Publisher sought for two upcoming global reports on water, sanitation and hygiene in health care facilities

10 DECEMBER 2018 - The water, sanitation, hygiene and health unit at WHO is seeking publishing quotes for two upcoming reports: global baseline for water, sanitation, hygiene in health care facilities and global action and solutions for improving water, sanitation and hygiene in health care facilities. Both documents will be published at the end of March 2019. Quotes are due by 3 January 2019.

Both documents will be published in English the end of March 2019. Shortly thereafter they will be published in additional languages (English, French, Arabic, Spanish and Russian). Detailed requirements are listed below. Please send quotes for the documents to the technical focal points (or to both if interested in both) below by 3 January 2019. A decision based on creative concept, price and ability to meet deadlines will be made shortly thereafter.

WHO/UNICEF Joint Monitoring Programme Baseline Report on WASH in health care facilities

- Estimated 85 pages, including 15-20 pages of full-page tables in Annexes
- Highlights (extract of the first 6 pages of the full report, no other layout changes)
- 30-35 photos
- 50-60 graphs
- 3-5 maps
- Example of previous, similar document (WASH in Schools) (http://www.who.int/water_sanitation_health/publications/jmp-wash-in-schools/en/)
- Contact: Rick Johnston (johnstonr@who.int)

The report will be largely data driven and will include 50-60 graphs, and 3-5 maps. Each graph or map will have a title with a key message, a technical title with the description of the indicator(s) and possibly a footnote. The report will have limited amounts of text and will include pictures on one quarter of the pages. The length of the report will be no more than 85 pages including 20 pages of league tables at the end of the report. Since the report will be data-driven with mostly graphs/tables, it is very important that the design will produce a creative and visually appealing final product.

The report production will be managed by WHO in collaboration with colleagues at UNICEF. WHO will provide the Contractor with all graphs, text, and tables (including the data) and will provide the maps in a high-resolution format. The graphs will be produced in a preferred lay-out and colour scheme. The Contractor will be asked to
adhere closely to the suggested graph lay-out and colour settings. WHO will also procure and provide photographs to the contractor.

The report will be written by the JMP team at UNICEF and WHO. WHO will recruit a copy editor to edit and proof read the report. The editor will work closely with the Contractor to finalise the graphic design and layout of the report.

The report will be finalized in English and a short print run will be produced in time for a launch event tentatively planned for late March. A larger print run (English) will be printed after the launch, after adjusting for any errors found in the launch version. The report will then be translated into Arabic, French, Russian and Spanish. The Contractor will then produce translated versions of the report within two months after having received the final translations. These versions will be similar in lay-out to the English version of the report but may need minor adjustments to accommodate larger or shorter text pieces.

WHO/UNICEF Solutions for improving WASH in health care facilities
- Estimated 45 pages
- Color, illustrated (non-photo) cover, 2/3 colors in body of text
- 20-25 photos
- 5-10 tables
- 4-5 drawn images
- Requirements: visually appealing, inspiring document that clearly directs reader to content/information they are most interested in
- Contact: Maggie Montgomery (montgomerym@who.int); draft text available

The report production will be managed by WHO in collaboration with colleagues at UNICEF. WHO will provide the Contractor with all graphs, text, and tables. The Contractor will be asked to develop a compelling overall visual format and to improve/modify several existing figures illustrating the global work and fundamentals of WASH in HCF at the national level. WHO will also procure and provide photographs to the contractor.

The report will be written by WHO and UNICEF and will seek wide input from global and national stakeholders. An initial draft will be sent to stakeholders for input by 20 December 2018. WHO will recruit a copy editor to edit and proof read the report. The editor will work closely with the Contractor to finalise the graphic design and layout of the report.

The report will be finalized in English and a short print run will be produced in time for a launch event tentatively planned for late March. A larger print run (English) will be printed after the launch, after adjusting for any errors found in the launch version. The report will then be translated into several UN languages. The Contractor will then
produce translated versions of the report within two months after having received the final translations. These versions will be similar in lay-out to the English version of the report but may need minor adjustments to accommodate larger or shorter text pieces.