

Develop an advocacy package for the implementation of tobacco product plain packaging

Request for Proposals (RFP)

Bid Reference

WCO/NMH/07/31

Country/Unit Name

NMH

Closing Date:

[24 July 2025]

General Requirements for Submitting Proposals and Supporting Documents

- All proposals and supporting documents must be submitted via email to: emacoiratenders@who.int.
 - Ensure that the **name of you company/institution** and the **RFP Number** is clearly indicated in the **subject line** of your emails. Submissions without the RFP Number may be excluded from evaluation.
- In the body of your email, **list all attached files** along with the **number of pages** for each attachment.
 - Submit **technical** and **financial** proposals as **separate files**.
 - Name all attachments using the following format:
RFP Number (as stated in the RFP document) – Subject of the file (e.g., *RFP Number – Financial Proposal*).

- Do **not** submit documents in **ZIP folders**, **JPG format**, or **Word documents**. All documents must be submitted as **separate PDF files**, each clearly titled to reflect its content.
- Ensure that all required documents are **duly signed and stamped** by the authorized representative of your institution, as specified in the relevant templates.

In **financial proposals**, items such as unexpected costs, miscellaneous costs, contingency fund and alike are not acceptable as a budget line. Please either provide a detailed breakdown for such item or remove them for the budget breakdown.

]

The World Health Organization (WHO) is seeking offers for the development of an advocacy package for the implementation of tobacco product plain packaging.

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 the development of an advocacy package for the implementation of tobacco product plain packaging.

.

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 tobacco control with proven expertise in tobacco control related projects with a focus on plain packaging and its advocacy

.

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

Mandatory experience:

- Comprehensive knowledge and practical experience with the WHO Framework Convention on Tobacco Control (WHO FCTC), particularly Articles 11 (packaging and labelling) and 13 (advertising, promotion and sponsorship), and an understanding of Article 5.3 on preventing tobacco industry interference.
- Proven experience in public health advocacy and campaign development, ideally within tobacco control or non-communicable disease (NCD) prevention.
- Demonstrated experience in designing, producing, and implementing public awareness campaigns and advocacy materials across various platforms (e.g., policy briefs, fact sheets, infographics, social media content, presentations) for diverse audiences.
- Proven experience in engaging with and influencing policymakers, government agencies, civil society organizations, health professionals, and media to promote public health legislation and policy adoption.

Desirable experience:

- Previous experience working with WHO, other UN agencies, or similar international development partners on public health advocacy or legislative support projects.
- Direct experience in projects specifically focused on advocating for or implementing specific tobacco control measures like plain packaging, or countering tobacco industry interference.
- Experience in developing materials for and facilitating workshops or briefing sessions for key advocates and stakeholders on effective advocacy strategies and the use of advocacy packages.

- Proficiency in tracking progress, evaluating advocacy impact, and using data to inform strategic adjustments.

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*)
- Proposed solution
- Proposed Approach/Methodology
- Proposed time line including a Gannt chart
- Financial proposal - Currency: Iranian Rials

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 **15 July 2025**:

Email for submissions of all queries: emacoiratenders@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 **20 July 2025 at 17:00 hours Tehran time** ("the closing date"), by email at the following email address:

WCO/NMH/07/31.

(use Bid reference in subject line)

To be complete, a proposal shall include:

- A technical proposal, as described under part 2 above;
- A financial proposal, 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: WCO/NMH/07/31 .

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:

Alignment with WHO requirements & expectations	20
Quality of the overall proposal	10
Appropriateness of the proposed approach	15
Quality of the technical solution proposed	15
Managing and staffing of the project	10
Experience of the firm in carrying out related projects (entity's CV to be provided)	10
Qualifications and competence of the personnel proposed for the assignment (relevant staff's CVs to be provided)	10
Proposed timeframe for the project	10
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 [60] 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,
WCO/NMH

Annexes

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

Annex 1: Detailed Terms of Reference

1. Purpose of the APW

To develop an advocacy package for the implementation of tobacco product plain packaging.

2. Background/ Rationale

Tobacco use remains one of the leading causes of preventable death and disease worldwide. Despite significant progress in tobacco control, the tobacco industry continues to employ aggressive marketing strategies to attract new users and retain existing ones. Among these strategies, the use of attractive packaging plays a critical role in promoting tobacco products, particularly among young people.

Plain packaging, also known as standardized packaging, is a powerful tobacco control measure that removes all brand imagery, colors, and promotional text from tobacco product packaging, allowing only the brand name in a standardized font and size, along with health warnings. Evidence from countries that have implemented plain packaging shows that it reduces the attractiveness of tobacco products, increases the effectiveness of health warnings, and helps prevent misleading packaging.

