



**World Health
Organization**

Bangladesh

House 1/A, Road-8, Gulshan 1, Dhaka 1212, Bangladesh
Tel.: +88 02 8831415 Fax: +88 02 8831423 E-mail: sebanregistry@who.int Website: www.who.int/bangladesh

In reply please

refer to :

RFP/BAN/2024/005 (Re-01)

Prospective Bidders

Your reference:

11 March 2024

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Updating Health National Adaptation Plan with Roadmap and Costing for Implementation

WHO Bangladesh hereby invites proposals/bids from your Organization/Institute for carrying out the above-mentioned subject activity. You are requested to go through the attached "Request for Proposal" document, which includes, with list of Annexes, as follows:

1. Requirements, Quality and Qualification Requirements, Key Deliverables with timetable
2. The proposal
3. Instructions to Bidders
4. Evaluation of Proposals
5. Award Criteria
- Annex-1: Detailed Terms of Reference
- Annex-2: Confidentiality Undertaking
- Annex-3: Vendor Information Form
- Annex-4: Contractual Provisions
- Annex-5: Scoring Methodology, Detailed Technical Evaluation Criteria and Award Criteria
- Annex-6: Financial Proposal Template
- Annex-7: Self Declaration Form
- Annex-8: Statement of Conformity
- Annex-9: Statement of Copyright/Intellectual Property Right and Data ownership

Please send your technical and financial proposals in separate sealed envelopes in the Tender Box of WHO Bangladesh Country Office on or before, 13:00hrs, 19 March 2024 as detailed in the Instructions to Bidders of the RFP document (part 3).

At 13:00hrs, 14 March 2024, WHO will organize a virtual pre-bid meeting with the bidders who would send the "Intention to Bid" to WHO through e-mail (sebanprocurement@who.int) on or before 11:00hrs, 14 March 2024. WHO will share the virtual pre-bid meeting link to the bidders (who sent the "Intention to Bid" by e-mail) by 12:00hrs, 14 March 2024.

Bidders shall not include the pricing information within the technical proposal and any noncompliance proposal/ bid with this instruction will lead to rejection of the proposal.

Please note that "THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS. Use of WHO emblem/logo in bidder's bid/proposal can also lead to rejection of that bid/proposal.

This letter including annexes is not to be construed in any way as an offer to contract with your company.

Thank you,

Yours sincerely,



Thinlay Dorji
WHO Administrative Officer



Enclosed stated above

Updating Health National Adaptation Plan with Roadmap and Costing for Implementation

Request for Proposals (RFP)

Bid Reference

RFP/BAN/2024/005 (Re-01)

Country/Unit Name

Bangladesh/BAN PHE

Closing Date:

[Closing: 13:00 Hrs, 19 March 2024,

Pre-bid meeting: 13:00 Hrs, 14 March 2024]



The World Health Organization (WHO) is seeking offers for Updating Health National Adaptation Plan with Roadmap and Costing for Implementation.

Your ☒ Company ☒ Institution is invited to submit a proposal for the services 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.

1. Requirements

WHO requires the successful bidder, to carry out activities listed below but not limited for successful completion of the assignment:

1. Formation of Technical Workgroup

The contractual partner will establish a Technical Work Group (TWG) consisting of ten members comprising representative/professional from i) Addl. Director General (ADG), Planning and Development, Directorate General Health Services (DGHS), ii) Director, Planning & Research, DGHS, iii) NIPSOM (Department of Occupational and Environmental Health), iv) Director (Planning and Development), DGME, v) Director IEDCR, vi) Representative from Department of Environment (DoE), vii) Representative from Bangladesh Meteorological Department (BMD), viii) Director (Disease Control), DGHS ix) Representative from icddr, b (working on Environment and Health) x) Program Manager Climate Project. The TWG will guide the H-NAP updating expert team technically and provide necessary input through **two (2)**.

2 Document Review

The expert team will thoroughly analyze some critical documents for upgrading the H-NAP, as well as for preparing the road map for implementation with costing. These includes i) National Adaptation Plan (NAP), Bangladesh, 2022; ii) Health National Adaptation Plan (H-NAP), 2018 Bangladesh; iii) Vulnerability and Adaptation to Climate Change in Coastal and Drought Prone Areas of Bangladesh: Health and WASH, EHU, WHO, 2015; iv) Health Vulnerability and Adaptation Assessment of Climate Change Impact in Bangladesh, 2021, IEDCR, EHU; v) Nationally determined contribution (NDC), 2021 of Ministry of Environment Forest and Climate Change vi) Climate Change and WASH Initiatives in Bangladesh EHU, WHO; vii) National Health Policy and viii) Health Population Nutrition Sector Development Program (HPNSDP). In addition to these, relevant and necessary reports and journal articles need to be reviewed for gaining in-depth understanding on the present situation and future trend of climate sensitive diseases, health and health system's vulnerability.

3 Technical Workshop

The contractual partner will organize **3 (three)** day-long technical workshops consisting of a maximum 10-12 representatives, one from each of the relevant Line Directorate of Directorate General Health Services (DGHS). A maximum of two (2) workshops will be conducted in this regard. In the same way, the contractual partner will also organize another technical workshop with nongovernmental organizations (NGOs) working in field of climate, health and health system. The objective of these workshops is to gather information and improve the understanding of the present and anticipated impact of climate change on health and health systems, as well as alternatives for adaptation.



4 Key Informant Interview

The contractual partner's technical team will conduct **5 selective key informant interviews** with i) the Climate Change focal point Ministry of Health and Family Welfare, ii) Director General, DGHS, iii) Additional Director General, DGHS, iv) Director NIPSOM, and v) Director Disease Control DGHS. The objective of the interview is to get insights from the key health professionals on climate change, health issues and conceptualization plan to address the health issues of climate change.

5 Preparation of Draft HNAP with Implementation Roadmap and Costing

The contractual partner's technical team will develop a plan for H-NAP's update based on the document review and findings of the technical workshops. The plan will be shared with the TWG as well as the WHO EHU Technical Unit. The overall design will be finalized following TWG approval. The contractual partner will update the H-NAP with an implementation plan and costs based on the finalized design.

