CALL FOR PROPOSALS
Technical Assistance for the Eye Care Situation Analysis in the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional contractual partner to implement the eye care situation analysis in the Philippines, under an Agreement for Performance of Work (APW) contract.

Proposals are due by 31 May 2023.

2. Background

The World Health Organization (WHO) World Report on Vision (WRV) predicts a substantial increase in the number of people with eye conditions and vision impairment in the coming years. The concept of universal health coverage ensures that all people have access to needed promotive, preventive, curative, and rehabilitative health services, of sufficient quality to be effective, while also ensuring that the use of these services does not expose the user to financial hardship.

Furthermore, the World Health Assembly resolution WHA73.4 (August 2020) on Integrated people-centered eye care, including preventable vision impairment and blindness, urges Member States to make eye care an integral part of universal health coverage and to implement people-centered eye care in health systems. Integrated people-centered eye care (IPEC) refers to eye care services that are managed and delivered to assure a continuum of promotive, preventive, treatment, and rehabilitative interventions against the spectrum of eye conditions, coordinated across the different levels and sites of care within and beyond the health sector, and according to people’s needs throughout the life course.

The WHO Eye Care Situation Analysis Tool (ECSAT) intends to support countries in the planning, monitoring of trends, and evaluation of progress toward implementing IPEC. It is designed primarily for national health policymakers and planners, staff in other national planning bodies, and partners in health development agencies. It provides a “snapshot” of the eye care sector at that time and is designed to provide baseline information for tracking the capacity and performance of the eye care sector.

3. Timeline

The implementation timeline for the project is for three (3) months from 20 June 2023 to 20 September 2023.

4. Implementation Area

Metro Manila, Philippines
5. Scope of Work

Objectives

The overall goal of the Eye Care Situation Analysis in the Philippines is to provide decision-makers and stakeholders understanding of a snapshot of the eye care sector and to identify gaps in eye care service provision, in order to strengthen access to high-quality, comprehensive, integrated eye care services.

Expected Outputs

Under the direct supervision of the WHO Representative to the Philippines through the Non-Communicable Diseases Technical Officer and the Department of Health Disease Prevention and Control Bureau – Non-Communicable Diseases Division, the contracting partner shall fulfill the following outputs and deliverables:

Output 1: Approved Inception Report

Deliverable 1.1: A detailed plan of action on how to conduct the project. The report should include the following, but not limited to, objectives, the significance of the project, implementing the framework, methodology, target participants, data collection tools, processes for data collection, analysis, validation, consultation, and presentation of findings. The inception report should also include a project management plan.

Deliverable 1.2: GANTT Chart with expected outputs and deliverables

Output 2: Assessment of the Philippines’ eye care situation

Deliverable 2.1: Scoping review of relevant national or sub-national laws, policies, and strategies including the previous ECSAT results in 2015, and identify gaps in implementation

Deliverable 2.2: Collect and analyze data on the following eye care components: country background data, eye care leadership and governance, service delivery access and quality, workforce and infrastructure, financing, and other relevant information on eye care

Deliverable 2.3: Collect and analyze data on the following eye care priority areas: eye care leadership and governance, service delivery access and quality, workforce and infrastructure, financing, and other relevant information on eye care

Output 3: Map and engage key stakeholders and facilitate policy and strategy inputs

Deliverable 3.1: Stakeholder analysis and mapping including, but not limited to, national government agencies, program planners and implementers, and medical and allied professional societies, among others.

Deliverable 3.2: Conduct focused group discussions or key informant interviews with key persons
Output 4: Development of the 2022 ECSAT Report

Deliverable 4.1: Crafting of the draft report in consultation with relevant stakeholders

Deliverable 4.2: Finalization of the report based on stakeholder inputs

Deliverable 4.3: Presentation of the ECSAT 2022 report to the Department of Health and WHO Philippines

Output 5: Technical narrative reports and financial statements.

Deliverable 5.1: Store all project materials (raw data, recordings, minutes of meetings, photos, references, etc.) in a cloud folder. All raw data and source documents shall be submitted to WHO Philippines and the Department of Health

Deliverable 5.2: Submission of the final technical narrative technical report that includes project implementation and financial report.

6. Qualifications

The institutional contractual partner must fulfill the following qualifications:

EDUCATION

Education of staff involved:
- With a degree in public health, health policy, or another related field

EXPERIENCE

Experience required for key staff involved:
- Minimum of five years of relevant field experience in public health, development of policies and legislation, conducting assessment and research, organizing, and facilitating meetings and workshops, and technical meetings, writing technical reports and documents
- Minimum of five years of experience collaborating with relevant government agencies at the local, regional and/or national levels

TECHNICAL SKILL & KNOWLEDGE

- With good technical writing skills, good facilitation skills, knowledge of basic computer programs, efficient organizational and management skills
- Extensive background in public health and public policy an advantage, excellent writing skills, especially feature and human stories

LANGUAGE

Excellent verbal and written communication skills in English and Filipino.

7. Other Requirements

Must not have a direct or indirect interest in the tobacco, alcohol, or breastmilk substitute industries.
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, supported by the approved Inception Report. The contract will be completed in not more than three months from the commencement of the Work, or otherwise as agreed in writing between 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 an acknowledgment by the Contractor that it is aware of and concurs with all of the requirements or conditions incorporated in the Call for Proposal and the other documents.

As time is an essential element of this Contract, for failure to complete all work within the stipulated as set out in the Inception Report, the Owner shall charge the Contractor liquidated damages. This shall be in the amount 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 contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and also 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.

8. Ethical and Professional Standards

WHO prides itself on a workforce that adheres to the highest ethical and professional standards and is committed to putting 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 a 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.

9. Management of Conflict of Interest

Any interest by an entity (organization/company), expert, or member of the project team that may affect or be perceived to (1) affect the expert’s objectivity and independence in providing advice to WHO related to the conduct of a project, and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit, or department).

Furthermore, the contractor must have no personal, family, professional relationship or financial interest with the pharmacies involved in this outsourcing pilot. The contractual partner will be required to declare which pharmacy/pharmacies have been selected based on the criteria agreed upon with the DOH and the LGU site/s.

WHO’s Conflict of Interest Rules are designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and its normative work. If not identified and appropriately managed such situations could undermine or discount the value of the expert’s contribution, and consequently, the work in which the expert is involved. Robust management of conflicts of interest not only protects the integrity
of WHO and its technical/normative standard-setting processes but also protects the concerned expert and the public interest in general.

10. Confidentiality Statement

The results, products, and reports of this APW are to be treated as confidential and must not be handed over to third parties. The DOH and WHO have exclusive ownership of the reports and reserve the right to further disseminate relevant information.

11. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Technical proposal with financial details and proposed timeline
- Company profile and qualifications of team members, including a summary of similar assignments undertaken previously

Kindly address cover letter and 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 Assistance for the Eye Care Situation Analysis in the Philippines” to Mrs Ying Chen cheny@who.int with a copy to wpphiwr@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 31 May 2023.