The implementation of plain packaging is supported by the WHO Framework Convention on Tobacco Control (WHO FCTC), specifically Article 11 (Packaging and labelling of tobacco products) and Article 13 (Tobacco advertising, promotion and sponsorship). These articles encourage Parties to adopt measures that restrict or eliminate promotional elements on tobacco packaging. In line with these provisions, developing an advocacy package is essential to build political and public support, raise awareness, and facilitate the adoption of plain packaging policies.

3. Planned timeline

The following APW will take:

Start date: 15 August 2025

End date: 15 December 2025

4- Work to be performed including Terms of the reference/Objective and Expected Outcomes

1. Inception Report

Activity:

- Conduct a desk review of international best practices and evidence on plain packaging.
- Analyse the current legal and policy landscape in Iran related to tobacco control and packaging.

Deliverable:

- A detailed report outlining the proposed methodology, timeline, and work plan.
- Includes a preliminary stakeholder analysis and a list of key documents to be reviewed.
- Submitted within the first two weeks of the assignment.

2. Stakeholder Mapping and Engagement Strategy

Activity:

- Identify key stakeholders, including government bodies, civil society organizations, health professionals, and media.
- Develop a strategy for stakeholder engagement and advocacy.

Deliverable:

- A comprehensive mapping of relevant stakeholders, including government agencies, civil society organizations, academia, media, and international partners.
- An engagement strategy outlining approaches for advocacy, communication, and coalition-building.

- Includes a stakeholder influence-interest matrix and tailored messaging strategies.
3. **Draft Advocacy Package**
- Activity:**
- Design and produce a set of advocacy tools, including:
 - Policy briefs and fact sheets
 - Infographics and visual materials
 - Presentation slides for stakeholder meetings
 - Social media content and messaging
 - Ensure all materials are culturally appropriate and tailored to the Iranian context.
- Deliverable:**
- A complete set of draft advocacy materials, including:
 - Policy Briefs
 - Fact Sheets
 - Infographics
 - Presentation Slides
 - Social Media Toolkit
 - FAQs Document
4. **Validation Workshop Materials**
- Activity:**
- Propose a plan for training or briefing sessions for key advocates and stakeholders on how to use the advocacy package effectively.
- Deliverable:**
- Materials for a stakeholder validation workshop, including an agenda, presentation slides, and feedback forms.
 - A summary report of feedback received during the workshop.
5. **Final Advocacy Package**
- Activity:**
- Present the draft advocacy package to relevant stakeholders for feedback.
- Deliverable:**
- A refined and finalized version of all advocacy materials, incorporating feedback from stakeholders and aligned with national communication standards.
 - Delivered in both print-ready and digital formats.
6. **Stakeholder Presentation Meeting**
- Organize and facilitate a final stakeholder meeting to present the completed advocacy package.
 - Propose a draft action plan for the implementation of plain packaging legislation.
 - Collect final feedback and secure stakeholder commitment for the next steps.
7. **Final Report**
- Activity:**
- Finalize the package based on inputs received.
- Deliverable:**
- A comprehensive report summarizing the entire process, including:
 - Methodology and activities undertaken
 - Key findings and insights
 - Summary of stakeholder engagement and feedback
 - Outcomes of the final stakeholder meeting

- Recommendations for future advocacy and implementation steps
- Includes an annex with all final materials and documentation
- Finalize the draft of paper for publication.

Note1: For any technical document and report to be delivered under this project, their templates should be shared beforehand with FCTC Secretariat and WHO to collect feedback and finalize the templates accordingly.

Note2: The cost of all planned travel upon request of MOHME will be covered by the contractor institute.

Note3: Summaries of all interview sessions and focus group discussion should be attached to the reports.

Note 4: All sessions and field visits should be documented with high-quality photographs and/or video clips.

Note 5: Workshops must be documented with high-quality photographs and/or video clips.

Note 6: The WHO Country Office receives invitations for the group discussion sessions and workshops.

Note 7: All tasks outlined in this document must be carried out in full coordination and with the necessary arrangements made with MOHME and the Secretariat of the National Tobacco Control HQ.

