

**CALL FOR PROPOSALS**  
**Technical Documentation and**  
**Event Management: Pandemic Exit Plan**  
**Workshop and Writeshop**



**World Health  
Organization**

Representative Office  
for the Philippines

**1. Summary**

The World Health Organization – Country Office in the Philippines (WCO PHL) is supporting the Department of Health (DOH) in developing a comprehensive Pandemic Exit Plan as part of the country's efforts towards transitioning to a better normal. The national plan is necessary to serve as a reference and guideline to aid and support the government in steering toward a better normal, through an Agreement for Performance of Work (APW) contract.

Within the scope of this work, WHO is looking for an institutional contractual partner to document and provide a technical report of the workshop and writeshop to be organized by the Interagency Task Force (IATF) on the Management of Emerging Diseases Secretariat of DOH. This work is inclusive of the planning stage, actual workshop and writeshop, post-activity technical reports, and draft plan which will be led by DOH and WHO.

The proposals are due by 16 May 2023.

**2. Background**

Under Executive Order No. 168 s. 2014, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases (EID) was ordered to be created to establish a system that would identify, screen, and assist Filipinos suspected or confirmed to be infected with EID, among others.

In January 2020, the IATF was reactivated because of the spread of the Novel Coronavirus (nCoV) infection. Since then, the government has spearheaded programs and efforts in handling the pandemic to ensure the safety of Filipinos all over the world. Millions of Filipinos were vaccinated because of the whole-of-government strategy and the whole-of-nation approach. Most of the country's provinces, Highly Urbanized Cities (HUCs), Independent Component Cities (ICCs), cities, and municipalities have also been classified under Alert Level 1. These, among others, have prompted the government to take proactive measures to liberalize health protocols and mandates in reopening the economy and handling the new normal.

As we sustainably manage the Coronavirus Disease 2019 (COVID-19) pandemic, there is a need to steer the country for the resiliency of response and economic growth.

This support aims to:

- develop a comprehensive Pandemic Exit Plan to guide all agencies and stakeholders in implementing policies toward a better normal
- provide technical assistance to the participating agencies of workshop and writeshop;
- create a timetable for the development, approval, publication, and dissemination of the Pandemic Exit Plan

### 3. Timeline

The implementation timeline for the project is from **22 May 2023 to 22 June 2023**.

### 4. Place of Assignment

DOH-IATF Secretariat and WHO Philippines Country Office in Manila, or remote work for part of the contract.

### 5. Scope of Work

Under the supervision of WHO Philippines through the WHE team and Lead of the COVID-19 Incident Management Team (IMT), the contractual partner will be responsible for delivering the following:

**Output 1:** Attend the preparatory meetings of the workshop and writeshop organizers from the DOH-IATF Secretariat and WHO to capture the flow, content, and design of the activities.

- **Deliverable 1.1:** Summary documentation of meetings.
- **Deliverable 1.2:** Develop a documentation outline and workplan, approved by DOH-IATF Secretariat and WHO.
- **Deliverable 1.3:** Set-up zoom account for use of all participants for the virtual sessions of the workshop and writeshop (if needed).
- **Deliverable 1.4:** Prepare social media tiles, presentation templates, zoom welcome screens, zoom backgrounds of the workshop.
- **Deliverable 1.5:** Manage schedules, calendar of activities, and deadlines for all the preparatory activities, during the actual and post activities.

**Output 2:** Event management and coordination with DOH-IATF Secretariat, facilitators, speakers, and participants to ensure the coverage of all activities.

- **Deliverable 2.1:** Overall coordinator with DOH-IATF Secretariat, WHO, facilitators/speakers, and participants of the workshop and writeshop. Manage and organize a shareable Google Drive of all the documents pertaining to the workshop and writeshop.
- **Deliverable 2.2:** Collect and ensure individual profiles and presentations of speakers are finalised a week before the workshop and writeshop.
- **Deliverable 2.3:** Arrange travel requirements (book flights, hotel accommodation, dietary restrictions) and presentation requirements and prepare logistics for arrival and departure of each speaker/facilitator and other necessary workshop and writeshop administrative requirements.
- **Deliverable 2.4:** Administer release of professional fees of speakers and facilitators.
- **Deliverable 2.5:** Arrange hotel accommodation for workshop and writeshop participants including food, venue, and other administrative matters of the activities.

