Cost-Effectiveness and Cost-Benefit Analysis Applied to Water, Sanitation and Hygiene Interventions

Request for Proposal
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1. Introduction

The World Health Organization (WHO), the United Nations specialized agency for health, was established on 7 April 1948. WHO’s objective, as set out in its Constitution, is “the attainment by all peoples of the highest possible level of health”. Health is defined in WHO’s Constitution as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

WHO is governed by 192 Member States through the World Health Assembly. The Health Assembly is composed of representatives from WHO’s Member States. The main tasks of the World Health Assembly are to approve the WHO programs and the budget for the following biennium and to decide major policy questions.

The Secretariat is headed by a Director-General. WHO’s Secretariat is staffed by health professionals, other experts and support staff working at Headquarters in Geneva, in the six regional offices and in some 120 countries.

1.1 About the Water, Sanitation and Health Programme

The Water, Sanitation and Health (WSH) Programme of the World Health Organization Headquarters in Geneva is responsible for the promotion of access to safe water supply and adequate sanitation as a major requirement to ensure a healthy life and enable the social development of the poor and unserved. Activities focus on evidence-based policy development and are closely aligned with the United Nations Millennium Development Goals.

1.2 Aim

Our aim is the reduction of water- and waste-related disease and the optimization of the health benefits of sustainable water and waste management.

1.3 Objectives

- To support the health sector in effectively addressing water- and waste-related disease burden and in engaging others in its reduction.

- To assist non-health sectors in understanding and acting on the health impacts of their actions

2. Project Details

2.1 About the WSH Cost-Effectiveness and Cost-Benefit Analysis Project

Water Sanitation and Hygiene interventions contribute significantly to health and to social development. Analysis of the costs and benefits of such interventions can contribute to effective policy making and decision-taking.

WHO has over the past years invested in developing underlying principles for cost-benefit analyses applicable to WSH interventions; to undertaking such analyses at global level; and to providing inputs on such analyses at regional level. WHO now plans to consolidate and expand this work.

The overall purpose of this project is to make available guidance on assessing burden of disease, and cost-effectiveness/cost-benefit of water, sanitation and hygiene interventions, including specific emphasis on small (rural) community settings. The work also comprises application of the guidance methods at global level and at case/country scale. It is envisaged that the work may most successfully be addressed by a coordinated team within an appropriate institution.
Materials towards the modular national-level Guideline required as Product 1 are available within WSH. They comprise the following sections:

Introduction: Economic Evaluation of Water, Sanitation and Hygiene interventions and its application to health policy and decision-making
- Ch.1: Summary process

SECTION A: Diarrhoeal and other faecal-oral diseases
- Ch.2: Estimating exposure
- Ch.3: Literature review
- Ch.4: Analysis of DHS surveys to assess Relative Risk estimates for various exposure categories (by WHO sub-region)
- Ch.5: Estimating relative risk (RR) for each defined exposure category
- DHS analysis of one country survey/example - Colombia (to be amalgamated into Chapter 4).

SECTION B: Cost-benefit analysis application in specific settings:
- Ch 7 household water;
- Ch 8 recreational waters;

SECTION C: Burden of Disease calculations for:
- Ch 9 arsenic
- Ch 10 fluoride,
- Ch 11 selected vector-borne diseases.

Documents already published by WHO on this subject are as follows:

3. Requirements

The overall work required is outlined on the diagram shown in section 4.9, and is described below as six related products. The deadline for drafts or outlines of Products 1, 2A, 2B, 3, and 5 is end March 2006.

As an overall requirement applicable to all products identified in this document there is a need to ensure that each would be edited according to the requirements of the WHO Style Guide (see Annex 4.)

3.1 Product 1 requirements

Rewriting, restructuring, and editing as required of the presently available draft materials (identified in Section 1 above) so as to comprise an easy-to-use set of "how to do it" modules suitable for application at national or sub-national level.

- These modules, presented collectively as a Guideline, should be appropriate for use by a team of national experts from a developing country.
- Individual modules will summarize basic principles, lay out processes/methods and then provide pertinent background information.
- The WHO staff involved in the development of this work to date will be available for a half day briefing with the successful bidder near to the beginning of the work at a date to be determined later. This will take place either in Geneva or by videoconference.
- A detailed outline of this work will initially be prepared as part of a formal deliverable.
- This should be followed by submission to WHO of two draft modules of approximately 15 - 20 pages for review and comment.
- All modules will subsequently be submitted for finalization to WHO for review and comment.
- Final revisions of the modules will be made by the successful bidder in the light of comments received from WHO following review.

3.2 Product 2A requirements

Preparation of a new module for inclusion in Section B of the Guideline identified as Product 1, specifically addressing application of the methodology to small/rural community settings.

- The work will include searching published literature for studies in small community settings, associating health outcomes with water, sanitation and hygiene factors.
- For each such study, metadata will be abstracted in a standard format (see Annex 5 and 6 listed in the Supporting Documentation section of this document) and analysed for use in this work. A Health Impact database now in development by WHO may assist in identification of suitable studies.
- The successful bidder will also need to search available literature for information on intervention costs. Other health and cost issues with specific small (rural) community relevance will need to be identified, discussed with WHO, and analysed.
3.3 Product 2B requirements
Preparation of a module on methods of estimating health impact of water safety/quality. The methodology should be generic with specific guidance on faecal contamination only.