5. Activity coordination and reporting- Deliverables

Deliverable	Time	Payment Percentage
<p><u>Stakeholder engagement:</u> A comprehensive stakeholder mapping and analysis, including a stakeholder influence-interest matrix, a list of key documents, and an engagement strategy featuring tailored messaging, records of meeting summaries, and focus group discussions.</p> <p><u>Inception Report:</u> A detailed report that encompasses a desk review of international best practices on plain packaging, an analysis of Iran's current legal and policy landscape related to tobacco control and packaging, and a methodology, timeline, and work plan outlining the project approach.</p>	1 months after signing the contract	25%
<p><u>Advocacy package:</u> A complete set of draft advocacy materials, accompanied by a awareness campaign plan and a detailed implementation strategy.</p>	2 months after signing the contract	25%
<p><u>Stakeholder Validation and Submission to Legislative Authorities</u> Develop Draft Legislation, Seek Expert Input, Circulate Draft for Review, and Attendance of technical experts and key stakeholders, to present the ACT/Bylaw to prevent the tobacco industry interference in a half-day national meeting</p>	3 months after signing the contract	20%
<p><u>Final report:</u> This report includes the finalized draft of the ACT/Bylaw to prevent the tobacco industry interference, presented in both Farsi and English, as well as draft of a paper to be published in per-reviewed journals.</p>	4 months after signing the contract	30%

6. Requirements - Planning

The successful bidder is expected to produce the following outputs/deliverables within an approximate 4-month (16-week) project duration. While the list and timelines are provided below, they are indicative at this stage and subject to final agreement upon signing contract.

7. Inputs

The Requesting Unit and relevant stakeholders will provide the following inputs to facilitate the successful execution of this project and the production of the required outputs:

- **Access to Relevant Documents:** Access to existing national laws, regulations, policies, and relevant reports specifically related to tobacco control and public health legislation in Iran.
- **Facilitation of Key Meetings:** Assistance in arranging introductory meetings with key government officials, legal experts, public health organizations, and civil society representatives as identified in the stakeholder engagement plan.
- **Review and Feedback:** Timely review and constructive feedback on draft deliverables (e.g., assessment report, initial/final draft legislation) within agreed-upon timelines.
- **Liaison Support:** Support in liaising with relevant national legislative authorities and international partners as needed for data collection, expert input, and stakeholder validation during the drafting and submission processes.
- **WHO FCTC Secretariat Guidelines:** Direct access to relevant WHO FCTC Secretariat guidelines, and resources for Article 11, 13, and 5.3 where applicable.
- **Designated Focal Point:** A designated focal point from the Requesting Unit will be available for regular communication and coordination throughout the project duration.

– Characteristics of the Provider

The successful provider is expected to meet the following characteristics:

7.1. Required Skills and Competencies

- **Policy Advocacy & Public Awareness:** Skilled in developing and leading impactful public health advocacy campaigns, effectively raising awareness, influencing policymakers, countering tobacco industry interference, and engaging media to advance plain packaging implementation.
- **Tobacco Control Specialization:** Proven in-depth knowledge and practical understanding of international tobacco control frameworks, particularly the WHO Framework Convention on Tobacco Control (FCTC) and its specific guidelines for implementing Article 11 on Packaging and labelling of tobacco products), Article 13 (Tobacco advertising, promotion and sponsorship), and Article 5.3 on preventing tobacco industry interference.
- **Stakeholder Engagement & Consensus Building:** Highly experienced in identifying, engaging, and fostering consensus among diverse, high-level stakeholders, including government ministries, civil society, and international partners, to drive policy adoption and coordinated action.
- **Analytical & Research Capacity:** Capable of conducting comprehensive legal and situational analyses, synthesizing international best practices, assessing industry tactics, and evaluating advocacy impact to inform evidence-based strategy development.

- **Contextual Understanding:** Demonstrable understanding of the legal, political, and administrative context of the Islamic Republic of Iran as it relates to legislative processes, policy implementation, and public health. This includes an awareness of the unique challenges and opportunities within the country.
- **Working Language(s):** Proficiency in Farsi (Persian) and English is mandatory for all submitted documentation and primary project communication. Fluency in Farsi (Persian) for key personnel proposed for the assignment is mandatory, particularly for direct engagement with local stakeholders, conducting in-country activities, and comprehensive review of national legal documents.
- **Organizational Capacity:** Demonstrated ability to manage and execute complex, time-sensitive projects, ensuring high-quality deliverables within strict deadlines. This includes effective project management, quality assurance, and the ability to conduct in-country activities (e.g., meetings, workshops, consultations, etc.) in the I.R. Iran.

7.2. Mandatory Experience

The successful bidder must demonstrate mandatory experience, providing concrete examples and supporting documentation, in the following areas:

- Comprehensive knowledge and practical experience with the WHO Framework Convention on Tobacco Control (WHO FCTC), particularly Articles 11 (packaging and labelling) and 13 (advertising, promotion and sponsorship), and an understanding of Article 5.3 on preventing tobacco industry interference.
- Proven experience in public health advocacy and campaign development, ideally within tobacco control or non-communicable disease (NCD) prevention.
- Demonstrated experience in designing, producing, and implementing public awareness campaigns and advocacy materials across various platforms (e.g., policy briefs, fact sheets, infographics, social media content, presentations) for diverse audiences.
- Proven experience in engaging with and influencing policymakers, government agencies, civil society organizations, health professionals, and media to promote public health legislation and policy adoption.