6 Stakeholder Consultation Workshop

The contractual partner will host a national workshop (30-35 participants considering male female representing government ministries, departments, national NGOs, development partners) and present the updated Health National Adaptation Plan with Implementation and Costing Roadmap. Based on the workshop findings and feedback, the contractual partner will finalize Health National Adaptation Plan, including a Roadmap for Implementation and Costing. .

See detailed Terms of Reference in Annex 1 for complete information.

The successful bidder shall be a ☒ for profit / ☒ not for profit institution operating in the field of Health and Environment. with proven expertise in Policy Plan, Strategy, Guideline Review or Development..

The successful bidder is expected to demonstrate experience and list relevant projects as follows:

Mandatory experience:

- Having at least 3 years of experience of working in field of health or climate change with the UN organization, or Government organization or National/international NGOs
- Minimum average yearly turnover (sale) is BDT 3,000,000 for last 2 years

Desirable experience:

- Demonstrated expertise in preparation or development of policy plan, strategy, and guideline as evident in successful completion/delivery of at least 1 contract/assignment.
- Having experience concluding at least 1 national-level technical workshop on polity, plan, and strategic development conducted in past five years (2018-2023)

Staffing:

The contractual partner needs to construct an Expert Team comprised of 1) Team Leader and Health Expert 2) Climate Change Expert, 3) Financial Expert.

1) Team Leader and Health Expert (1): Team Leader and Health Expert need to have master's degree Public Health (Epidemiology) with minimum 3 years of significant working experiences in the field of health development projects. He/she need to have at least 2 peer reviewed journal publication on climate change and health.

2) Climate Change Expert (1)

Climate Change Expert will be a Masters in geography/environmental science/climate change with minimum 3 years of eexperiences significant working experiences in the field of climate change. He/she need to have at least 2 peer reviewed journal publication on climate change and health.



3) Financial Expert

Financial Expert will be a master's in business administration (MBA) with minimum 3 years of experiences significant working experience and at least 3 assignments on Financial Management and cost benefit analysis.

Deliverables and project completion timelines: The major deliverables of the assignment are listed below with timeframe:

The contractual partner will prepare and submit the following three deliverables. All deliverables will be sent to WHO in both electronic (soft) and paper (hard) form.

No	Description	Deadline	Indicator of progress
1	Signing of the Agreement	20 April 2024	Indicate 0% of completion of activity
2	An inception report (consisting of work plan, method, etc. as relevant)	30 April 2024	Indicate 25% of completion of activity
3	Updated Health National Adaptation Plan with Implementation Roadmap and Costing annexed with APW Completion and Financial Report	15 August 2024	Indicate 100% of completion of activity

The timeframe for all deliverables listed here are deadline of final acceptance of the respective deliverable by WHO. All documents and materials associated to a deliverable must be submitted in both hard and soft (in 'Pen Drive') copies.

The bidder is expected to follow the instructions set forth below in the submission of their proposal to WHO.

2. Proposal

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

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

- Confidentiality Undertaking (*please complete Annex 2*)
- Presentation of your Company / Institution (*please complete Annex 3*)
- Work Approach and understanding: Bidder's proposal will reflect their understanding of service/work in terms of requirements, objective, inputs, scope of work, output/deliverables, results, and key performance indicators as outlined in the RFP.
- Proposed Methodology: Bidders should indicate how they would implement the contract with WHO to perform in structured process in conformity of RFP, the HNAP updating method, implementation roadmap, method of cost benefit analysis, inclusiveness, gender, and ethical consideration if awarded with the contract.
- Implementation plan: Bidders should indicate work schedule, task's description, roles and responsibilities of key personnel, risks associated with the assignment and minimization, communication plan if awarded with the contract.
- Financial proposal – the bidder shall quote a price in the template provided in annex-6 in a separate sealed envelope. There shall be no reflections of the financial quotes/inputs in the technical proposal and noncompliance with this requirement shall lead to the rejection of the bid.

Information which the bidder considers confidential, if any, should be clearly marked as such.

3. Instructions to Bidders



The bidder must follow the instructions set forth in this RFP in the submission of their proposal to WHO.

A prospective bidder requiring clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 17 March 2024. On 14 March 2024, by 11:00 hrs (Dhaka time), interested bidders can send by e-mail to sebanprocurement@who.int of their interest in participation in the virtual Pre-bid meeting scheduled on 13:00hrs, 14 March 2024. WHO will share the virtual pre-bid meeting link to the bidders (who sent the "Intention to Bid" by e-mail) by 12:00hrs, 14 March 2024:

Email for submissions of all queries: sebanprocurement@who.int
(use Bid reference in subject line)

A consolidated document of WHO's responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have received the RFP.

From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

The bidder shall submit, in writing, the complete proposal to WHO, no later than **19 March 2024 at 13:00 hours Dhaka (GMT+6) time** ("the closing date") **in the Tender Box of WHO Bangladesh Country Office as the per following:**

House No. SW(I) 1/A, Road-8, Gulshan-1, Dhaka-1212, Bangladesh.
(use Bid reference in subject line)

To be complete, a proposal shall include:

- 2 copies of technical proposal (master and copy) titled as Technical Proposal for **"Updating Health National Adaptation Plan with Roadmap and Costing for Implementation"** in separate sealed envelope as described under part 2. ***The technical proposal shall be separate from the financial proposal and there shall be no reflections of the financial quotes/inputs in the technical proposal and noncompliance with this requirement shall lead to the rejection of the bid***
- A financial proposal titled a financial proposal for "Update the Health National Adaptation Plan with Roadmap and Costing for Implementation" in separate sealed envelope as described under part 2 above.
- Annexes 2 & 3, duly completed and 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.

Each proposal shall be marked Ref: RFP/BAN/2024/005 (Re-01) .

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

Any proposal received by WHO after the closing date for submission of proposals may be rejected. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

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 at the email address indicated above, before the closing date for submission of proposals.

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.

All bidders must adhere to the UN Supplier Code of Conduct, which is available on the WHO procurement website at <http://www.who.int/about/finances-accountability/procurement/en/>.

