INSTITUTIONAL AND LEGISLATIVE ASSESSMENT FOR ROAD SAFETY IN PAKISTAN

INVITATION TO BID

Invitation to Bid (ITB)

Bid Reference

SDH 2019/002

Unit Name

Social Determinants of Health/Unintentional Injury Prevention

Closing date

14 October 2019
The World Health Organization (WHO) is seeking offers from an academic institution to conduct an institutional and legislative assessment in Pakistan and to facilitate in-country consultations on proposed recommendations for improvement.

Your ☒ Company/☒ Institution is invited to submit a proposal for the services in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

1. Requirements

WHO requires the successful bidder to provide the following services:

- **Phase 1. Institutional assessment:** conduct an institutional assessment which will be used to inform the planning process.
- **Phase 2. In-depth legislative/regulatory assessment:** conduct an in-depth technical assessment of existing legislation against good practice and identifying recommendations for improvement for all five pillars.
- **Phase 3. Facilitation of in-country consultations:** Facilitate multisector consultations with stakeholder’s legislative and legislative drafters (to be convened by WHO in close collaboration with relevant ministries and country counterparts) and facilitate up to 9 consultation sessions at national and provincial levels.

See attached detailed Terms of Reference (Annex 1) for complete information.

The successful bidder shall be a ☒ for profit / ☒ not for profit institution operating in the field of road safety with proven expertise in institutional and policy analysis.

Bidders should follow the instructions set forth below in the submission of their proposal to WHO.

2. Proposal

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language. The proposal should be concisely presented and structured to include the following information:

- Presentation of your Company/Institution (please complete Annex 2)
• Proposed Approach/Methodology
• Proposed timeline – 1 November 2019 to 31 March 2020
• Financial proposal/detailed budget

Information which the bidder considers confidential, if any, should be clearly marked as such.

3. Instructions to Bidders

Bidders must follow the instructions set forth in this RFP in the submission of their proposal to WHO. A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 3 working days prior to the closing date for the submission of offers:

Email for submissions of all queries: deea@who.int
(use Bid reference in subject line)

A consolidated document of WHO’s responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have received the RFP. From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

To be complete, a proposal shall include:
− A technical proposal, as described under part 2 above;
− A financial proposal/detailed budget, as described under part 2 above;
− Annex 3, duly completed and signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

Each proposal shall be marked Ref: SDH 2019/002

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

Any proposal received by WHO after the closing date for submission of proposals may be rejected. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

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 above-mentioned closing date, provided that written notice of the withdrawal is received by WHO at the email address indicated above, before the closing date for submission of proposals.

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.

All bidders must adhere to the UN Supplier Code of Conduct, which is available on the WHO procurement website at http://www.who.int/about/finances-accountability/procurement/en/

4. Evaluation

Before conducting the technical and financial evaluation of the proposals 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.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

<table>
<thead>
<tr>
<th>Weighting Type</th>
<th>Percentage of Evaluation</th>
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<tbody>
<tr>
<td>Technical weighting</td>
<td>50% of the evaluation</td>
</tr>
<tr>
<td>Financial weighting</td>
<td>50% of the evaluation</td>
</tr>
</tbody>
</table>

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 the principle of best value for money, 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.

NOTE: Individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.

5. Award

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 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 between WHO and the successful bidder (the “Contract”), the successful bidder shall sign and date the Contract 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. The Contract will include, without limitation, the provisions set forth in Annex 3.

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.

We look forward to receiving your response to this RFP.

Yours sincerely,

[Signature]

Dr Etienne Krug
Director
Department of Social Determinants of Health

**Annexes**

1. Detailed Terms of Reference
2. Vendor Information Form
3. Contractual provisions
Annex 1: Detailed Terms of Reference

INSTITUTIONAL AND LEGISLATIVE ASSESSMENT FOR ROAD SAFETY IN PAKISTAN

BACKGROUND AND OBJECTIVES

WHO is supporting legislative improvement efforts in Pakistan as part of a global road safety programme. Building on existing efforts by the national governments the objectives of the project are to identify institutional and legislative gaps in road safety policy in the following areas: road safety management, safer roads, safer vehicles, safer road users and post-crash care and to facilitate a multi-stakeholder dialogue for the development of a more comprehensive legal framework in the field of road safety.

WHO desires to hire a consultant to conduct an institutional assessment, a legislative assessment and facilitate drafting and consultation session in Pakistan. The project will begin immediately upon signing of an Agreement and end by 31 March 2020.

SCOPE OF WORK AND TASKS

The scope of work will be conducted in three parts:

Phase 1. Institutional assessment: conduct an institutional assessment which will be used to inform the planning process.

