



World Health Organization

HSE/PHE/AMR

WHO

Assessment of five different types of
“Leap-frog” Technologies to
assist in improving the
management of small
community water supplies

Request for Proposal
Ref. 1280





Identifying and mapping information and data requirements for
Implementing and assessing drinking water programs

Request for Proposal

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INTRODUCTION

1.1 Objective of the RFP

The purpose of this Request for Proposal (RFP) is to select a suitable institution or individual(s) to assess five different types of leap-frog technologies, including the benefits and limitations for each, and identify lessons learned with respect to the use of leap-frog technologies in the management of small community water supplies.

1.2 About WHO

1.2.1 WHO Mission Statement

The World Health Organization (WHO), the United Nations specialized agency for health, was established on 7 April 1948. WHO's objective, as set out in its Constitution, is "the attainment by all peoples of the highest possible level of health". Health is defined in WHO's Constitution as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

WHO is governed by 192 Member States through the World Health Assembly. The Health Assembly is composed of representatives from WHO's Member States. The main tasks of the World Health Assembly are to approve the WHO programmes and the budget for the following biennium and to determine WHO's policies.

The Secretariat of WHO is headed by a Director-General. WHO's Secretariat is staffed by health professionals, other experts and support staff working at Headquarters in Geneva, in the six regional offices and in some 120 countries.

For further information about WHO, please refer to the WHO website at www.who.int.

1.2.2 Structure of WHO

The World Health Assembly (WHA) is the supreme decision-making body for WHO. It generally meets in Geneva in May of each year and is attended by delegations from all 193 Member States. Its main function is to determine the policies of the Organization. The Health Assembly appoints the Director-General, supervises the financial policies of the Organization, and reviews and approves the proposed programme budget. It similarly considers reports of the Executive Board, which it instructs with regard to matters upon which further action, study, investigation or report may be required.

The Executive Board of the WHA is composed of 32 members technically qualified in the field of health and elected for three-year terms. The main functions of the Board are to give effect to the decisions and policies of the WHA, to advise it and generally to facilitate its work. The Board meets at least twice a year; the main meeting is usually in January, and the second is in May, following the World Health Assembly.

The Secretariat of WHO is staffed by some 8,300 health and other experts and support staff working at headquarters, in the six regional offices and in countries. The Secretariat is headed by the Director-General, who is appointed by the WHA on the nomination of the Executive Board. The current Director-General is Dr Margaret Chan. The technical and administrative head of each regional office is a Regional Director. Regional directors are appointed by the Executive Board in agreement with the relevant regional committee. Staff of regional offices are appointed by agreement between the Director-General and the relevant regional director.



1.3 About the Unit on Assessing and Managing Environmental Risks to Health

Assessing and Managing Environmental Risks to Health" is a major unit within the Department of Public Health and Environment (PHE). The Unit performs the following activities: leads international harmonization of risk assessment, including responses to new challenges; provides formal monitoring services to the Millennium Development Goals (MDGs) targets and the Commission on Sustainable Development, including on water, sanitation and air; develops and maintains extensive risk assessment documentation to support policy and practice; develops and maintains WHO's normative guidelines on diverse areas of public health and environment; develops and applies tools on issues such as burden of disease, and assessing costs and impacts of management interventions and health impact assessment. It interacts on matters concerning the assessment and management of environmental risks to health with regional and global inter-ministerial and inter-governmental policy processes. The Unit on Assessing and Managing Environmental Risks to Health's overall aim with respect to water, sanitation and health is to reduce water- and waste-related disease and optimize the health benefits of sustainable water and waste management.