4. Evaluation

Before conducting the technical and financial evaluation of the proposals 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.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

Technical Weighting:	70% of total evaluation
Financial Weighting:	30 % of total evaluation

The technical evaluation of the proposals will include:

Addressing of WHO's requirements and expectations	As per Annex 5
Quality of the overall proposal	As per Annex 5
Experience of the firm in carrying out related project	As per Annex 5
Qualifications and competence of the personnel proposed for the assignment	As per Annex 5
TOTAL	100

The scoring scale per criteria was defined as follows:

Criteria evaluated as:	Based on the following supporting evidence:	Corresponds to the score of:
Excellent	Excellent evidence of ability to exceed requirements	100%
Good	Good evidence of ability to exceed requirements	90%



Satisfactory	Satisfactory evidence of ability to support requirements	70%
Poor	Marginally acceptable or weak evidence of ability to support requirements	40%
Very Poor	Lack of evidence to demonstrate ability to comply with requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

The number of points which can be obtained for each evaluation criterion is specified above and indicates the relative significance or weight of the item in the overall evaluation process.

A minimum of **[490 (70%)]** points is required to pass the technical evaluation.

The final evaluation will combine the weighted scores of both technical and financial proposals to come up with a cumulative total score.

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 the principle of best value for money, 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.

NOTE: Individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.

5. Award

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 between WHO and the successful bidder (the "Contract"), the successful bidder shall sign and date the Contract 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. The Contract will include, without limitation, the provisions set forth in Annex 3.

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.

Yours sincerely,

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**Annexes**

1. Detailed Terms of Reference
2. Confidentiality Undertaking
3. Vendor Information Form
4. Contractual provisions
5. Detailed Evaluation Criteria
6. Financial Proposal Template



Annex 1: Detailed Terms of Reference

1. Purpose of the APW

The overall objective of the assignment is to update the Health National Adaptation Plan (H-NAP) 2018 with an implementation roadmap and costing and cost benefit analysis.

2. Background

Climate change is threatening the health system and well-being of millions of Bangladeshis by increasing temperatures, shifting rainfall patterns, rising sea-level, and increasing the frequency and intensity of extreme weather events such as cyclones, flooding, and drought. It is impacting the human health directly and indirectly, by increasing the prevalence of hot and cold-related, vector and water-borne, and food-borne diseases. It has also been impacting mental health, and non-communicable diseases at the same pace. The public health in Bangladesh will continue to face numerous challenges in future due to the impact of climate change.

A Health National Adaptation Plan (H-NAP) was prepared by Ministry of Health and Family Welfare with the technical assistance of WHO in 2018 as a part of the National Adaptation Plan (NAP) for addressing present and upcoming climate change health threat. The document was developed based on the assessment of "Vulnerability and Adaptation to Climate Change in Coastal and Drought Prone Areas of Bangladesh: Health and WASH"¹ in 2015. The HNAP guided the health sector in integration of climate change factors and health risk (e.g., awareness, capacity building, health workforce development, climate sensitive diseases, adaptation, and ministration, institutional arrangement, coordination etc.) into national health policies, planning, programming, and review the strategies as well. The objective of HNAP was to give strategic guidance to the Bangladesh health sector for establishing a climate-resilient health system, including increased capacity to plan health adaptation measures to prevent and/or overcome existing and future risks, and to respond promptly to climate change risks for health and well-being.

After five years, a second "Health Vulnerability and Adaptation Assessment of Climate Change Impact in Bangladesh" was conducted in 2021. The assessment showed significant findings on the impact of climate change on health and the health system in several geographical study areas (i.e., flood, cyclone, drought, hilly, and urban areas). To be effective, these insights need to be included in the established Health National Adaptation Plan.

The recently developed National Adaptation Plan (NAP) by Ministry of Environment, Forest and Climate Change has the vision of "building a climate resilient nation through effective adaptation strategies for fostering a robust society, ecosystem, and stimulating sustainable economic growth." It demonstrated that the annual average temperature has been rising, the rainfall pattern has been changing, the number of hot/cold spells has been rising, and the number of climate-related extreme events has been rising, and this trend is expected to continue in the future, putting health and health system at risk. The NAP also emphasized public health and climate resiliency. The NAP acknowledged the development of the National Adaptation Plan for Health (H-NAP) and stated that the H-NAP will be mainstreamed into the NAP implementation process by supplementing the Bangladesh Climate Change Strategy Action Plan (BCCSAP).

Significant time has elapsed since the development of H-NAP in 2018 and the assessment of health vulnerability and adaptation in 2015. New experiences, findings and challenges have been sprung up and reflected in the recently

¹ URL: https://cdn.who.int/media/docs/default-source/climate-change/vulnerability-and-adaptation-to-climate-change-in-coastal-and-drought-prone-areas-of-bangladesh.pdf?sfvrsn=59c465ea_3&download=true
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conducted health vulnerability and adaptation assessment 2022. Again, a comprehensive NAP implementation plan will be developed and the BCCSAP will be updated. Under such situation the H-NAP need to be technically updated with costing in details. The updated HNAP will benefit to the health sector for the development of future plan and strategy as well as will complement to the NAP implementation process.

3. Planned timelines (subject to confirmation)

Start date: 20 April 2024

End date: 15 August 2024

4. Work to be performed

The contractual partner will carry out the following activities but not limited for successful completion the assignment:

4.1. Formation of Technical Workgroup

The contractual partner will establish a Technical Work Group (TWG) consisting of ten members comprising representative/professional from i) Addl. Director General (ADG), Planning and Development, Directorate General Health Services (DGHS), ii) Director, Planning & Research, DGHS, iii) NIPSOM (Department of Occupational and Environmental Health), iv) Director (Planning and Development), DGME, v) Director IEDCR, vi) Representative from Department of Environment (DoE), vii) Representative from Bangladesh Meteorological Department (BMD), viii) Director (Disease Control), DGHS ix) Representative from icddr, b (working on Environment and Health) x) Program Manager Climate Change Project. The TWG will guide the H-NAP updating expert team technically and provide necessary input through **two (2)** meetings.

