**Request for Expression of Interest**

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| Title | Implementation of STEPS survey – the WHO Stepwise Approach to Non-Communicable Disease Risk Factor Surveillance in Ukraine | | |
| Reference Number | 2024/EURO/UKR/0023 | | |
| Published Date | 21/06/2024 | | |
| Closing Date | 28/06/2024 | at: | 18:00 Kyiv time |
| Contact Address for EOI response | [EUROUKRBIDS@who.int](mailto:EUROUKRBIDS@who.int); UNSPSC 81131504, 85101701, 93131704, 93141602 | | |

1. Description of Requirements

The World Health Organization (WHO) invites **local (Ukrainian)** vendors to submit an Expression of Interest (EOI) for **the Implementation of STEPS survey – the WHO Stepwise Approach to Non-Communicable Disease Risk Factor Surveillance in Ukraine**, in Ukraine.

NCDs represent the most important public health problem in Ukraine. In response, WHO developed the STEP-wise approach to surveillance (STEPS survey) as a tool to collect standardized and integrated information on the main NCD risk factors, carried out in representative samples of the total adult population. An initial survey was carried out in 2019. The current request is the second STEPS survey which will have two main purposes: re-measure the prevalence of NCD risk factors in a comparative manner; and assess the coverage and effectiveness of selected priority interventions.

This project is upon request of the Ministry of Health of Ukraine and will be carried out in consultation with the National Coordinating Committee (NCC), composed of specialists from Public Health research institutions in Ukraine. The NCC will be responsible for defining the scope of the survey, providing guidance and advice in the identification of resources, facilitating access to local authorities, and coordinating with the Ministry of Health.

WHO Ukraine is looking for potential local companies that can conceive and design the survey scope, devise an efficient sampling strategy, and conduct the fieldwork, collect, and capture data in line with WHO procedures. The objectives of the survey will be to: measure the prevalence of behavioural risk factors for NCDs in the target population; determine the prevalence and levels of biological risk factors for NCDs; identify aspects of healthcare services utilizations and performance for which needs are not met; provide recommendations for developing national NCD prevention and control policies, and raising the quality of healthcare services provision; and to develop national capacity for managing and implementing health surveys.

The target population is from ages 18 to 69 years, in both urban and rural areas, with a sample size of 3,465 respondents. The survey consists of three steps: STEP 1: Interview of participants to capture behavioural risk factors and health history related to NCDs; STEP 2: Measurements of height and weight, waist and hip circumferences, blood pressure and heart frequency; and STEP 3: measurement of blood glucose and lipids using dry chemistry methods (rapid blood test).

The field level data collection will be undertaken in a 12-week duration and the final and clean data set must be submitted prior to the end of 2024. With these parameters, the company is expected to provide an adequate and specialized team comprising of: a survey coordinator; a project manager; sociologists/statisticians/enumerators; and a field manager. For data collection, the company should ensure that field data collection teams are available in all accessible regions. It should be noted that the fieldwork will encompass vulnerable regions. In case of extreme hostility, specific security agreements and measures will be discussed bilaterally.

WHO intends to invite selected vendors to participate in potential formal solicitation(s), via a Request for Proposal(s) (RFP), at a later stage, for the subject services. Service providers with any form of experience in surveys are encouraged to submit a return to this EOI. Complete details of the requirements will be included in the solicitation documents. For now, this is a sourcing exercise to find prospect and technically compliant suppliers. Interested companies are required to fill out the questionnaire in Annex A below, providing all the requested information and documentation.

1. Minimum Criteria for Vendors

Companies can only participate in this Request for EOI from WHO after completing their basic registration (free of charge) at the United Nations Global Marketplace (www.ungm.org). General requirements are as follows (your input on the below points is requested under Annex A and Annex B of this document):

* + - Suppliers should have experience on the relevant market (surveys at a national level in Ukraine) for at least the last three (3) calendar years.
    - Previous positive experience in providing similar services with the UN, including WHO, or with international organizations will be considered an asset.

1. Expression of Interest Instructions

Vendors interested in fulfilling the requirements are requested to express their interest by submitting the following documents, completed in full, to the Contact Address (as stated above) not later than the Closing Date (as stated above):

1. The completed ***Expression of Interest Form,*** using the template provided in Annex A,providing all the requested information and documentation. Separate files can be submitted in the response, where necessary.
2. A ***Vendor Information Form***, using the template provided in Annex B, providing information on the vendor as an entity (legal and organizational), and describing concisely and briefly the vendor’s expertise and experience relevant to the requirements and criteria described above.
3. ***A self-declaration form***, using the form provided in Annex C.