- Work will involve reviewing available literature on quantifying the relationship between faecal indicators of water quality and diarrhoeal disease, and writing up the findings as an additional module for inclusion in Product 1, Section B.

- For each such study, metadata will be abstracted in a standard format (see Annex 5 and 6 listed in the Supporting Documentation section of this document) and analysed for use in this work. A Health Impact database now in development by WHO may assist in identification of suitable studies.

3.4 Product 3 requirements
Preparation, editing and layout of a guidance document on the costs and benefits of progressive or stepwise risk reduction from water and sanitation in small community settings.

- This guidance document of approximately 20 pages will be based on the information in Products 1 and 2. Its purpose will be to show how risk reduction can be achieved through setting interim or progressive standards or benchmarks. It will show how to derive the costs and benefits of reaching and maintaining low-risk operations, or operations for which risk is reduced to manageable levels.

- An outline guidance document will be prepared and discussed with WHO.

- A complete draft will be prepared and further discussed with WHO.

- A revised final draft version subsequently prepared.

3.5 Product 4 requirements
Produce a camera-ready compilation of Products 1-3, incorporating an Introduction to the package and appropriate liaison between the three products.

- Work entails arranging for review of the above three products, incorporating comments, and preparing them for publication in a document entitled "Guidance Tools for National and Local Cost-Benefit Analysis in relation to water, sanitation and hygiene interventions." Discussions with WHO would take place to guide this work.

- A draft version of the publication should be submitted to WHO for comments prior to editing and layout.

3.6 Product 5 requirements
Global Cost-Benefit Assessment of health-risk from water, sanitation and hygiene in small community/rural settings:

- Undertake an assessment of water, sanitation and hygiene in small communities at global level through application of the cost-benefit analysis methodology, including the new modules developed as Products 2A and 2B.

- The work entails preparation of a document containing a summary description of the methodology, a report on the assessment findings, and a discussion of the findings. WHO will review/comment on a draft of the document.
• A final version will be prepared by the bidder incorporating these comments.

3.7 Product 6 requirements
Application of Global Cost-Benefit Assessment to small community/rural settings in one selected country. The work will be based on guidance provided in Product 2A.

• This work involves application of the cost-benefit analysis methodology within a single country context, using available country data and covering a variety of socioeconomic settings within the selected country.

• WHO will provide comments on a draft version, for subsequent incorporation by the bidder into a final version.

4. Deliverables
The following is a set of deliverable products required with their corresponding expected delivery dates. WHO reserves the right to amend these as required but will endeavour to provide adequate prior notice of any such changes to the successful bidder.

4.1 Product 1 deliverables
- Detailed Outline Deadline: March 2006
- Two example draft modules for review Deadline: May 2006
- All draft modules for review Deadline: September 2006
- Final National-level Guideline incorporating comments Deadline: December 2006

4.2 Product 2A deliverables
- Draft module on application of cost-benefit methodology to small community settings Deadline: March 2006
- Process report Deadline: March 2006
- Metadata for inclusion in the WHO Health Impact database Deadline: June 2006
- Finalized module Deadline: June 2006

The successful bidder may wish to cooperate with WHO over preparation of a peer-reviewed journal article.

4.3 Product 2B deliverables
- Draft/outline module on methods of estimating health impact of water quality Deadline: March 2006
- Process report Deadline: March 2006
- Metadata for inclusion in the WHO Health Impact database Deadline: June 2006
- Finalized module Deadline: June 2006

The successful bidder may wish to cooperate with WHO over preparation of a peer-reviewed journal article.

4.4 Product 3 deliverables
- Outline guidance document Deadline: March 2006
- Complete draft document Deadline: July 2006
- Revised final draft Deadline: October 2006

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4.5 Product 4 deliverables
- Post-review draft document for WHO comments \hspace{1cm} Deadline: October 2006
- Finalized camera-ready publication (including editing, layout) \hspace{1cm} Deadline: March 2007

4.6 Product 5 deliverables
- Draft assessment document for review \hspace{1cm} Deadline: August 2006
- Brief process report \hspace{1cm} Deadline: August 2006
- Finalized document \hspace{1cm} Deadline: October 2006

The successful bidder may wish to cooperate with WHO over preparation of a peer-reviewed journal article.

4.7 Product 6 deliverables
- Draft assessment document for review \hspace{1cm} Deadline: September 2006
- Brief process report \hspace{1cm} Deadline: September 2006
- Finalized document \hspace{1cm} Deadline: December 2006

The successful bidder may wish to cooperate with WHO over preparation of a peer-reviewed journal article.

4.8 Supporting Documentation
The following represents a non-exhaustive list of material which will supplement the requirements of the project, and will be used in connection with this Request for Proposal document.