4.2 Document Review

The expert team will thoroughly analyze some critical documents for upgrading the H-NAP, as well as for preparing the road map for implementation with costing. These includes i) National Adaptation Plan (NAP), Bangladesh, 2022; ii) Health National Adaptation Plan (H-NAP), 2018 Bangladesh; iii) Vulnerability and Adaptation to Climate Change in Coastal and Drought Prone Areas of Bangladesh: Health and WASH, EHU, WHO, 2015; iv) Health Vulnerability and Adaptation Assessment of Climate Change Impact in Bangladesh, 2021, IEDCR, EHU; v) Nationally determined contribution (NDC), 2021 of Ministry of Environment Forest and Climate Change vi) Climate Change and WASH Initiatives in Bangladesh EHU, WHO; vii) National Health Policy and viii) Health Population Nutrition Sector Development Program (HPNSDP). In addition to these, relevant and necessary reports and journal articles need to be reviewed for gaining in-depth understanding on the present situation and future trend of climate sensitive diseases, health and health system's vulnerability.

4.3 Technical Workshop

The contractual partner will organize **3 (three)** day-long technical workshops consisting of a maximum 10-12 representatives, one from each of the relevant Line Directorate of Directorate General Health Services (DGHS). A maximum of two (2) workshops will be conducted in this regard. In the same way, the contractual partner will also organize another technical workshop with nongovernmental organizations (NGOs) working in field of climate, health and health system. The objective of these workshops is to gather information and improve the understanding of the present and anticipated impact of climate change on health and health systems, as well as alternatives for adaptation.

4.4 Key Informant Interview

The contractual partner's technical team will conduct 5 selective key informant interviews with i) the Climate Change focal point Ministry of Health and Family Welfare, ii) Director General, DGHS, iii) Additional Director General, DGHS, iv) Director NIPSOM, and v) Director Disease Control DGHS. The objective of the interview is to get insights from the



key health professionals on climate change, health issues and conceptualization plan to address the health issues of climate change.

4.5 Preparation of Draft HNAP with Implementation Roadmap and Costing

The contractual partner's technical team will develop a plan for H-NAP's update based on the document review and findings of the technical workshops. The plan will be shared with the TWG as well as the WHO EHU Technical Unit. The overall design will be finalized following TWG approval. The contractual partner will update the H-NAP with an implementation plan and costs based on the finalized design.

4.6 Stakeholder Consultation Workshop

The contractual partner will host a national workshop (30-35 participants considering male female representing government ministries, departments, national NGOs, development partners) and present the updated Health National Adaptation Plan with Implementation and Costing Roadmap. Based on the workshop findings and feedback, the contractual partner will finalize Health National Adaptation Plan, including a Roadmap for Implementation and Costing.

5. Planning

The contractual partner will prepare and submit the following three deliverables. All deliverables will be sent to WHO in both electronic (soft) and paper (hard) form.

No	Description	Deadline	Indicator of progress
1	Signing of the Agreement	20 April 2024	Indicate 0% of completion of activity
2	An inception report (consisting of work plan, method, etc. as relevant)	30 April 2024	Indicate 25% of completion of activity
3	Updated Health National Adaptation Plan with Implementation Roadmap and Costing annexed with APW Completion and Financial Report	15 August 2024	Indicate 100% of completion of activity

The timeframe for all deliverables listed here are deadline of final acceptance of the respective deliverable by WHO. All documents and materials associated to a deliverable must be submitted in both hard and soft (in 'Pen Drive') copies.

6. Inputs

The concerned Technical Unit Health and Environment of WHO will provide timely technical advice and act as liaison between government and contractor to carryout the required tasks.

7. Activity Coordination & Reporting

Technical Officer:	Dr Ahammadul Kabir In Charge of Environmental Health Unit, WHO Bangladesh	Email:	kabirah@who.int
For the purpose of:	Technical supervision and instructions - Reporting		
Administrative Officer:	Mr Thinlay Dorji Administrative Officer, WHO Bangladesh	Email:	dorjit@who.int
For the purpose of:	Contractual and financial management of the contract		

8. Characteristics of the Provider



The Requesting Unit may want to select a supplier with specific skills and competencies to capture expertise and knowledge (level of experience, experience in a specific technical or geographical area, working language, status, accreditations, logistical capacity, staffing, etc.).

1. Registered as Supplier with Government entity in Bangladesh
2. Total minimum 1 year experience in the field of climate change and health
3. Compliant with the Tax and VAT rules by fulfilling bidder's obligations to pay taxes and VAT under the relevant
4. National regulations of the Country in operating its business
5. No pending Criminal/Civil lawsuits against the bidder's company/firm
6. The bidder's company/firm is not declared "Bankrupt/Ineligible/Banned" by any of the court in the country
7. Capable to implement the desired work/projects in specified location (project sites) utilizing own existing administrative, operational, and logistical resources. THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS.
8. Possesses the required administrative and technical manpower to implement the project

9. Place of assignment

Dhaka and any where in Bangladesh



Annex 2: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department of WHO Bangladesh, has access to certain information relating to **Updating Health National Adaptation Plan with Roadmap and Costing for Implementation** which it considers to be proprietary to itself or to entities collaborating with it (hereinafter referred to as "the Information").
2. WHO is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Request for Proposal (RFP) for "**Updating Health National Adaptation Plan with Roadmap and Costing for Implementation**" ("the Purpose"), provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons who have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to WHO or parties collaborating with WHO, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
 - a) was known to the Undersigned prior to any disclosure by WHO to the Undersigned (as evidenced by written records or other competent proof);
 - b) was in the public domain at the time of disclosure by or for WHO to the Undersigned;
 - c) becomes part of the public domain through no fault of the Undersigned; or
 - d) becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality (as evidenced by written records or other competent proof).
4. The Undersigned further undertakes not to use the Information for any benefit, gain or advantage, including but not limited to trading or having others trading in securities on the Undersigned's behalf, giving trading advice or providing Information to third parties for trade in securities.
5. At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
6. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above mentioned RFP process.
7. Any dispute arising from or relating to this Undertaking, including its validity, interpretation, or application shall, unless amicably settled, be subject to conciliation. In the event of the dispute is not resolved by conciliation within thirty (30) days, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the Undersigned and WHO or, in the absence of agreement within thirty (30) days of written communication of the intent to commence arbitration, with the rules of arbitration of the International Chamber of Commerce. The Undersigned and WHO shall accept the arbitral award as final.
8. Nothing in this Undertaking, and no disclosure of Information to the Undersigned pursuant to its terms, shall constitute, or be deemed to constitute, a waiver of any of the privileges and immunities enjoyed by WHO under national or international law, or as submitting WHO to any national court jurisdiction.

