual/Online Launching of the Philippine Mental Health Investment Case Report



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional contractual partner to serve as the event organizer for the virtual/online launching of the Philippine mental health investment case report under an Agreement for Performance of Work (APW) contract.

The proposals are due by 21 September 2021.

2. Background

The public health and socioeconomic burden of mental health conditions is high and increasing, while the current coverage of essential mental health care services and interventions remains inadequate, both in terms of access for those in need and in terms of financial protection or benefit inclusion. Accordingly, efforts to scale up community-based public mental health services can be expected to contribute strongly to the objective of greater equality in access because more people in need will be served and with less reliance on direct out of pocket spending. Such scale-up of mental health services can contribute importantly towards national plans to move towards the realization of universal health coverage for the population.

In February 2020, WHO and the United Nations Development Programme (UNDP) conducted a joint mission to the Philippines in collaboration with the UN Taskforce on Non-Communicable Diseases. Key experts were from Deakin University (Australia), the Center for Healthcare Quality Assessment and Control of the Ministry of Health of the Russian Federation and Moscow Research and Clinical Center for Neuropsychiatry, with the Philippines Department of Health, including the chair of the Philippines Council for Mental Health. The process brought together experts from various UN agencies, local governmental bodies, state departments, parliamentarians and civil society organisations, as well as other national and international stakeholders.¹

The culmination of the above works is the investment case report. The report will outline the financial and social burdens of mental health conditions in the Philippines; and it will identify the cost-effectiveness and other benefits for policy packages ("best buys") as the Philippines works towards mental health system reform. The report will conclude with actionable steps the government can take to strengthen a whole-of-government and whole-of-society approach to mental health and will guide implementation priorities for the WHO Special Initiative in the Philippines, towards the full implementation of the Mental Health Act.

3. Timeline

The implementation timeline is from 27 September 2021 to 22 October 2021.

¹ [Special Initiative for Mental Health: Investment case mission to the Philippines \(who.int\)](https://www.who.int/news/item/20-02-2020-who-undp-joint-mission-to-the-philippines)

4. Place of Assignment

Manila, Philippines

5. Scope of Work

Under the direct supervision of the WHO Country Office for the Philippines, the contractual partner/institution shall perform the following tasks/responsibilities in close collaboration with the respective officers within the DOH DPCB – Mental Health Division and related offices.

Method(s) to carry out the activity

Objectives: To engage the services of the event organizer to the launching of the mental health investment case report on **13 October 2021 from 2pm to 4pm in Manila, Philippines** through an online/virtual platform.

Specifically:

1. Organize virtual/online events;
2. Produce and send digital and physical packets for DOH Partners and Key Stakeholders
3. Produce communication materials;
4. Produce social media cards and video; and
5. Document the launching event

* Physical packets will also be sent where feasible which may also include the printed investment case report. A budget of PHP 150,000 should be included in the proposal for shipping costs. The actual expended amount will be reimbursed upon submission of official receipt from courier agency

Outputs and Deliverables:

Output 1: Plan, Organize and Conduct the Virtual/Online Event Launching of the Philippine Mental Health Investment Case Report

Deliverable 1.1: Develop and submit a concept and work plan with Gantt chart of activities for approval by DOH and WHO Philippines

Deliverable 1.2: Plan the logistics and administrative requirements based on the plan, including but not limited to videos, audio, webinar technical management, execution and control of the event

Deliverable 1.3: Conduct preparatory and planning meetings with DOH and WHO Philippines and submit documentation materials (e.g. proceedings, photos, videos, recordings, etc.)

Deliverable 1.4: Conduct and Direct the flow of the event launch (ie. flow of program, speakers' presentation etc.)

Output 2: Produce and send the Invitations for the participants

Deliverable 2.1: Finalize list of speakers, participants, key partners and sectors with inputs from DOH and WHO Philippines

Deliverable 2.2: Send out (digital and printed) invitations to speakers, key participants and media including the printed copy of the report (Printing of the report will be covered by WHO)

Deliverable 2.3: Monitor the RSVPs to the event

Deliverable 2.4: Arrange the online registration of the participants during the event

Output 3 Produce Social Media Cards, Audio-Visual Product (AVP) with writeups of the Launching Event

Deliverable 3.1: Develop at least 5 social media cards

Deliverable 3.2: Undertake production of the AVP of the event launch

Deliverable 3.3: Edit the video and seek approval from DOH and WHO Philippines

Deliverable 3.4: Finalize AVP to be uploaded on social media

Output 4: Documentation, Technical Final Narrative and Financial Report

Deliverable 4.1: Document in writing the online event key quotes from officials during the launch

Deliverable 4.2: Take high quality photos of the event for dissemination to the media and WHO Philippines' social media post

Deliverable 4.3: Provide the photos to WHO Philippines, including 20 choice photos with caption

Deliverable 4.4: Submit Final Technical Narrative Report including documentation (e.g. proceedings, photos, videos, recordings, presentations etc.) – 6 printed copies; electronic copies/files stored in an external hard drive storage and back up cloud drive storage.

Deliverable 4.5: Submit financial report

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.

6. Qualifications

The contractual partner must fulfil the following qualifications:

Education

- Essential: The team leader and members must have at least degree from a recognized university.

Experience required

- A qualified event management agency with capability of planning, organizing and executing a high-level virtual conference or forum
- The team lead must have a minimum of five (5) years of relevant experience in planning, organizing and executing successful events
- The agency must have demonstrated experience in providing event management services to WHO, other UN agencies, DOH and/or other government agencies
- The agency must submit a list of previous event management experience

Skills / Technical skills and knowledge

- Creative skills in fabrication of event modular activities, especially virtual events
- Strong skills in design and production of event collaterals and communication materials, both digital and physical materials
- Capability to coordinate logistic requirements in a timely manner and properly manage resources, including packing, handling and couriering materials to various parts of the country
- Solid experience in video and audio production

Language requirements

- Fluency in English and Filipino

Competencies

- Creative and strategically oriented
- Able to adapt to relevant and reasonable project demands and submit deliverables within timelines

7. Other requirements

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.

8. Contract Time

The work to be done under this contract shall be the event organizer for the virtual/online launching of the Philippine mental health investment case report as set out in the Terms of

Reference. The contract will be completed in not more than 4 weeks 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.

9. 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

Address all 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, **Event Organizer for the Virtual/Online Launching of the Philippine Mental Health Investment Case Report** to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **21 September 2021**.