Phase 2. In-depth legislative/regulatory assessment: conduct an in-depth technical assessment of existing legislation against good practice and develop recommendations for improvement for all five pillars.

Phase 3. Facilitation of in-country consultations: Facilitate multisector consultations with a Technical Working Group (to be convened by WHO in close collaboration with relevant ministries and country counterparts) and facilitate up to 9 consultation sessions at national and provincial levels.

Phase 1. Institutional assessment

Under this part of the assessment, the consultant will:

1. Conduct an institutional assessment and identify institutional gaps and provide recommendations. This includes the following tasks:

   a. Identifying the institutions involved in national road safety activities (including for example, those in the public sector such as ministries, agencies, private sector organizations, non-governmental organizations and civil society, etc.).
b. Describing the roles and responsibilities of the identified institutions with respect to legislation and regulation on road safety.

c. Describing their focus areas in the field of road safety, in relation to the five pillars and the activities of these institutions specific to legislation or regulation in the country for each, highlighting what has been accomplished and where there are gaps.

d. Describing whether the institution has a legal or executive mandate related to road safety (e.g., a legislatively created advisory board on road safety matters) and the extent to which these have been met.

e. Whether the institutions are funded to carry out their mandate and if possible, the funding sources (specifying which funding sources are legislatively mandated).

f. Assessing institutional capacity strengths and limitations and what could be improved.

2. **Provide an outline of legislative and regulatory processes and timelines:** This includes the following tasks:

   a. Provide an outline of all steps and timeframes for legislative and regulatory processes – from drafting to final passage/approval. Include specific dates (if known). This exercise should not only be limited to “published” processes; it should include country practices that are unpublished. Where timeframes are not specific an estimate may be provided based on experience in other legislative topics – in which case, consultant should explain the basis of the estimated timelines provided.

   b. For legislative processes, specify any parliamentary committees that are usually involved in road safety/transport matters, specifying upcoming dates, sessions, etc. If possible provide an estimate of the length of time these processes normally take and the possible outcomes.

   c. For regulatory processes, specify any inter-ministerial committees or groups that are usually involved in road safety/transport matters, specifying upcoming dates, sessions, etc. If possible provide an estimate of the length of time these processes normally take and the possible outcomes.

   d. Include dates for any national or other elections that might impact these timeframes indicating whether/how they may affect regulator legislative or regulatory timeframes.

3. **Compile existing national laws and regulations on road safety:** This includes the following tasks:

   a. Collecting all laws and regulations related to road on all five pillars to supplement the existing work legislative and regulatory documents available through the WHO Global Status Report on Road Safety 2018.

   b. Providing a bibliography (by pillar) and PDF or electronic versions of the documents.
**Phase 2: In-depth legislative/regulatory assessment.** The scope of work will include:

1. Conducting an in-depth assessment of existing legislation against good practice and identifying recommendations for improvement for all five pillars.
2. For gaps and recommendations, include evidence-base and best practices (indicating which intervention to be addressed through the recommendations are proven or promising). Identify the sources and tools used for this assessment. Specify where there is no best practice available. The following tools are available to guide analysis on the 5 risk factors:
   a. Strengthening road safety legislation
   b. The Global status report on road safety
   c. “Good practice manuals” on the five risk factors

These, and other WHO road safety publications are available at: [https://www.who.int/violence_injury_prevention/publications/road_traffic/en/](https://www.who.int/violence_injury_prevention/publications/road_traffic/en/). In addition, WHO will provide the existing library of legislation and regulation collected through the 2018 GSRRS process.

**Phase 3: Facilitation of in-country consultations.** The scope of work will include a maximum of 9 meetings in country covering all provinces:

1. Facilitation of priority areas identification to inform the drafting. These may include sessions on data use for decision-making to facilitate priority setting for proposed legislative changes.
2. Facilitating of drafting sessions (to be set up by WHO in collaboration with country counterparts).
3. Facilitating in country and provincial consultations on the proposed draft (with WHO technical input). This will include developing the agenda and objectives for the consultations.

For in-country consultations, WHO will be responsible for convening the meeting, arranging for the meeting location and sending invitations.

**ADDITIONAL INFORMATION FOR PROPOSAL SUBMISSION**

1. Demonstrate partnership with local institutions or consultants to carry out the activities, including detailing the activities to be carried out by the local institution/consultants – particularly with regards to Phase 2.
2. Submit a detailed budget for each phase (specifying budget, staff, travel and other costs, etc.).
3. Submit CVs of project leads, including national partner if applicable. Ensure that it covers the experience in doing the type of work described in the relevant Phase(s) covered in the proposal.