Acknowledged and Agreed:

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

**Annex 3: Vendor Information Form**

Company Information to be provided by the Vendor submitting the proposal			
UNGM Vendor ID Number: <i>If available – Refer to WHO website for registration process*</i>			
Legal Company Name: <i>(Not trade name or DBA name)</i>			
Company Contact:			
Address:			
City:		State:	
Country:		Zip:	
Telephone Number:		Fax Number:	
Email Address:		Company Website:	
<u>Corporate information:</u>			
Company mission statement			
Service commitment to customers and measurements used <i>(if available)</i>			
Organization structure (include description of those parts of your organization that would be involved in the performance of the work)			
Relevant experience (how could your expertise contribute to WHO's needs for the purpose of this RFP) – <i>Please attach reference and contact details</i>			
Staffing information			

* <http://www.who.int/about/finances-accountability/procurement/en/>



Annex 4: Contractual Provisions

Within 30 days of receipt of the contract between WHO and the successful bidder (the “Contract”), the successful bidder shall sign and date the Contract 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. The Contract will include, without limitation, the provisions set forth below (with the successful bidder referred to below as the “Contractor”):

1. **Compliance with WHO Codes and Policies.** By entering into the Contract, the Contractor acknowledges that it has read, and hereby accepts and agrees to comply with, the WHO Policies (as defined below). In connection with the foregoing, the Contractor shall take appropriate measures to prevent and respond to any violations of the standards of conduct, as described in the WHO Policies, by its employees and any other natural or legal persons engaged or otherwise utilized to perform any services under the Contract.

Without limiting the foregoing, the Contractor shall promptly report to WHO, in accordance with the terms of the applicable WHO Policies, any actual or suspected violations of any WHO Policies of which the Contractor becomes aware.

For purposes of the Contract, the term “WHO Policies” means collectively: (i) the WHO Code of Ethics and Professional Conduct; (ii) the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA); (iii) the WHO Policy on Preventing and Addressing Abusive Conduct; (iv) the WHO Code of Conduct for responsible Research; (v) the WHO Policy on Whistleblowing and Protection Against Retaliation; (vi) the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, and (vii) the UN Supplier Code of Conduct, in each case, as amended from time to time and which are publicly available on the WHO website at the following links: <http://www.who.int/about/finances-accountability/procurement/en/> for the UN Supplier Code of Conduct and at <http://www.who.int/about/ethics/en/> for the other WHO Policies.

2. **Zero tolerance for sexual exploitation and abuse, sexual harassment and other types of abusive conduct.** WHO has zero tolerance towards sexual exploitation and abuse, sexual harassment and other types of abusive conduct. In this regard, and without limiting any other provisions contained herein:

(i) each legal entity Contractor warrants that it will: (i) take all reasonable and appropriate measures to prevent sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct by any of its employees and any other natural or legal persons engaged or otherwise utilized to perform the work under the Contract; and (ii) promptly report to WHO and respond to, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the Contractor becomes aware; and

(ii) each individual Contractor warrants that he/she will (i) not engage in any conduct that would constitute sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct. Without limiting the foregoing, the individual Contractor shall promptly report to WHO, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the individual Contractor becomes aware.

3. **Tobacco/Arms Related Disclosure Statement.** The Contractor may be required to disclose relationships it may have with the tobacco and/or arms industry through completion of the WHO Tobacco/Arms Disclosure Statement. In the event WHO requires completion of this Statement, the Contractor undertakes not

to permit work on the Contract to commence, until WHO has assessed the disclosed information and confirmed to the Contractor in writing that the work can commence.

4. **Anti-Terrorism and UN Sanctions; Fraud and Corruption.** The Contractor warrants for the entire duration of the Contract that:

- i. it is not and shall not be involved in, or associated with, any person or entity associated with terrorism, as designated by any UN Security Council sanctions regime, that it shall not make any payment or provide any other support to any such person or entity and that it shall not enter into any employment or other contractual relationship with any such person or entity;
- ii. it shall not engage in any fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, in connection with the execution of the Contract;
- iii. it shall take all necessary measures to prevent the financing of terrorism and/or any fraudulent or corrupt practices as referred to above in connection with the execution of the Contract; and
- iv. it shall promptly report to WHO, through the WHO Integrity Hotline or directly to the WHO Office of Internal Oversight Services (IOS), any credible allegations of actual or suspected fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption of which the Contractor becomes aware and respond to such allegations in an appropriate and timely manner in accordance with its respective rules, regulations, policies and procedures. Furthermore, the Contractor agrees to cooperate with WHO and/or parties authorized by WHO in relation to the response. Relevant information on the nature of any credible allegations of such actual or suspected violations, as well as the details of the intended response and the outcome of any such response, should be communicated and coordinated with WHO, with the understanding that, subject to the terms of the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, confidentiality and the due process rights of those involved will be respected.

In the event that any resources, assets and/or funds provided to or acquired by the Contractor under the Contract are found to have been used by the Contractor, its employees or any other natural or legal persons engaged or otherwise utilized to perform any work under the Contract, to finance, support or conduct any terrorist activity or any fraudulent or corrupt practices, the Contractor shall promptly reimburse and indemnify WHO for such resources, assets and/or funds (including any liability arising from such use).

5. **Breach of essential terms.** The Contractor acknowledges and agrees that each of the provisions of paragraphs 1, 2, 3 and 4 above constitutes an essential term of the Contract, and that in case of breach of any of these provisions, WHO may, in its sole discretion, decide to:

- i. terminate the Contract, and/or any other contract concluded by WHO with the Contractor, immediately upon written notice to the Contractor, without any liability for termination charges or any other liability of any kind; and/or
- ii. exclude the Contractor from participating in any ongoing or future tenders and/or entering into any future contractual or collaborative relationships with WHO.

