1. Purpose

In September 2019, the IAP will issue its fourth annual report focused on accountability for women’s, children’s and adolescents’ health in humanitarian settings, in the framework of the Global Strategy 2016-2030 and the Sustainable Development Goals (SDGs). This report builds on an Inaugural Report in 2016, its 2017 report on accountability for adolescents, and most recently, the 2018 report on private sector accountability. In this regard, the IAP is seeking a senior level expert to undertake the lead role in writing the report and serving editor-in-chief functions in direct consultation with the IAP Members and under the guidance of the IAP Co-Chairs, with administrative support from the IAP Secretariat based in Geneva. This includes serving as lead technical coordinator of the report, including coordinating the research and related consultants, and undertaking complementary research and expert consultations to deliver a quality, evidence-based report in time for its launch.

The report’s scope is focused on women’s, children’s and adolescents’ health, with emphasis on conflict-affected settings (and excluding environmental crises). Throughout, the IAP emphasizes issues of equity, access and quality standards. It also addresses underlying social determinants of health, such as poverty and gender-based discrimination and violence, among other factors impacting on the rights to health and wellbeing of women, children and adolescents.

The main tasks and responsibilities under this consultancy are to:

- Write the report, from inception and concept note, through to oversight of professional editing and final product quality assurances, in close consultation throughout with the IAP Members. This includes the IAP recommendations and ensuring gathering of the relevant information and evidence-base.
- Preparing and writing the summary of recommendations document, based on the final content of the report approved by the IAP.
- Provide technical leadership for the report’s production, by coordinating the research and data analysis; guiding the related consultants; undertaking research and evidence-gathering; and undertaking consultations with key experts and informants from diverse organizations and stakeholder perspectives.

2. Background

The Global Strategy for Women’s, Children’s and Adolescent’s Health 2016-2030 (Global Strategy) envisages bringing global accountability for implementation under a unified framework. One part of this framework is the IAP, which has a mandate since 2015 from the UN Secretary-General to report independently and annually on progress and to use its expertise to ensure the Global Strategy is being implemented effectively. The IAP’s niche within the Global Strategy’s overall architecture and monitoring efforts is its role in identifying gaps and concrete recommendations for action to strengthen accountabilities by a range of stakeholders.
3. Planned timeline and duration
This consultancy is expected to be full-time for a period of up to 8 months, starting as of mid-January 2019. Work is to be carried out remotely; there is no expectation of working from the IAP Geneva offices. Minimal travel requirements will be expected of the consultant for purposes of writing the report.

4. Main deliverables, include:
- The write-up and delivery of a high-quality 2019 IAP report in August (in English), polished editorially (in collaboration with a professional editor) and rigorous in terms of evidence-base, sources and citations.
- Expected interim report products and drafts consulted with IAP include (by way of illustrative information): annotated outline of the report; overview with key messages (est. 5-7 pages); drafts of full report (est. 3-4 rounds of revisions with IAP feedback); drafts of recommendations (est. 5-6 rounds with IAP feedback); summary of recommendations. This includes regular updates, consultations and facilitation of conference calls with IAP Members.
- Lead technical and research coordination throughout the report preparation process, in collaboration with research consultants, in line with IAP guidance. This includes providing ongoing guidance and technical feedback to complete and ensure quality assurances in the delivery of consultants’ research products; review and exploit the call for evidence submissions, and follow up on promising leads and case studies to feature in the report; as well as undertake ongoing evidence-gathering to fill critical information and research gaps (e.g. capturing and review of new and relevant evaluations, reports, etc.; in response to emerging issues or requests from IAP Members).
- Multiple bilateral consultations completed with diverse organizations and expert informants, including development of key questions tailored to interviewees from the angle of accountability and specific to women, children and adolescents and SRMNCHA issues, as reflected in the Global Strategy.
- Validation with key informants of the IAP key findings and recommendations.
- The report’s visuals and graphs, through identification and execution of innovative concepts, and/or consulting with and requesting contributions to the report from relevant data hubs and sources.

5. Requirements
- Proven record as lead author, researcher and technical coordinator of major international publications and reports.
- At least 10 years of solid experience, technical specialization and proven experience working on international development issues with emphasis on women’s, children’s and adolescents’ health and well-being, from a rights- and gender-based approach. Familiarity or knowledge and experience of policy contexts and operational realities of humanitarian responses highly desirable. Familiarity with relevant international, inter-governmental/UN policy fora an asset.
- Excellent writing skills in English, and proven analytical skills and ability to synthesize findings from diverse materials and sources.

To submit an application: Please provide a proposal, including CV, two references, financial proposal and two samples of relevant reports and publications at pmnch-rfp@who.int by 30 November 2018.
Given that the IAP Secretariat is hosted by the World Health Organization (WHO) and therefore subject to WHO’s rules and procedures, below are general instructions pertinent to this request for proposals.

**WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing.**

Any proposal received by WHO after the closing date for submission of proposals may be rejected.

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal’s submission and before the closing date, provided that written notice of the withdrawal is received by WHO via by mail/by email as provided, before the closing date.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, inter alia, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

Before conducting the technical and financial evaluation of the proposals it has received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

Please note that WHO is not bound to select any bidder and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO’s general principles, including economy and efficiency, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

WHO reserves the right to:

a) Award the contract to a bidder of its choice, even if its bid is not the lowest;

b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;

c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO’s action;

d) Award the contract on the basis of the Organization’s particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;

e) Not award any contract at all.
WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract provided to it by WHO, and return it to WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

All bidders must adhere to the UN Supplier Code of Conduct, which is available at the following link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf

WHO reserves the right to publish (e.g. on the procurement page of its internet site) or otherwise make public the contractor's name and address, information regarding the contract, including a description of the goods or services provided under the contract and the contract value.

Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the contract, i.e., regardless of whether such conditions are included in the contractor's offer, or printed or referred to on the contractor's letterhead, invoices and/or other material, documentation or communications.