4. Submit a preliminary workplan for each of the Phases through 31 March 2020 (including in-country consultations). The workplan will be finalized upon award jointly with WHO.

5. Describe the experience of the institution (and national partner if applicable) in doing the type of work described in the relevant Phase(s).

**DELIVERABLES**

1. Phase 1:
   - Report of the institutional assessment, including a list of key informants contacted and their contact details.
   - Bibliography and copies of relevant laws and regulations.
   - Text of laws and regulations collected (in PDF or electronic format).

2. Phase 2:
   - Legislation assessment report describing the methodology, tools used, results (e.g., gaps) and any recommendations based on the assessment against good practice.

3. Phase 3:
   - Meeting and consultation reports within 5 business days of the completion of the meeting, including: dates, locations, participants, discussion summary and main outcomes.

**DELIVERABLES AND TIMELINES**

**Phase 1** (Submit Phase 1 report to WHO by 1 December 2019):
   - Report of the institutional assessment, including a list of key informants contacted and their contact details.
   - Bibliography and copies of relevant laws and regulations.
   - Text of laws and regulations collected (in PDF or electronic format).

**Phase 2** (Submit Phase 2 report to WHO by 31 January 2020):
   - Legislation assessment report describing the methodology, tools used, results (e.g., gaps) and any recommendations based on the assessment against good practice.

**Phase 3** (Submit Phase 2 report to WHO by 31 March 2020):
   - Meeting and consultation reports including: dates, locations, participants, discussion summary and main outcomes.
Annex 2: Information about bidders

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<tr>
<th>Information required</th>
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<tbody>
<tr>
<td><strong>1. Corporate information</strong></td>
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<tr>
<td>Company mission statement <em>(including profit or not for profit status)</em></td>
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<tr>
<td>Accreditations</td>
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<tr>
<td>Geographical presence</td>
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<tr>
<td>Logistical Capacity</td>
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<td>Storage Capacity</td>
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<tr>
<td>Declared financial statements for the past (3) three years</td>
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<tr>
<td><strong>2. Legal Information</strong></td>
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<tr>
<td>History of Bankruptcy</td>
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<tr>
<td>Pending major lawsuits and litigations in excess of USD 100,000 at risk</td>
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<tr>
<td>Pending Criminal/Civil lawsuits</td>
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<tr>
<td><strong>3. Experience and Reference Contact Information</strong></td>
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<tr>
<td>Relevant Contractual projects (with other UN agencies or Contractors)</td>
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<tr>
<td><strong>4. Proposed sub-contractor arrangements including sub-contractor information</strong> <em>(as above, points 1, 2 and 3 for each sub-contractor)</em></td>
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Within 30 days of receipt of the contract between WHO and the successful bidder (the “Contract”), the successful bidder shall sign and date the Contract 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. The Contract will include, without limitation, the provisions set forth below (with the successful bidder referred to below as the “Contractor”):

1. **Compliance with WHO Codes and Policies.** By entering into the Contract, the Contractor acknowledges that it has read, and hereby accepts and agrees to comply with, the WHO Policies (as defined below).

   In connection with the foregoing, the Contractor shall take appropriate measures to prevent and respond to any violations of the standards of conduct, as described in the WHO Policies, by its employees and any other persons engaged by the Contractor to perform any services under the Contract.

   Without limiting the foregoing, the Contractor shall promptly report to WHO, in accordance with the terms of the applicable WHO Policies, any actual or suspected violations of any WHO Policies of which the Contractor becomes aware.

   For purposes of the Contract, the term “WHO Policies” means collectively: (i) the WHO Code of Ethics and Professional Conduct; (ii) the WHO Policy on Sexual Exploitation and Abuse Prevention and Response; (iii) the WHO Code of Conduct for responsible Research; (iv) the WHO Policy on Whistleblowing and Protection Against Retaliation; and (v) the UN Supplier Code of Conduct, in each case, as amended from time to time and which are publicly available on the WHO website at the following links: http://www.who.int/about/finances-accountability/procurement/en/ for the UN Supplier Code of Conduct and at http://www.who.int/about/ethics/en/ for the other WHO Policies.