In relation to Water, Sanitation and Health, the Unit's specific objectives are:

- To support the health sector in effectively addressing water- and waste-related disease burden and in engaging others in its reduction.
- To assist non-health sectors in understanding and acting on the health impacts of their actions

1.4 Project Details

1.4.1 Background

Small community water supplies are those most vulnerable to contamination and breakdown everywhere in the world. As such, even in developed countries these water supplies pose potential health risks. The precise definition of small community water supply will vary. Some countries chose to use population size or the type of supply to define small community water supplies within regulations and policies and these definition can vary widely within and between countries. However, it is administration and management that set small community water supplies apart. The increased involvement of ordinary, often untrained and sometimes unpaid, community members in the administration and operation of water-supply systems is characteristic of small communities. Funding is typically limited as these community are often under pressure to address other priorities, such as housing and socio-economic issues. It is often difficult to detect outbreaks in small communities due to the number of cases and/or make the link to drinking water quality, making it that much more difficult to leverage additional funding. Small community water supplies are typically in rural areas and are often isolated and/or remote. Six out of the seven people are without access to an improved water source live in rural areas.

The International Small Community Water Supply Network was formed to promote the achievement of substantive and sustainable improvements to the safety of small community water supplies, particularly in rural areas, as a contribution to the Millennium Development targets related to water and sanitation. Network members work to identify common management and technical issues and problems in relation to community supplies, and find workable solutions in geographic and cultural context. Network members identified leap-frog technologies as a priority area for research.



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Leap-frog technologies are those technologies that allow a small community to circumvent challenges it faces in order to improve its ability to manage its drinking-water. As an example, the use of remote sensing installed at a water treatment facility can address the challenge of not being able have an operator and/or public health inspector visit a water facility to ensure it is operating appropriately. Remote sensing allows for the continuous monitoring of a number of facilities simultaneously from a central location. If potential problems are identified by the oversight at this central agency, then an operator or the appropriate public health professional could then be sent out to review and, as needed, address the potential problem.

Cell phones are cheaper to use and wider spread than computers and Internet availability. A cell-phone based system of data entry by a community member may enable community-based individuals who sample and test drinking water quality to communicate data to appropriate public health professional for review and decision, addressing the difficulty associated with lack of computer and/or internet access that could enable.

1.4.2 Objective of work to be undertaken

The objective of this work is to assess five different types of leap-frog technologies, including the benefits and limitations for each, and identify lessons learned with respect to the use of leap-frog technologies in the management of small community water supplies



2. FUNCTIONAL REQUIREMENTS

2.1 Characteristics of the recruitment service provider

2.1.1 Staffing

All individual(s) or institution(s) must have the ability to meet WHO deadlines and work independently; to this end, they are required to sign the attached conflict of interest declaration (see Annex 1).

The involvement of individual(s) that are qualified professionals with expertise in the drinking water supply management and an understanding of the challenges associated with small community water supplies must contribute to the work.

2.2 Work to be performed

2.2.1 General

The overall work required is described below.

As an overall requirement applicable to all outputs identified in this document there is a need to ensure that each output is edited according to the requirements of the WHO Style Guide, which can be found at http://whqlibdoc.who.int/hq/2004/WHO_IMD_PUB_04.1.pdf.

2.2.2 Output requirements

The contractor will:

1. Identify, together with WHO and the International Small Community Water Supply Network, five leap-frog technologies to assess.
2. Review primary literature on the use of leap-frog technologies identified. While the literature used does not have to be limited to small community water supplies, the review needs to consider implications of results to small community water supplies.
3. Identify data requirements for the assessment of each leap-frog technology and then collect and analyze the data. Data collection will include but not be limited to interviews with existing users of leap-frog technologies and mining of data from existing sources, such as surveillance and monitoring data.
4. Prepare an assessment that, incorporating the literature review and data analysis, identifies the benefits and limitations of each leap-frog technology and identifies lessons learned with respect to the use of leap-frog technologies in the management of small community water supplies. The assessment should include the supporting programs, policies and resources needed to support the use of these leap-frog technologies.

WHO intends to publish output #4 but this does not limit, in fact WHO will encourage, the publication of this work in a peer-reviewed journal article(s).

Outputs are to be cross-referenced against the bench marking tools that are being developed in-house.