7.3. Desirable Experience

The successful bidder is highly encouraged to demonstrate desirable experience in the following areas, which will be positively evaluated:

- Previous experience working with WHO, other UN agencies, or similar international development partners on public health advocacy or legislative support projects.
- Direct experience in projects specifically focused on advocating for or implementing specific tobacco control measures like plain packaging, or countering tobacco industry interference.
- Experience in developing materials for and facilitating workshops or briefing sessions for key advocates and stakeholders on effective advocacy strategies and the use of advocacy packages.
- Proficiency in tracking progress, evaluating advocacy impact, and using data to inform strategic adjustments.

— **Place of assignment:**

The I.R. Iran

Annex 2: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department of NMH, has access to certain information relating to **develop an advocacy package for the implementation of tobacco product plain packaging** 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 “**developing an advocacy package for the implementation of tobacco product plain packaging**” (“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>	(entity's CV to be provided)		
Staffing information	(relevant staff's CVs to be provided)		

* <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: FINANCIAL PROPOSAL TEMPLATE

Project title:

Ref *[insert project reference no]*

Proposed by *[insert the name of your entity]*

Focal Point *[insert name and contact details]*

Category relevant)	(if	Item	Quantity	Unit cost (IRR)	Subtotal cost(IRR)
Salaries					
		Example: Full-time Project Manager			
		Example: Part-time Research Assistant			
		Add as required			
			Total:		
Training and Education					
		Example: Workshop logistics			
		Example: Training guideline development			
		Add as required			
			Total:		
Travel					
		Example: Monitoring & evaluation			
		Example: Supervision			
		Add as required			
			Total:		
Health commodities and equipment					
		Add as required			
			Total:		
Communication materials and publications					
		Example: Printing			
		Example: Video production			
		Add as required			
			Total:		
Administrative					
		Example: Meeting expenses			
		Add as required			
			Total:		
Other					
			Total:		
			Total:		



ANNEX 6: CURRICULUM VITAE TEMPLATE CURRICULUM VITAE

PLEASE COMPLETE THIS FORM AND ATTACH YOUR LATEST CV. THIS HELPS US CHECK IF YOUR EXPERIENCE FITS THE PROJECT.

1. PERSONAL INFORMATION

- FULL NAME:
- JOB TITLE / CURRENT ROLE:
- NATIONALITY:
- PHONE NUMBER:
- EMAIL ADDRESS:
- YEARS OF WORK EXPERIENCE (OVERALL):

2. EDUCATION BACKGROUND

PLEASE LIST YOUR HIGHEST DEGREE(S), INCLUDING THE SUBJECT, NAME OF THE UNIVERSITY, AND THE YEAR YOU COMPLETED IT.

3. SHORT SUMMARY OF YOUR EXPERIENCE

(WRITE 3–5 LINES ABOUT YOUR BACKGROUND AND KEY AREAS OF WORK)

4. WORK EXPERIENCE (RELEVANT JOBS ONLY)

PLEASE LIST JOBS RELATED TO THIS PROJECT, INCLUDING JOB TITLE, ORGANIZATION, YEARS WORKED, AND WHAT YOU DID (A SHORT SUMMARY). PLEASE ALSO LIST ANY RELEVANT PUBLICATIONS, REPORTS, OR ARTICLES YOU HAVE AUTHORED OR CONTRIBUTED TO, INCLUDING THE TITLE, YEAR, AND WHERE THEY WERE PUBLISHED.

5. SKILLS AND QUALIFICATIONS

PLEASE LIST YOUR RELEVANT SKILLS AND QUALIFICATIONS FOR THIS PROJECT, INCLUDING ANY COURSES YOU HAVE COMPLETED AND THE YEAR YOU COMPLETED THEM.

6. LANGUAGES

LIST THE LANGUAGES YOU KNOW AND YOUR LEVEL OF PROFICIENCY IN EACH OF THE FOLLOWING SKILLS: READING, WRITING, AND SPEAKING.

7. AVAILABILITY

WHEN CAN YOU START WORKING ON THIS ASSIGNMENT?

8. CONFIRMATION

I CONFIRM THAT THE INFORMATION I PROVIDED IS TRUE AND CORRECT.

YOUR NAME:

DATE:

SIGNATURE: *(TYPE YOUR NAME IF SUBMITTING ELECTRONICALLY)*