**Output 3:** Prepare and submit an electronic technical documentation report for the workshop training with photos and captions of the entire activities. The report is written and photo documentation of the entire duration of the workshop and writeshop covering all proceedings including the outputs of the workshop and writeshop, discussions, open forum, small group/breakout group discussions. Documentation to include annexes such as tables, schedules, or matrix of agreements, and concerns raised, depending on what is applicable after the draft plan has been approved by the DOH-IATF Secretariat.

- **Deliverable 3.1:** Lead documentation of the whole workshop and writeshop, including lectures, plenary, action plans, agenda, presentations, and small group meetings/discussions.
- **Deliverable 3.2:** Ensure that WHO technical guidelines are integrated and reflected in the documentation.
- **Deliverable 3.3:** Develop an archive of all workshop and writeshop documents and material in editable format, including the draft Pandemic Exit Plan.

## **6. Contract Time**

The work to be done under this Agreement for Performance of Work (APW) shall be completed as set out in the Terms of Reference. The contract will be completed in not more than 30 days from the commencement of the work, or otherwise as agreed in writing among the Owner and the Contractor. The work shall be done in strict compliance with the Contract, Specifications, Schedules, and all other Contract documents and all Instructions. Failure to do so shall be at the Contractor's risk and account. Submission of bid by the Contractor shall constitute acknowledgement by the Contractor that it is aware of and concurs with all the requirements or conditions incorporated in the Call for Proposal and the other documents.

As time is an essential element for this Contract, for failure to complete all the work stipulated within the Terms of Reference, the Owner shall charge the Contractor liquidated damages. This shall be in the sum of 0.5% of the total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed 10% (ten percent) of the total contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and for the inconvenience caused to the users of the Work. It is understood that this is not a penalty but a fixed sum representing the liquidated damages for each calendar day of the delay. Delay shall be counted from the agreed completion date, considering further time extensions approved by the Owner, to the date of completion of work.

## **7. Qualifications**

The contractual partner must fulfill the following qualifications:

### **Education:**

A Masters degree in public health, epidemiology, communications, behavioral and social sciences, or health economics.

## **Work Experience:**

### **Essential:**

- Experience in event management.
- Experience in planning and delivering national workshop or writeshop management.
- Proven experience in project management in the field of health, emergency response and/or humanitarian contexts.
- Proven experience in applying behavioural insights/science or related disciplines to policy making and/or to programme design and implementation.

### **Desirable:**

- At least 3 years of experience in public health or on health topics.
- Experience in supporting and coordinating with stakeholders and/or high-level experts of different background and cultures.
- Experience working on health topics for international organisations such as WHO or other UN agency or international NGOs.

## **Technical skills and knowledge:**

- Strong technical written communication skills in English and Filipino.
- Ability to think analytically, communicate and coordinate effectively, and execute efficiently.
- Understanding of policies and procedures, planning and strategy, as well as cross-sectoral skills
- Proven skills in organizing and sharing information in writing and orally in a compelling and targeted way based on audiences' needs.
- Demonstrated ability to produce results, while respecting WHO's professional, ethical, and legal framework.

## **Language requirements:**

- Fluency in written and oral communication in English and Filipino is essential.

## **Competencies**

- Creative, resourceful, and has meticulous attention to detail and accuracy
- Able to adapt to relevant and reasonable project demands and submit deliverables within timelines
- Results-oriented and collaborative attitude at work
- Demonstrates exceptional ability to remain calm, in control, and with a positive attitude even under intense pressure and tight deadlines

## **Other Requirements**

The contractual partner must have no direct or indirect interest in the milk formula/breast milk substitute industry, tobacco industry, alcohol industry, arms dealing or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

## 8. Confidentiality and Property Rights

All technical documents, reports, tools, and prototype guides are to be treated as confidential and must not be handed over to third parties. These shall be submitted to the WHO and the Organization shall have sole ownership and rights to the completed products. Any reproduction, citation, reference, and use of the said documents and materials requires the permission of the WHO.

## 9. Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

## 10. Submission Requirements

Interested institutions and/or individuals should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members (if institution) or curriculum vitae (if individual)

Kindly address all proposals to:

Dr. Rui Paulo de Jesus,  
WHO Representative to the Philippines  
Ground Floor, Building 3, Department of Health, San Lazaro Compound  
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title, **Technical Documentation and Event Management: Crisis Communication and Infodemic Management Workshop** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) with copy to [wpphlwr@who.int](mailto:wpphlwr@who.int). Proposals submitted to the designated email addresses will be considered for shortlisting and will be contacted by the WHO Philippines.

The deadline for submission of proposals is on **16 May 2023**.