WHO reserves the right to update any of the supporting documentation listed below but the latest versions will always be available by referencing the hyperlinks provided next to each document.

Annex 4 : WHO Style Guide
Annex 5 : RFP Health Impact Studies Database
Annex 6 : WSH Health Impacts Database Metadata Guide
Annex 7 : WHO contract, 'Agreement for the Performance of Work'
4.9 Diagram of Products and their Relationship

**1.** Guideline on CBA Methodology in relation to water, sanitation and hygiene: national level (multiple modules)
- Deadline: March 2006 (outline)

**2.** New modules on:
   a) application of methodology to small communities;
   b) application of method to water safety/quality, for inclusion in Product 1.
- Deadline: March 06 (draft)

**3.** Guidance document on achieving risk reduction through setting interim standards or benchmarks in small communities
- Deadline: March 06 (draft)

**4.** Guidance Tools for National and Local Cost-Benefit Analysis in relation to water, sanitation and hygiene (Publication comprising products 1-3)
- Deadline: October 2006, March 2007

**5.** Global Assessment of W,S,H-related BoD in relation to small community settings
- Deadline: August, October 2006

**6.** Single-country assessment of W,S,H-related BoD in relation to small communities in varying socioeconomic circumstances
- Deadline: September, December 2006
5. Procedure

This Request for Proposal (RFP) and the Annexes referred to it in the Supporting Documentation section can be obtained electronically on the WHO website located at http://www.who.int/water_sanitation_health/about/en/index4.html.

5.1 Manner of Submission

Your expression of interested conveyed by submission of your proposal, including all items identified in the Details of Proposal section, should be submitted via email, in English, to rfpwshcostben@who.int

Your proposal must be received by 17:00 Geneva Time, Monday, 16th January 2006.

5.2 Validity of Proposal

You are requested to hold your proposal valid for 30 days from the deadline for submission. WHO will make all reasonable efforts to complete the selection process within this period.

5.3 Bidder Enquiries

Queries and questions of clarification regarding this RFP can also be addressed to rfpwshcostben@who.int.

5.4 Modifications

WHO may issue a modification of the RFP documents prepared by WHO at its own initiative or in response to a clarification requested by a bidder. Any such modifications to the RFP documents shall be communicated to all bidders at the same time.

5.5 Details of Proposals

Proposals should include the following information, which will, inter alia, be used for bid evaluation:

- statement of method not exceeding two pages (with attachments if necessary);
- competency statement not exceeding one page (with attachments if necessary);
- detailed budget;
- timeframe (duration) for work if selected;
- confirmation of willingness to undertake the work if selected and of the acceptability of the standard terms and conditions of the standard WHO contract, ‘Agreement for the Performance of Work’ (see Annex 7)
- all-inclusive cost for each specific Product should be specified in US$
- detailed curriculum vitae of the persons to be involved in providing the service;
- description of any particular advantages of the bidder in relation to this project;
- references to similar work conducted in the past.

5.6 Cost of Proposal

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable and cannot be included as a cost of the assignment.
5.7 Language
The work performed for this project and management and contractual communications will be executed in English.

5.8 Evaluation of Proposals
Proposals will be evaluated on the basis of the best fit to the defined requirements and will include a cost consideration.

Please note that WHO may use information other than that provided by the bidder in its evaluation, including, but not limited to, experience gained in other UN organizations. WHO is not obliged to disclose such information to bidders.

Criteria taken into account will include excellence and value for money. Selection will take account of competence as evidenced by familiarity with the subject matter work; demonstrated delivery capacity (and deliverables of the type required); and cost.

More specifically bidders will be evaluated against the following key criteria:

- Quality of RFP Response
- Quality of items identified in the Details of Proposals section provided by bidder
- Experience and References
- Cultural Fit to WHO

The evaluation may include a meeting with the contractor. Every bidder will be notified in due course of the outcome of the evaluation.

5.9 Selection of Contractor
WHO is not bound to select any of the bidders submitting proposals. WHO reserves the right to make an award solely on the information provided, to conduct discussions or request proposal revisions if deemed necessary. The contractor selected for the award will be chosen on the basis of the proposal which is considered most responsive to the needs of the project concerned, with due consideration given to WHO’s general principles, including economy and efficiency. The contractor will not necessarily be selected on the basis of lowest price. WHO has no obligation to reveal how proposals received from bidders are assessed.

Bidders whose proposals are not selected will be notified of this fact, and shall have no claim whatsoever for any kind of compensation.

5.10 Negotiations
WHO reserves the right to enter into negotiations with one or more bidders as part of the selection process.

5.11 Payment
Payment will be made against presentation of an invoice for the deliverable and subject to acceptance of each such deliverable by WHO. Any payments to the Contractor shall reflect any tax exemptions to which WHO is entitled by reason of the immunity it enjoy. WHO is exempt from all direct taxes, customs duties and the like and the Contractor shall consult with WHO so as to avoid the imposition of such charges. As regards duties and other indirect taxes, the Contractor shall list such charges on invoices as a separate item and, to the extent required, cooperate with WHO to enable reimbursement thereof.