WHO shall be entitled to report any violation of such provisions to WHO's governing bodies, other UN agencies, and/or donors.

6. **Use of WHO Name and Emblem.** Without WHO's prior written approval, the Contractor shall not, in any statement or material of an advertising or promotional nature, refer to the Contract or the Contractor's relationship with WHO, or otherwise use the name (or any abbreviation thereof) and/or emblem of the World Health Organization.

7. **Assurances regarding procurement.** If the option for payment of a maximum amount applies, to the extent the Contractor is required to purchase any goods and/or services in connection with its performance of the Contract, the Contractor shall ensure that such goods and/or services shall be procured in accordance with the principle of best value for money. "Best value for money" means the responsive offer that is the best combination of technical specifications, quality and price.

8. **Audit and Investigations.** WHO may request a financial and operational review or audit of the work performed under the Contract, to be conducted by WHO and/or parties authorized by WHO, and the Contractor undertakes to facilitate such review or audit. This review or audit may be carried out at any time during the implementation of the work performed under the Contract, or within five years of completion of the work. In order to facilitate such financial and operational review or audit, the Contractor shall keep accurate and systematic accounts and records in respect of the work performed under the Contract. Similarly, WHO may initiate an investigation into credible allegations of fraud and corruption and other forms of misconduct based on information received in accordance with its respective policies, procedures and rules.

In this context, the Contractor shall make available, without restriction, to WHO and/or parties authorized by WHO:

- i. the Contractor's books, records and systems (including all relevant financial and operational information) relating to the Contract; and
- ii. reasonable access to the Contractor's premises and personnel.

The Contractor shall provide satisfactory explanations to all queries arising in connection with the aforementioned audit and access rights.

WHO may request the Contractor to provide complementary information about the work performed under the Contract that is reasonably available, including the findings and results of an audit (internal or external) conducted by the Contractor and related to the work performed under the Contract.

9. **Publication of Contract.** Subject to considerations of confidentiality, WHO may acknowledge the existence of the Contract to the public and publish and/or otherwise publicly disclose the Contractor's name and country of incorporation, general information with respect to the work described herein and the Contract value. Such disclosure will be made in accordance with WHO's Information Disclosure Policy and shall be consistent with the terms of the Contract.



Annex-5 : Detailed evaluation criteria

Technical Evaluation and selection criteria guidelines and matrix of Proposals

- Two-stage procedure will be followed in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of prices.
- The Technical proposal will be opened initially and the bids which passed preliminary examination/scrutiny process in the light of instructions to bidders will be evaluated by the concerned teams of WHO.
- During the technical evaluation process, financial envelopes will remain sealed/unopen. The financial bids of the successful bidders, whose proposal are compliant in terms of the requirements of the bid, will be considered eligible for financial evaluation.

WHO shall determine the Legal Capacity and Eligibility for the Medial Monitoring Work on “PASS/FAIL (YES/NO)” basis as per the qualification criteria detailed under table below.

If bidder(s) fails to pass the following qualification questions, they will not be considered for next step e.g., evaluation of bids/quotations as per the detailed weighted evaluation criteria and scoring matrix stage

“PASS/FAIL (YES/NO)” – Questions

Requirement	Qualification Criteria	Supporting Documents to be provided by the bidder	YES/NO
Registered as Supplier with Government entity in Bangladesh	Legal entity of the bidder	A copy of up-to-date Trade license	
Having at least 3 years of experience of working in field of health or climate change with the UN organization, or Government organization or National/international NGOs	Total relevant Experience	Work contract or completion certificate from any procurement entity/department to prove the experiences	
Past performance of the bidder(s) with WHO is satisfactory and without any internal limitation/restrictions for future contracts by WHO (applicable only for bidders who had performed/is performing for WHO under any contract with WHO Bangladesh).	Eligibility of the bidder	a. Internal review report (of WHO-bidders are not required to submit any documents).	
Minimum average yearly turnover (sale) is BDT 3,000,000 for last 2 years	Financially Capable	An Audited Report or Financial Statement of the Company for Last 2 years	
Compliant with the Tax and VAT rules by fulfilling bidder's obligations to pay taxes and VAT under the relevant national regulations of the Country in operating its business	Taxation Obligations	A VAT registration and TIN certificate	
No pending Criminal/Civil lawsuits against the bidder's company/firm	Eligibility of the Bidder	A Statement by the bidder to this effect (that the bidder's company/firm) Bankrupt/ Ineligible/Banned” by any of the court in the country	
The bidder's company/firm is not declared “Bankrupt/Ineligible/ Banned” by any of the court in the country	Eligibility of the Bidder	A Statement by the bidder to this effect (that the bidder's company/firm) Bankrupt/ Ineligible/Banned” by any of the court in the country	



Requirement	Qualification Criteria	Supporting Documents to be provided by the bidder	YES/NO
There is no pending major lawsuits and litigations against the bidder's company/firm in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement) against the Institution/company	Eligibility of the Bidder	A Statement by the bidder to this effect (that there is not pending lawsuits against the bidder's company/firm)	
The bidder's company/firm has not received any sanctioned by any UN Agencies, World Bank/ADB or diplomatic missions in the Country	Eligibility of the Bidder	A Statement by the bidder to this effect (that there is not pending lawsuits against the bidder's company/firm)	
Have experience working with at least 1 UN or international organization	Eligibility of the Bidder	Work completion certificate	

Minimum Eligibility Criteria for the Key personnel:

– Technical Evaluation and selection guidelines and matrix of Proposals:

Bidders are required to read the specification, requirements, specific quality questions, and selection criteria, weighted methodology, evaluation criteria, scoring and prices schedule/template, as outlined in this RFP document to submit a substantial/complete bid. Your bid submission with required information, proof and supporting documents/evidence are expected to provide WHO the details of the information WHO requires and ultimately, contribute to assess/carry out proper evaluation of your capability in providing the required services. The basics of the evaluation and awarding processes are provided below:

i. Award, Scoring and Weightage System/Methodology:

