

CALL FOR PROPOSALS
Technical Assistance for Training on the
Conduct of Health Impact Assessment (HIA) and
Preparation of HIA Reports



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 training on the conduct of Health Impact Assessment (HIA) and preparation of HIA Reports under Agreement Performance of Work (APW).

The proposals are due by 17 June 2022.

2. Background

Section 33 of RA 11223 Universal Health Care Act (UHC) and its Implementing Rules and Regulations mandated the conduct of a Health Impact Assessment (HIA) for policies, programs, and projects that are crucial in attaining better health outcomes or may have an impact on the health sector. In line with this, the Department of Health (DOH) and the Department of Interior and Local Government jointly issued Administrative Order (AO) No. 2021-0001 or the “Guidelines on the Operationalization of the Health Impact Assessment Review Process for Development Projects.” The issuance of these guidelines institutionalized the HIA Review Process in the DOH and mandated the issuance of Health Impact Clearance Certification prior to approval of development projects.

As a new mechanism in ensuring safe and equitable developments, there is a need to conduct extensive and comprehensive capacity building measures to ensure proper implementation and conduct of HIA anchored on the social determinants of health (SDH) as intended by the UHC Act. This term of reference is prepared by the DOH, through the Health Promotion Bureau, to conduct training workshops on HIA and Preparation of HIA Reports.

The objectives of the technical assistance are as follows:

General Objective:

To establish a national and regional cadre of professionals from various professional backgrounds on the conduct of an HIA anchored on SDH.

Specific Objectives:

1. To assess capacity building needs of target participants in terms of conducting HIA.
2. To conduct training workshops on the proper conduct of an HIA and preparation of an HIA Report.
3. To establish a sustainable capacity-building program on the conduct of HIA.

3. Timeline

The implementation timeline for the project is from **June to December 2022**.

4. Place of Assignment

Manila, Philippines

5. Scope of Work

In collaboration with the Health Promotion Bureau (HPB) of the DOH and under the supervision of the WHO/PHL Technical Officer for Environmental Health, the Technical Assistance provider shall perform the following activities in any of the three phases described below. Proposals shall be prepared in three packages.

Package 1 - Phase 1 (1 to 3 months)

Output 1: Inception Report

Deliverable 1.1: Inception report. The inception report shall contain specific methodologies and activities with identified offices to be involved, locations of activities, materials needed, workplan, curriculum vitae of facilitators/lecturers, and tentative dates. HPB shall be consulted in finalizing this report before submission to WHO.

Output 2: HIA Training Course Modules and other Materials

Deliverable 2.1: Training needs assessment. Conduct a training needs assessment for selected participants. Expected participants are representatives from the DOH Central Office, DOH – Centers for Health Development (CHD), Department of Interior and Local Government (DILG), private sector, and the academe.

As part of this activity, the following outputs should be submitted: Accomplished Assessment Tools; Data Analysis Report; and Learning and Development Design/ Plan.

Deliverable 2.2: Training modules. Develop HIA Training Modules based on globally acceptable and locally applicable processes and standards using the results of training needs assessment as reference.

As part of this activity, the following outputs should be submitted: Training Program Flow, Worksheets/ Exercise Materials, if any, Evaluation Forms and/or Metrics, if any, draft Certificates of Completion and Certificates of Attendance of participants.

Deliverable 2.3: Training/workshop design. Develop training/workshop design in two parts to be conducted for at least five-working days to acquire “Level 2: Knowledge,” as per the Asian Development Bank’s Competency Framework for HIA Practitioner¹:

2.3.1: Hybrid learning sessions with online and face-to-face lectures, discussions, and activities.

2.3.2: Community immersion and simulation exercise in conducting scoping and appraisal activities.

¹ <https://www.adb.org/documents/health-impact-assessment-sourcebook>

Deliverable 2.4: Recommend a sustainable capacity building program for HIA preparers in consultation with DOH-HPB, DOH-HHRDB, DILG and other relevant government agencies.

Output 3: Capacity Building on HIA and Report Preparation

Deliverable 3.1: Pre-training requirements. Organize the logistics and facilitate the preparation and follow-up of invitation of at least 100 participants and resource persons for the conduct of HIA training.

Proposed composition of participants from UHC sites are as follows:

Organization	Alloted Number of Participants
DOH - Central Office	20
DOH – CHD	20
DILG	10
Private Sector	40
Academe	10

Deliverable 3.2: Training/workshop. Conduct the training/workshop with accomplished course evaluation materials, including pre-test and post-test.

Deliverable 3.3: Documentation. Produce video and photographic (high resolution) recordings and written documentation (including monitoring of attendance) of the training.

Output 4: Final Report

Deliverable 4.1: Submit the Final Technical Report with the following contents:

- Documentation of the process (with video, audio and high-resolution photos)
- Evaluation of capacity building event
- Implementation plan for potential nationwide roll-out
- Final training modules and other materials

Deliverable 4.2: Submit financial report.

Package 2 - Phase 2 (4 to 5 months)

Output 1: Inception Report

Deliverable 1.1: Inception report. The inception report shall contain specific methodologies and activities with identified offices to be involved, locations of activities, materials needed, workplan, curriculum vitae of facilitators/lecturers, and tentative dates. HPB shall be consulted in finalizing this report before submission to WHO.

Output 2: Capacity Building on HIA and Report Preparation

Deliverable 2.1: Pre-training requirements. Organize the logistics and facilitate the preparation and follow-up of invitation of at least 100 participants and resource persons for the conduct of HIA training.

Proposed composition of participants are as follows:

Organization	Alloted Number of Participants
Private Sector	50
Academe	50

Deliverable 2.2: Training/workshop. Conduct the training/workshop in manageable batches and venues with accomplished course evaluation materials, including pre-test and post-test.

