

# CALL FOR PROPOSALS

## Technical Assistance for the Development of Manual of Operations, Procedures, and Standards for Organized Cancer Screening Program



**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 for the Technical Assistance for the Development of Manual of Operations, Procedures, and Standards for Organized Cancer Screening Program, under an Agreement for Performance of Work (APW) contract.

Proposals are due by 1 February 2022.

### 2. Background

Cancer remains the second leading cause of death among Filipinos and is considered a national health priority in the country with significant implications for individuals, families, communities, and the health system. In response to this alarming public health concern, there is a need to strengthen the national programs for cancer control and improve the healthcare systems through equitable access along the entire cancer care continuum from screening to end-of-life care.

One of the essential components of the health care system is early detection of cancer through organized cancer screening in the primary and healthcare provider network. This aims to identify individuals in the healthy population who are at higher risk of cancer or those with an abnormality suggestive of specific cancer through evidence-based blood tests, medical imaging, urine test, deoxyribonucleic acid (DNA) tests, and other procedures that can be applied at the appropriate level of care. An organized cancer screening program is an explicit approach demonstrated in many observational studies which have shown to effectively reduce mortality and control the inappropriate use of screening tests. An organized screening policy shall concretely determine the target population with defined age categories, methods, and intervals, to be implemented using quality assurance structure and integrated into the surveillance and treatment algorithms. The sooner the cancer is detected, the more effective a treatment or intervention can be offered, thus improving the survivorship and lessening the burden of cancer to the individuals, their families, and their community, and society in general.

To address these concerns, it is incumbent upon DOH, in collaboration with various specialty societies, to develop a Manual of Operations, Procedures, and Standards for Organized Cancer Screening in the primary and healthcare settings which serve as guidance for the implementation of cancer screening programs across the primary and healthcare provider networks.

### 3. Timeline

The implementation timeline for the project is from **07 February 2022 to 30 July 2022**.

### 4. Place of Assignment

Metro Manila, Philippines

## **5. Scope of Work**

Under the supervision of the NCD Technical Team of the WHO Country Office to the Philippines, the individual or institutional contractual partner shall perform the following tasks/responsibilities listed below in close collaboration with the DOH Disease Prevention and Control Bureau (DPCB) - Cancer Control Division and related DOH offices.

### **Objective:**

Provide technical assistance (TA) in the development of Manual of Operations, Procedures, and Standards (MOPS) for Organized Cancer Screening Program which shall set standards and provide guidance to service providers in the implementation of cancer screening programs at all levels of care. The project specifically aims to achieve:

### **Expected Output**

#### **Output 1:** Inception report

Deliverable 1.1: Develop a detailed plan on how to conduct the project, demonstrating adherence to expected outputs and deliverables. It should include the following, but not limited to, background and significance of the project, objectives, framework, methodology, processes (data collection and analysis, validation, consultation), tools, GANTT chart, financial plan, and project management plan.

#### **Output 2:** Assessment report on existing cancer screening programs implemented at all levels of the healthcare system, with focus on following cancer - childhood, cervical, breast, liver, colorectal, prostate, lung, and head and neck.

Deliverable 2.1: Review literature and records to identify gaps and needs in cancer screening.

Deliverable 2.2: Conduct contextual and process analyses on cancer screening across multiple levels (global, regional, local), including operational readiness of systems at levels of care, and aligned with PhilHealth-DOH benefit development plan.

Deliverable 2.3: Perform health system and supra-system stakeholders mapping, determining their roles and responsibilities.

Deliverable 2.4: Develop assessment tools and methods matrix for the conduct of the project.

Deliverable 2.5: Perform the triangulation method in data analysis. The conduct of data gathering may be done through survey, workshop, round-table discussion, focus-group discussion, or key informant interview, using the ground-up approach.

#### **Output 3:** Draft Manual of Operations, Procedures, and Standards (MOPS) for Organized Cancer Screening Program.

Deliverable 3.1: Develop an initial draft of Manual of Operations, Procedures, and Standards for Organized Cancer Screening Program that includes activities such as but not limited to, screening and early diagnosis program per focus disease (childhood, cervical, breast, liver, colorectal, prostate, lung, and head and neck), decision and intervention pathways or algorithms linked to the healthcare provider network (HCPN) and national practice guidelines and other related guidelines, integrating framework or mechanism, monitoring and evaluation (reporting of outcomes and process for performance measurements), quality assurance, service utilization (phased implementation) and sustainability plan, roles and responsibilities of stakeholders, logistical requirements, information/training plan of stakeholders, and funding.

Deliverable 3.2: Facilitate consultative meetings with participants involved during the assessment phase, stakeholders identified from the stakeholders mapping, and development partners.

Deliverable 3.3: Facilitate consultative meetings with DOH offices (Central Office and Centers for Health Development) and technical staff of the National Integrated Cancer Control Council.