- The bid of "the highest overall Technical and Financial scores" of **1,000 points will be awarded**.
- Score/Point distributed as per the Weighting matrix in Part iv in this RFP: 700 points for Technical Proposal and 300 points for the Financial Proposal.**
- A minimum of 70% (out of 700) is required to be considered technically qualified for this work.**

ii. Technical Scoring and Weighting System:

The weight/weighted scale as provided below under iii, weighted evaluation criteria and points/scores for each criterion/sub-criterion under Technical Evaluation with total points (700) are provided below under iv:

iii. Scoring Methodology – Overall (for scoring where specific criteria is not given)

Scoring Methodology - Overall

0	Non-compliant, fails to satisfy specified requirements.
40%	Barely acceptable evidence of ability to support contract requirements
70%	Satisfactory evidence of ability to support contract requirements
90%	Good evidence of ability to exceed contract requirements
100%	Excellent evidence of ability to exceed contract requirements

iv. Detail Evaluation Criteria of each of the three categories are as below:

(Information of all the evaluation criteria need to clearly be presented in the proposal)

**A. Expertise of the Firm/Organization: 100 Points**

A.1	General Organizational Capability/strength: 30 Points <ul style="list-style-type: none"> • Management structure of the organization: (Yes=6 points, No=0 points) • Established policy, manual and financial/administrative rules in place (HR and Financial manual) (Yes=6 points, No=0 points) • Years in service (8 years & above=6 points, <8 years=0 points) • Have experience conducting training at divisional/district level (Yes=6 points, No=0 points) • Organization has training resource pool (Yes=6 points No=0 points)
A.2	Relevant experience: 40 Points Experience on similar program/projects/assignment (adaptation plan/Policy/strategy development) in past five years (2018-2023): 40 points . (Scanned copy of the verifying documents, (policy/plan /strategy) <ul style="list-style-type: none"> • >= 3 projects/programs: 40 points • 2 projects/programs: 36 points • 1 project/programs: 28 points • < 1 project/programs: 0 points
A.3	Relevant skills: 30 Points Number of national-level technical workshop on polity, plan, and strategic development conducted in past five years (2018-2023). (Scanned copy of the verifying documents, e.g., reports/workshop way forward/notes etc. need to be attached) <ul style="list-style-type: none"> • >= 3 national-level technical workshop conducted: 30 points • 2 national-level technical workshop conducted: 27 points • 1 national-level technical workshop conducted: 21 points • <1 national-level technical workshop conducted: 0 points

B. Proposed Methodology, and Implementation Plan: 250 Points

B.1	Understanding of the assignment , (include background, rationale, objective, scope of work, and expected output i.e., the level of understanding on the assignment requirements as outlined under the RFP): 60 Points
B.2	Work methodology (include HNAP updating method, implementation roadmap, method of cost benefit analysis, inclusiveness, gender consideration, roles and responsibilities of team members, and ethical consideration): 150 Points
B.3	Implementation plan (include work schedule, task's description, roles and responsibilities of key personnel, risks associated with the assignment and minimization, communication plan): 40 Points

C. Management Structure and Key Personnel: 350 Points

C.1	Team Leader and Health Expert: 150 points (Details of each of the evaluation criteria need to be presented in the CV under separate sections)
	C.1.1: Educational Background: 30 points <ul style="list-style-type: none"> • Masters in Public Health (epidemiology) + MBBS: 30 points • MBBS: 27 points • Others: 0 points



	<p>C.1.2: Years of experience in the field of health development projects: 40 Points</p> <ul style="list-style-type: none"> • ≥ 5 years: 40 points • 4 years: 36 points • 3 years: 28 points • 2 years: 16 points • < 2 Years: 0 points
	<p>C.1.3: No of health projects/programs implemented as a Team Leader: 40 Points</p> <ul style="list-style-type: none"> • ≥ 5 projects/programs implemented: 40 points • 4 projects/programs implemented: 36 points • 3 projects/programs implemented: 28 points • 2 projects/programs implemented: 16 points • < 2 projects/programs implemented: 0 points
	<p>C.1.4: No of published article in relation to climate change and health or epidemiology in peer reviewed journal as lead author: 40 Points</p> <ul style="list-style-type: none"> • ≥ 4 published articles in peer reviewed journal: 40 points • 3 published articles in peer reviewed journal: 36 points • 2 published articles in peer reviewed journal: 28 points • 1 published article in peer reviewed journal: 16 points • < 1 published article in peer reviewed journal: 0 points
	<p>C.2 Climate Change Expert: 100 Points (Details of each of the evaluation criteria need to be presented in the CV under separate sections)</p>
	<p>C.2.1: Educational Background: 30 Points</p> <ul style="list-style-type: none"> • Masters in geography/environmental science/climate change: 20 points • Bachelor in geography/environmental science/climate change: 18 points • Others = 0 points
	<p>C.2.2: Years of experience in the field of climate change development projects: 40 Points</p> <ul style="list-style-type: none"> • ≥ 5 years and above: 40 points • 4 years: 36 points • 3 years: 28 points • 2 years: 16 points • < 2 Years: 0 points
	<p>C.2.3: Number of articles published on climate change in peer reviewed journal as lead author: 30 Points</p> <ul style="list-style-type: none"> • ≥ 4 published articles in peer reviewed journal = 30 • 3 published articles in peer reviewed journal = 27 • 2 published articles in peer reviewed journal = 21 • published articles in peer reviewed journal = 12 • < 1 published article in peer reviewed journal = 0
C.3	<p>Financial Expert: 100 Points (Details of each of the evaluation criteria need to be presented in the CV under separate sections)</p>



	C.3.1: Educational Background: 30 Points <ul style="list-style-type: none"> • Masters in Business Administration (MBA): 30 points • Bachelors in Business Administration (BBS): 27 points • Others: 0 points
	C.3.2: Years of experience in the field of Financial Management and Analysis: 40 Points <ul style="list-style-type: none"> • >= 5 years: 40 points • 4 years: 36 points • 3 years: 28 points • 2 years: 16 points • < 2 Years: 0 points
	C.3.3: Number of national level assignments conducted on cost benefit analysis or financial analysis: 30 Points <ul style="list-style-type: none"> • >= 5 national level assignments: 30 points • 4 national level assignments: 27 points • 3 national level assignments: 21 points • 2 national level assignments: 12 points • < 2 national level assignments: 0 points

Financial Evaluation

During the Financial Evaluation, the price proposal of all bidders who have passed the Technical Evaluation will be compared, according to the following scoring and weighting system.