Deliverable 2.3: Documentation. Produce video and photographic (high resolution) recordings and written documentation (including monitoring of attendance) of the training.

Deliverable 2.4: Develop a training manual that will guide resource persons and facilitators on capacitating HIA Preparers on how to conduct HIA and prepare HIA reports based on the training experience.

Output 3: Final Report

Deliverable 3.1: Submit the Final Technical Report with the following contents:

- Documentation of the process (with video, audio and high-resolution photos)
- Evaluation of capacity building event
- Final Training Manual on How to Conduct HIA and Prepare HIA Reports

Deliverable 3.2: Submit financial report

Package 3 - Phase 3 (5 to 6 months)

Output 1: Inception Report

Deliverable 1.1: Inception report. The inception report shall contain specific methodologies and activities with identified offices to be involved, locations of activities, materials needed, workplan, curriculum vitae of facilitators/lecturers, and tentative dates. HPB shall be consulted in finalizing this report before submission to WHO.

Output 2: Capacity Building on HIA and Report Preparation

Deliverable 2.1: Pre-training requirements. Organize the logistics and facilitate the preparation and follow-up of invitation of at least 100 participants and resource persons for the conduct of HIA training.

Proposed composition of participants from non-UHC sites are as follows:

Organization	Alloted Number of Participants
DOH Central Office	10
DOH – CHD	20
DILG	10
Private Sector	50
Academe	10

Deliverable 2.2: Training/workshop. Conduct the training/workshop with accomplished course evaluation materials, including pre-test and post-test.

Deliverable 3.2: Documentation. Produce video and photographic (high-resolution) recordings and written documentation (including monitoring of attendance) of the training.

Output 3: Final Report

Deliverable 3.1: Submit the Final Technical Report with the following contents:

- Documentation of the process (with video, audio and high-resolution photos)
- Evaluation of capacity building event

Deliverable 3.2: Submit financial report.

6. Qualifications

The contracting institution must fulfil the following qualifications:

Education and Certifications:

- The Team Leader is a graduate of any health or social science courses, with a postgraduate degree in any of the following: public health, social science, environmental science, public health administration, or any related fields.

Experience required:

- Preferably with substantial consultancy, project, program or service experience related to health impact assessment.
- Previous experience in providing similar services to United Nations agencies, DOH or other government agencies is an advantage.

Skills / Technical skills and knowledge:

- Excellent skills in planning and facilitating capacity building activities (e.g. training needs assessment, conduct of training, workshops, etc.);
- Excellent knowledge on health impact assessment processes.
- Excellent organizational, communication, and technical writing skills with the ability to work with diverse stakeholders.

Language requirements:

- Excellent English communication skills (written and oral).

7. Other requirements

Role of the TA Providers

- Accept full responsibility for the services to be performed under this TOR including integrity and soundness of the design of the outputs.

- Seek DOH consent prior to the conduct of any activity related to the project. DOH shall always be kept in the loop in terms of all communications made during and relative to the project.
- Not at any time communicate to any person or entity any information disclosed thereto for the purpose of the Services, nor shall make public any information as to the recommendations formulated in the course of or as a result of the Services, except with the prior written consent of DOH-HPB.

Role of DOH- HPB

- Act as the principal client of the TA Provider on behalf of the DOH.
- Prepare Department Personnel Orders for the purpose of identifying the participants who shall be enrolled in the courses.
- Oversee the conduct of activities, as well as monitor the progress of the project.
- Ensure and facilitate the provision of technical assistance in the conduct of all activities for the project.
- Be responsible for the approval of the projects, report, plan of activities, programs, and documentation submitted by the TA Provider.
- Make available relevant references, all existing documents, and/or other necessary information pertaining to the project (e.g., workshop plan, concept note), and, whenever practicable, DOH-HPB shall provide assistance to the TA Provider in securing data from concerned offices/units.
- Ensure that the objectives of the project are achieved.
- Ensure compliance and adherence to the guidelines set forth by the DOH pertinent to this project.
- In consultation with WHO, identify and send invitations to training/workshop participants.
- Ensure the timely submission of reports, outputs, and other deliverables stated in the TOR.
- Following the Minimum Public Health Standards (MPHS), discussions, meetings, and consultations may be conducted via online platforms.

Proprietary and intellectual property rights

The Department of Health shall have the sole proprietary and intellectual property rights of all outputs/deliverables/reports/documents and other files, including raw data gathered and used for and during the project, compiled or prepared in the course of the performance of the services supplied by the TA provider, as stated herein.

Data Privacy and Confidentiality.

The TA Provider shall be bound to the confidentiality of data and information accessed during the course of engagement and shall be liable for any breach. 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. 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

The TA provider must have no direct or indirect interest in the tobacco or e-cigarette industry, alcohol industry, arms dealing, breast milk substitutes, or human trafficking.

8. Contract Time

The work to be done under this contract shall be the **Technical Assistance for Training/Workshop on the Conduct of Health Impact Assessment (HIA) and Preparation of HIA Reports** as set out in the Terms of Reference. The contract will be completed in not more than 6 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 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. 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.

10. 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 conducts are not hired by the Organization, WHO will conduct a background verification of final candidates.

11. 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 letter and proposals to:

Dr Rajendra-Prasad Hubraj 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 proposals with the title **Technical Assistance for Training/Workshop on the Conduct of Health Impact Assessment (HIA) and Preparation of HIA Reports** under Agreement Performance of Work (APW to Mrs Ying Chen (cheny@who.int) and to wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

The deadline for submission of proposals is on **17 June 2022**.