Deliverable 3.4: Conduct field test to selected HPCN to determine if the draft MOPS is implementable.

Deliverable 3.5: A short guide (e.g. two-page guide) for health education and screening for childhood cancer;

Deliverable 3.6: Perform document revisions accordingly and finalize the draft MOPS;

Deliverable 3.7: Presentation to DOH and WHO of the final version of the MOPS;

**Output 4:** Technical narrative report and financial statement

Deliverable 4.1: Perform project-related activities, but not limited to:

- Organize, facilitate, prepare, document, coordinate needs for the conduct of activities such as preparation of letters to participants, briefers, PowerPoint presentations, communication and follow-up with target participants, set meetings, logistical requirements, administrative needs, photo/video documentation of meetings. Meeting recording and documentation should be received by DOH and WHO within 48 hours after the activity, or as per the agreed timeline.
- Set up a cloud folder where to store all project materials (raw data, recordings, minutes of meetings, photos, references, etc.).
- Provision of virtual meeting platform and/or tools during the conduct of the activity.

Deliverable 4.2: Facilitate regular project meetings with WHO and DOH and submit a monthly progress report in a Slidedocs format. The midterm progress report required to release the 2<sup>nd</sup> tranche should be in narrative format.

Deliverable 4.3: Submit final technical report, project documentation report, and financial report, with all documents stored on a cloud drive. Use of Arial font, font size 10-12, and use Harvard style in citation and bibliography.

**Method(s) to carry out the activity**

- Coordinate with WHO accordingly throughout the project. All documents and related materials shall be submitted to WHO Philippines and for approval of WHO and DOH. Any change in the inception report or plan shall be approved by WHO and DOH.
- Effectively manage and control the project, ensuring that the project timeline will be achieved.
- Convene participants/stakeholders describing the approach how to gain support and ensure successful project implementation.
- Ensure that all processes in conducting the project adhere to government laws and ethical practices.
- Establish and maintain collaborative working relationships with co-workers and representatives from other organizations and agencies.
- Attend related national, regional, or local meetings, as necessary.
- Perform other related duties and responsibilities that may be assigned by WHO and DOH.

**6. Qualifications**

The individual or institutional contractual partner must fulfill the following qualifications:

An individual/agency/organization/institution in existence for at least three (3) years in the Philippines; with a proven track record in public health and/or health policy (systems, services, or policy research and development); background on cancer control and previous work with government agencies or other agencies engaged in research agenda development is an advantage.

## **EDUCATION**

Education of staff involved:

- Essential: Skill mix of experts with a university degree in public health, health policy, medicine, and allied health sciences, social sciences, development studies, or related fields.
- Desirable: Postgraduate degree in the abovementioned field of study.

## **EXPERIENCE**

- Essential (Project Lead): At least three (3) years of working experience in public health or health policy.
- Essential (Other Staff): At least three (3) years working experience in the health sector demonstrated related experience in the abovementioned field of expertise - public health, health policy, medicine, and allied health sciences, social sciences, development studies.
- Desirable: Experience working with WHO or any UN agency, Department of Health or any government agency, and cancer control-related advocacies and stakeholders.

## **TECHNICAL SKILL & KNOWLEDGE**

- Excellent coordination, facilitation, good organizational, project planning, and management skills.
- Excellent technical writing skills and able to adapt to project demands and submit deliverables within timelines.

## **LANGUAGE**

With excellent verbal and written communication skills in English and Filipino.

## **COMPETENCY**

Consensus building capacity and 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.

### **7. Other Requirements**

Must not have a direct or indirect interest in the tobacco, alcohol, or breastmilk substitute manufacturing industry.

### **8. Contract Time**

The work to be done under this Agreement for Performance of Work (APW) shall be completed as set out in the Terms of Reference, supported by the approved Inception Report. The contract will be completed in not more than **six (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 an acknowledgment 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 Inception Report, the Owner shall charge the Contractor liquidated damages. This shall be in the amount of 0.5% of the total contract amount per day (Saturdays, Sundays, and holidays are included) but not to exceed 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.

### **Management of Conflict of Interest**

Any interest by an entity (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 the expert's contribution, and as a 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.

### **Confidentiality Statement**

All input from participants and all related documents about the project are confidential and must **NOT** be handed over to third parties. The contractual partner should advise the participants on how to opt out or withdraw their statement(s) if needed. The DOH and WHO have exclusive ownership of all documents, and only DOH and WHO has the right to disseminate any information outside the agreed project's scope.

## **9. Submission Requirements**

Interested individuals or institutions should submit electronic copies of the following:

- Cover letter
- Technical proposal with financial details and proposed timeline
- Company profile and qualifications of team members, including a summary of similar assignments undertaken previously

Address cover letter 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 Manual of Operations, Procedures, and Standards for Organized Cancer Screening Program**” to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) with a copy to [wpplwr@who.int](mailto:wpplwr@who.int) Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **1 February 2022**.