2. **Zero tolerance for sexual exploitation and abuse.** WHO has zero tolerance towards sexual exploitation and abuse. In this regard, and without limiting any other provisions contained herein:

   (i) each legal entity Contractor warrants that it will: (i) take all reasonable and appropriate measures to prevent sexual exploitation or abuse as described in the WHO Policy on Sexual Exploitation and Abuse Prevention and Response by any of its employees and any other persons engaged by it to perform any services under the Contract; and (ii) promptly report to WHO and respond to, in accordance with the terms of the Policy, any actual or suspected violations of the Policy of which the contractor becomes aware; and

   (ii) each individual Contractor warrants that he/she will (i) not engage in any conduct that would constitute sexual exploitation or abuse as described in the WHO Policy on Sexual Exploitation and Abuse Prevention and Response; and (ii) promptly report to WHO, in accordance with the terms of the Policy, any actual or suspected violations of the Policy of which the Contractor becomes aware.

3. **Tobacco/Arms Related Disclosure Statement.** The Contractor may be required to disclose relationships it may have with the tobacco and/or arms industry through completion of the WHO Tobacco/Arms Disclosure Statement. In the event WHO requires completion of this Statement, the Contractor undertakes not to permit work on the Contract to commence, until WHO has assessed the disclosed information and confirmed to the Contractor in writing that the work can commence.

4. **Anti-Terrorism and UN Sanctions; Fraud and Corruption.** The Contractor warrants for the entire duration of the Contract that:

   i. it is not and will not be involved in, or associated with, any person or entity associated with terrorism, as designated by any UN Security Council sanctions regime, that it will not make any payment or
provide any other support to any such person or entity and that it will not enter into any employment or subcontracting relationship with any such person or entity;
ii. it shall not engage in any illegal, corrupt, fraudulent, collusive or coercive practices (including bribery, theft and other misuse of funds) in connection with the execution of the Contract; and
iii. the Contractor shall take all necessary precautions to prevent the financing of terrorism and/or any illegal corrupt, fraudulent, collusive or coercive practices (including bribery, theft and other misuse of funds) in connection with the execution of the Contract.
Any payments used by the Contractor for the promotion of any terrorist activity or any illegal, corrupt, fraudulent, collusive or coercive practice shall be repaid to WHO without delay.

5. **Breach of essential terms.** The Contractor acknowledges and agrees that each of the provisions of paragraphs 1, 2, 3 and 4 above constitutes an essential term of the Contract, and that in case of breach of any of these provisions, WHO may, in its sole discretion, decide to:
   i. terminate the Contract, and/or any other contract concluded by WHO with the Contractor, immediately upon written notice to the Contractor, without any liability for termination charges or any other liability of any kind; and/or
   ii. exclude the Contractor from participating in any ongoing or future tenders and/or entering into any future contractual or collaborative relationships with WHO.
   WHO shall be entitled to report any violation of such provisions to WHO’s governing bodies, other UN agencies, and/or donors.

6. **Use of WHO Name and Emblem.** Without WHO’s prior written approval, the Contractor shall not, in any statement or material of an advertising or promotional nature, refer to the Contract or the Contractor’s relationship with WHO, or otherwise use the name (or any abbreviation thereof) and/or emblem of the World Health Organization.

7. **Assurances regarding procurement.** If the option for payment of a maximum amount applies, to the extent the Contractor is required to purchase any goods and/or services in connection with its performance of the Contract, the Contractor shall ensure that such goods and/or services shall be procured in accordance with the principle of best value for money. "Best value for money" means the responsive offer that is the best combination of technical specifications, quality and price.

8. **Audit.** WHO may request a financial and operational review or audit of the work performed under the Contract, to be conducted by WHO and/or parties authorized by WHO, and the Contractor undertakes to facilitate such review or audit. This review or audit may be carried out at any time during the implementation of the work performed under the Contract, or within five years of completion of the work. In order to facilitate such financial and operational review or audit, the Contractor shall keep accurate and systematic accounts and records in respect of the work performed under the Contract.
   The Contractor shall make available, without restriction, to WHO and/or parties authorized by WHO:
   i. the Contractor’s books, records and systems (including all relevant financial and operational information) relating to the Contract; and
   ii. reasonable access to the Contractor’s premises and personnel.
   The Contractor shall provide satisfactory explanations to all queries arising in connection with the aforementioned audit and access rights.
   WHO may request the Contractor to provide complementary information about the work performed under the Contract that is reasonably available, including the findings and results of an audit (internal or external) conducted by the Contractor and related to the work performed under the Contract.

9. **Publication of Contract.** Subject to considerations of confidentiality, WHO may acknowledge the existence of the Contract to the public and publish and/or otherwise publicly disclose the Contractor’s name and country of incorporation, general information with respect to the work described herein and the Contract value. Such disclosure will be made in accordance with WHO’s Information Disclosure Policy and shall be consistent with the terms of the Contract.