Submitted Expressions of Interest should not contain pricing information.

Any information considered by interested entities as confidential must be clearly marked "confidential".

Incomplete Expressions of Interest and Expressions of Interest submitted after the Closing Date will, in principle, be disregarded, unless WHO decides otherwise, in its sole discretion.

1. Disclaimer

This Request for Expression of Interest is not a solicitation and replying to it does not guarantee that a vendor will be invited to any solicitation by WHO. No further details of the planned solicitation will be made available to vendors prior to the issuance of solicitation documents. In the event of a solicitation for the subject matter described herein, any Request for Proposal and any subsequent purchase order or contract will be issued in accordance with WHO’s rules and procedures.

Any and all costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. The application and selection process set forth in this document will not be subject to claims for financial compensation of any kind whatsoever.

WHO is acting in good faith by issuing this Request for Expression of Interest, however, this Request for Expression of Interest does not entail any commitment on the part of WHO, either financial or otherwise. WHO reserves the right to send solicitation documents to vendors identified by WHO through means other than this Request for Expression of Interest; reject any or all Expression(s) of Interest, without incurring any obligation to inform the affected applicant(s) of that decision or the grounds thereof; and/or change or cancel the procurement process at any time, including during the Request for Expression of Interest or formal solicitation processes.

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**Annex A – EOI Questionnaire**

*To be returned by 18:00 of 28.06.2024 to* [EUROUKRBIDS@who.int](mailto:EUROUKRBIDS@who.int)

| **Company Specific Expertise** | |
| --- | --- |
| **Query** | **Supplier Answer** |
| Please provide a background of your company answering to the following queries:   * When was your company established? * Please confirm whether your company has experience in the relevant market, namely in performing surveys at a national level. If so, please specify how many years. * Please confirm whether your company has experience in working with international organizations (if so, please specify). |  |
| Please describe your experience in carrying out large-scale surveys, and whether any of them in a health-related field. |  |
| Please confirm whether you have enough in-house capacity to provide the required administrative team (a survey coordinator, a project manager, a field manager, and sufficient and qualified sociologists/statisticians/ enumerators) and field data collection teams in all accessible regions for the magnitude of the survey as mentioned in paragraph 1 above. In case of the need of sub-contracting, please specify the degree of outsourcing. |  |
| Linked to the point above, kindly confirm whether the proposed team has any qualifications and experience in epidemiology, biostatistics, public health, and medical lab. |  |
| Does your company have any experience working with the Ministry of Health of Ukraine, or with public health centres? |  |

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**Annex B – Vendor Information Form**

*To be returned by 18:00 of 28.06.2024 to* [EUROUKRBIDS@who.int](mailto:EUROUKRBIDS@who.int)

*NOTICE:*

*• Companies can only participate in solicitations of WHO after completing their basic registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).*

*• As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to WHO.*

| **Company Information** to be provided by the Vendor expressing interest | | | |
| --- | --- | --- | --- |
| **UNGM Vendor ID Number:** |  | | |
| **Legal Company Name:**  *(Not trade name or DBA name)* |  | | |
| **Company Contact:** |  | | |
| **Address:** |  | | |
| **City:** |  | State: |  |
| Zip: |  | **Country:** |  |
| **Telephone Number:** |  | Fax Number: |  |
| **Email Address:** |  | **Company Website:** |  |
|  | | | |
| **Corporate information:** | | | |
| Company **mission statement** |  | | |
| **Service commitment** to customers and measurements used |  | | |
| **Organization** structure (include description of those parts of your organization that would be involved in the performance of the work) |  | | |
| **Staffing information** |  | | |

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| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Date:** | ………………………………………………………………………………………………… |
| **Signature:** |  |

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**Annex C - Vendor's Self Declaration Form**

*To be returned by 18:00 of 28.06.2024 to* [EUROUKRBIDS@who.int](mailto:EUROUKRBIDS@who.int)

<**Full legal name of Vendor**> (the “Vendor”) hereby declares to the World Health Organization (WHO) that:

1. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;
3. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
4. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
5. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
6. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
7. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
8. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (finanical or otherwise) arising from a procurement contract or the award thereof;
9. It adheres to the UN Supplier Code of Conduct;
10. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

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| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Date:** | ………………………………………………………………………………………………… |
| **Signature:** |  |