Request for Proposals (RFP) to support the World Health Organization deliver a set of seminars on Noncommunicable Diseases and Mental Health for National Professional Officers in 2019 and 2020

Background

1. Between 2010 and 2017 the World Health Organization (WHO) has led the development and implementation of several capacity building seminars for ministry of health programme managers from low- and middle-income countries working in the area of noncommunicable disease (NCD) prevention and control. The majority of these seminars have taken place in Switzerland (as WHO HQ staff have formed the major part of the faculty) but away from the WHO HQ campus. A few seminars have also taken place in the WHO regions in collaborations with WHO’s regional offices.

2. Since 2018, the focus of these seminars has moved from ministry of health programme managers to WHO national professional officers (NPOs). To date, two seminars have been conducted on public health aspects of NCDs and one seminar has been conducted on mastering public mental health. Around 20-30 participants join each seminar.

3. WHO is now seeking proposals from a supplier with proven expertise in NCDs and mental health conditions to work in partnership with WHO to jointly organize four five-day seminars as follows:
   - A seminar on mastering public mental health in November 2019 in Geneva or easy access of Geneva;
   - A seminar on public health aspects of preventing and controlling NCDs in June 2020 in Geneva or easy access of Geneva;
   - A seminar on mastering public mental health in Autumn 2020 in Geneva or easy access of Geneva;
   - A seminar in Africa for French speaking participants in 2020 (likely to be held in Rwanda, exact timing to be determined).

4. The need for WHO to provide support to Member States to respond to the epidemic of NCDs is greater than ever. Scaling up our capacity to provide high quality technical assistance in this area is a priority for the organization. At a country level NPOs provide a substantial amount of this technical assistance and policy advice to ministries of health.

5. This seminar will contribute to the training initiative established by the WHO to address this issue by enhancing the technical, managerial and leadership skills of NPOs working in NCDs, NCD-related conditions and mental health.
Purpose of the RFP

6. To find a supplier to support WHO in developing and delivering the three seminars above.

Essential requirements

7. The supplier should have the following skills and experience:
   - An understanding on global, regional and national policies and programming in the prevention and control of NCDs and improving mental health.
   - An understanding of WHO policy, strategy planning and programming in the prevention and control of NCDs and improving mental health.
   - Experience in organizing seminars and working in partnership to deliver capacity building events.
   - Ability to run seminars in English and French.

Desirable requirements

8. Desirable skills and experience are as follows:
   - Experience of working with WHO;
   - Proven experience of working with individuals from different cultures.

Closing Date

9. The closing date for submissions is 15 September 2019

Scope of work

10. For all four seminars the supplier will be required to:
    - Support WHO develop and finalize a programme, building on the experience of previous seminars through review of previous programme and evaluations;
    - Support WHO develop and finalize the faculty for the seminar, building on participation in previous seminars;
    - Undertake an evaluation of each seminars.
11. For the three seminars to be held in Geneva or with easy reach of Geneva:

- To receive the list of participants from WHO and take responsibility for sending out letters of invitation in order that participants can obtain visas, including managing any follow up enquiries from the participants regarding visas and travel;
- Arrange a suitable venue for the seminars including accommodation for between 20-25 participants and 1-2 faculty members as well as breakfast and lunch;
- Identify a limited social programme;
- Provide logistic information and support to the participants attending the two seminars. (Note: participants will be responsible for their own travel costs to and from the venue);
- Participate in the facilitation and delivery of the seminars.

12. For the seminar in Africa

- Participate in the facilitation and delivery of the seminars (Note: the costs of travel and subsistence for the supplier will be funded by WHO through a separate contract).

Method of Accountability

13. WHO’s participation and contribution to the work to be undertaken will be supervised by the Department of Partnerships for NCDs through regular email, phone and face to face communication.

Elements of Proposal

14. The supplier should describe:

- Their background;
- How they meet the essential and desirable requirements;
- Their capacity for delivering the scope of work;
- The proposed location of the seminars in Geneva or easy access to Geneva;
- Their financial proposal in USD;
- A budget should be prepared to cover the elements above, with the exception of the areas when are specifically excluded;
- How they adhere to the UN Supplier Code of Conduct.
Evaluation of Proposal

15. The proposal will be evaluated on the following:

- The technical, managerial and administrative elements of the proposal;
- Financial elements of the proposal.

20 August 2019