Financial Scoring and Weighting System:

All technical qualified proposals will be scored out of 300 based on the formula provided below. The maximum points (300) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated



Annex 6: Financial Template

The financial proposal must include breakdown of overall price in BDT as given in the example below.

Breakdown of Overall Price (in BDT)					
#	Task	Role	Day Rate	Proposed days of work	Total Cost
1.	Expert Services costs including key expert and other related staff to be engaged for the work				
2.	Field work related expenses (Travel cost for field Visit etc.)				
3.	Project related Expenses (Data collection, analysis, planning, consultative and dissemination meetings, workshops, trainings, report preparation etc.)				
4.	Other costs if any (Please specify)				
	Sub Total				
	VAT* on Total Cost				
	Total Cost				

*VAT: WHO will take into account of payment of the VAT amount (No AIT) on total quoted cost provided that the Supplier submits to WHO, along with the final invoice/bills: (i) Mushak 6.3 of National Board of Revenue (NBR), Government of Bangladesh as per prescribed format to be provided by WHO (ii) Online Treasury Challan of deposited amount in favour of WHO (with details of WHO Purchase Order/Contract Number, Date etc as per prescribed format to be provided by WHO) (iii) other relevant documents if requires by NBR.

-Contract will be issued without the VAT and contractual partner supplier will be sole responsible for payment of VAT.

- WHO is exempted for payment of AIT and hence, bidder shall not include AIT in the quotation.

In Word:

Important Note:

THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS.



Annex 7: Self Declaration Form

Applicable to private and public companies

<COMPANY> (the "Company") 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 (financial 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.

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

**Annex: 8**

Date:

To
Administrative Officer
WHO Bangladesh

Statement of Conformity

1. No pending Criminal/Civil lawsuits against our company/firm.
2. Our company/firm is not declared "Bankrupt/Ineligible/Banned" by any of the court in the country.
3. There is no pending major lawsuits and litigations against our company/firm in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement) against the Institution/company.
4. Our company/firm has not received any sanctioned by any UN Agencies, World Bank/ADB or diplomatic missions in the Country.

Signature

Name of the Company

Official Stamp



Annex 9- Statement of Copyright

The Contractor warrants and represents to WHO as follows:

1. The deliverables including master copy with source codes and contents shall meet the specifications called for in the Contract and shall be fully adequate to meet their intended purpose for the entire duration. The Contractor furthermore warrants that the deliverables shall be complete and error-free.
2. There shall remain no bifurcation or hidden codes or contents or materials that may come up after the completion of the delivery, for which WHO may or may not be required to pay.
3. The Contractor shall correct any errors in the deliverables, free of charge, within fifteen days after their notification to the Contractor, during a period of at least one year after completion of the work. It is agreed, however, that errors and other defects which have been caused by modifications to the deliverables made by WHO without agreement of the Contractor are not covered by this paragraph.
4. The Contractor shall not use, supply, provide or disseminate source codes or contents or materials delivered to WHO for the purpose of this work of WHO to other parties/entities at cost or no cost.
5. The deliverables including master copy with source codes and contents shall, to the extent they are not original, only be derived from, or incorporate, material over which the Contractor has the full legal right and authority to use it for the proper implementation of the Contract. The Contractor shall obtain all the necessary licenses for all non-original material incorporated in the deliverables (including, but not limited to, master copy source codes and contents, licenses for WHO to use any underlying software, application, and operating deliverables included in the deliverables or on which it is based so as to permit WHO to fully exercise its rights in the deliverables without any obligation on WHO's part to make any additional payments whatsoever to any party.
6. The deliverables master copy with source code and content developed shall be delivered to WHO after completion of project.
7. The deliverables shall not violate any copyright, patent right, or other proprietary right of any third party and shall be delivered to WHO free and clear of any and all liens, claims, charges, security interests and any other encumbrances of any nature whatsoever.
8. The Contractor, its employees and any other persons and entities used by the Contractor shall not violate any intellectual property rights, confidentiality, right of privacy or other right of any person or entity whomsoever.
9. Except as otherwise explicitly provided in the Contract, the Contractor shall at all times provide all the necessary on-site and off-site resources to meet its obligations hereunder. The Contractor shall only use highly qualified staff, acceptable to WHO, to perform its obligations hereunder.
10. The Contractor shall take full and sole responsibility for the payment of all wages, benefits and monies due to all persons and entities used by it in connection with the implementation and execution of the Contract, including, but not limited to, the Contractor's employees, permitted subcontractors and suppliers.
11. Except as explicitly provided in the Contract, the Contractor shall keep confidential all information which comes to its knowledge during, or as a result of, the implementation and execution of the Contract. Accordingly, the



Contractor shall not use or disclose such information for any purpose other than the performance of its obligations under the Contract. The Contractor shall ensure that each of its employees and/or other persons and entities having access to such information shall be made aware of, and be bound by, the obligations of the Contractor under this paragraph. However, there shall be no obligation of confidentiality or restriction on use, where: (i) the information is publicly available, or becomes publicly available, otherwise than by any action or omission of the contractor, or (ii) the information was already known to the Contractor (as evidenced by its written records) prior to becoming known to the Contractor in the implementation and execution of the Contract; or (iii) the information was received by the Contractor from a third party not in breach of an obligation of confidentiality.

12. The Contractor, its employees and any other persons and entities used by the Contractor shall furthermore not copy and/or otherwise infringe on copyright of any document (whether machine-readable or not) to which the Contractor, its employees and any other persons and entities used by the Contractor have access in the performance of the Contract.

13. The Contractor may not communicate at any time to any other person, Government or authority external to WHO, any information known to it by reason of its association with WHO which has not been made public except with the authorization of WHO; nor shall the Contractor at any time use such information to private advantage.

Signature, Name of the Company & Official Stamp