

Request for Proposals: Development of Training Modules on the WHO Methodology for Surveillance of Antimicrobial Consumption

Request for Proposals (RFP)

Bid Reference

HQ/HIS/EMP/IAU/2017/003

Unit Name

Innovation, Access and Use



The World Health Organization (WHO) is seeking offers for its Department of Essential Medicines and Health Products to enter into a contractual agreement with a successful bidder and select a suitable contractor to carry out the following work: Development of training modules on the WHO methodology for surveillance of antimicrobial consumption. Your institution or you as an individual is invited to submit a proposal for the development of training modules on the WHO methodology for surveillance of antimicrobial consumption in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

WHO requires the successful bidder, the provider, to carry out the following terms of reference:

Purpose of the work:

To develop 6 training modules on the WHO methodology for surveillance of antimicrobial consumption that facilitate the dissemination of the methodology to Member States and supplements the learning process, and to format the modules for remote downloading and make the content accessible offline

Background

In 2016, the WHO published the *WHO methodology for a global programme on surveillance of antimicrobial consumption*. The purpose of this publication was to provide a common methodology for monitoring antimicrobial consumption across countries and a common metric for reporting antimicrobial consumption at the global level. This would allow monitoring of consumption trends over time at the national level, as well as facilitating comparisons between countries.

Consumption data can serve several purposes, e.g.

- Relate exposure to antimicrobials to the development of antimicrobial resistance
- Serve as early warning signs of changes in exposure and utilization of antimicrobials, and thereby allowing timely interventions
- Monitor outcomes related to the interventions
- Raise awareness among prescribers, consumers and policy makers, and be used to inform national policy.

The WHO has worked closely with Member States to disseminate the methodology and train national staff in implementing surveillance systems on antimicrobial consumption. An electronic training can help facilitate the learning process and disseminate the methodology to a wider audience. This is especially relevant if new recruits do not have access to in-person training, or if participants in the trainings are not the technical personnel collecting the data. Additionally, the training modules supplement the in-person training workshops; they can be viewed as repetition of the content if distributed in connection with or after the training.

It is expected that the monitoring of the antimicrobial consumption data will soon be incorporated in the WHO Global AMR Surveillance System (GLASS) data-sharing platform. After the incorporation process, national teams reporting antimicrobial consumption will submit data directly to the GLASS platform. The last module of the training will introduce the Global Surveillance System (GLASS) and summarize how to submit and utilize data at the GLASS platform.

Planned timelines (subject to confirmation)

Start date: 1 December 2017

End date: 16 February 2018



Total duration: 50 days

Requirements - Work to be performed

Objective 1: To develop six training modules on the WHO methodology for surveillance of antimicrobial consumption in English (Table 1).

Outputs

Output 1.1 Develop detailed outlines of all six training modules on the WHO methodology for surveillance of antimicrobial consumption

Output 1.2 Deliver the training modules in their final form and record them in a downloadable format

Table 1. Description of the six training modules on the WHO methodology for surveillance of antimicrobial consumption

MODULE	SUBJECT	CONTENT
1	Introduction	<ul style="list-style-type: none"> Objectives for monitoring antimicrobial consumption WHO methodology for AMC monitoring
2	Methodology	<ul style="list-style-type: none"> Measuring consumption (systems and metrics) Examples of calculations
3	National surveillance system	<ul style="list-style-type: none"> Setting up a national surveillance program Country examples of calculations
4	Data sources	<ul style="list-style-type: none"> Healthcare sectors to be monitored Data sources Country examples on how to select data sources
5	Data collection	<ul style="list-style-type: none"> Elements of data collection WHO template
6	Global Surveillance System (GLASS)	<ul style="list-style-type: none"> Global Monitoring System Data submission to GLASS Data analysis and reporting on the GLASS platform Data dissemination

Place of assignment
Home/institution based

The provider shall be an individual or an institution operating in the field of antimicrobial use, with proven expertise in developing training modules

Characteristics of the provider:

- Experience with developing training modules and teaching
- Understanding of the antimicrobial use and consumption

Language requirement

- English – expert level (reading, writing, speaking)

Bidders should follow the instructions set forth below in the submission of their proposal to WHO.

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal should be concisely presented and structured to include the following information:

[Abstract]



- Proposed solution
- Approach/Methodology
- Proposed time line
- Financial proposal.

Information which the bidder considers confidential, if any, should be clearly marked as such. The bidder shall submit the complete proposal to WHO in writing no later than _____ **20 October 2017 at 17:00 hours Geneva time** ("the closing date"), by email at the following address:

iauinfo@who.int.

Each proposal shall be marked Ref: HQ/HIS/EMP/IAU/2017/003 and be signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing.

Any proposal received by WHO after the closing date for submission of proposals may be rejected.

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal's submission and before the above mentioned closing date, provided that written notice of the withdrawal is received by WHO via email as provided above, before the closing date.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

Before conducting the technical and financial evaluation of the proposals it has received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

Please note that WHO is not bound to select any bidder and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's



general principles, including economy and efficiency, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

WHO reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
- d) Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract provided to it by WHO, and return it to WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

All bidders must adhere to the UN Supplier Code of Conduct, which is available at the following link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf



WHO reserves the right to publish (e.g. on the procurement page of its internet site) or otherwise make public the contractor's name and address, information regarding the contract, including a description of the goods or services provided under the contract and the contract value.

Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the contract, i.e., regardless of whether such conditions are included in the contractor's offer, or printed or referred to on the contractor's letterhead, invoices and/or other material, documentation or communications.

We look forward to receiving your response to this RFP.

A handwritten signature in black ink, appearing to read 'SG', written in a cursive style.

Yours sincerely,
Sarah Garner, Coordinator, IAU/EMP