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All Outputs will be reviewed, validated and feedback and direction provided by WHO and at least one other expert from outside WHO prior to their finalization (Project Board). The Project Board, as facilitated by WHO, will provide feedback and direction throughout the process and prior to Output finalization, as appropriate. As needed, WHO will facilitate liaison with the International Small Community Water Supply Network. Final approval on outputs will be provided by WHO.

2.3 Deliverables

The following is the set of Outputs required with their corresponding expected delivery dates. WHO reserves the right to amend these as required. If the delivery dates are moved forward, then an appropriate amendment will be negotiated with the successful bidder.

Unless otherwise negotiated with the successful bidder, feedback relating to all Outputs detailed below is to be provided by WHO within two weeks of receipt of the same.

If there are any delay in the sharing of the bench marking tools with the contractor, then WHO and the contractor will renegotiate delivery date for the last output.

Outputs	Delivery Dates
Draft list of five technologies to be assessed, including a description of each	One week after contract signed
Final list based on direction received from WHO	One week after feedback provided by WHO
Draft literature review for each of the five technologies agreed upon	Three months after contract signed
Draft data requirements and sources for these data	Three months after contract signed
Final data requirements and sources for these data based on feedback provided by WHO	One week after feedback provided by WHO
Draft assessment of the five leap-frog technologies, including benefits and limitations, and generalized lessons learned and based on literature review and analysis of data.	Seven months after contract signed
Reviewed assessment based on feedback received from WHO	One month after feedback provided by WHO



3. INSTRUCTIONS TO BIDDERS

The following instructions to bidders are provided to instruct the recipients of the RFP.

3.1 Language of the Proposal and other Documents

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged by the bidder and WHO shall be written in the English language.

3.2 Cost of Proposal

The bidder shall bear all costs associated with the preparation, submission and defence of the proposal up to the final award of the contract. WHO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

3.3 Contents of the Proposal

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected.

The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP.

Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal.

Individuals or institutions interested in undertaking the preparation of the work are requested to submit a brief proposal providing:

- Statement of method not exceeding two pages (with attachments if necessary);
- Detailed outline and estimated size (e.g. page length) of each output;
- Competency statement not exceeding one page (with attachments if necessary);
- Detailed budget, including all-inclusive cost for each specific output, in US\$;
- Timeframe (duration) for work if selected;
- Detailed *curriculum vitae* of the persons to be involved in providing the service;
- Description of any particular advantages of the bidder in relation to this project;
- Signed Declaration of Interest form(s) (Annex 1)
- A signed Bidder's Certification form, indicating willingness to abide by the terms and conditions set forth in this document should be included (Annex 2).
- References to similar work conducted in the past.

Attached to the proposal the bidder may submit copies of similar work they may have undertaken in the past and demonstrate their ability to meet deadlines.

Where appropriate, letters of support from the head of the institution (in case of institutions) or letters confirming university affiliation (in case of individuals) must be submitted along with the application.



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3.4 Communications during the RFP Period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify the WHO via email at the following address **no later than September 7th, 2008**.

N.B.: Co-ordinates for submission of all queries:
Email: mercerj@who.int

The WHO Technical Officer will respond in writing (via email only) to any request for clarification of the RFP that it receives prior to the closing date of the proposal. A consolidated document of WHO's response 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. Questions are to be submitted in the format "Paragraph Number - Question."

There shall be no individual presentation by or meeting with bidders until after the closing date. There should be no contact with WHO officials concerning the RFP process, from the date of issue of this RFP to the final selection, other than with the WHO Technical Officer and/or Officials designated by him.

3.5 Format and Signing of Proposals

The bidder shall submit three (3) copies each of the complete proposal to the address in the section 3.6 *Sealing and marking of proposals*. Each complete proposal should include the following:

- Hard copy of proposal and supporting documents (marked clearly **Sealed Bid Ref 1280**) in line with the indication of Section 3.4.

Please also note the following instructions for preparation of the Proposal:

- 1) The three (3) copies shall be labelled "Master Copy" and "Copy 1", "Copy 2" and so on, as appropriate. The bidder must ensure that the content of all copies is identical. If at any time a difference is discovered between any copies of the proposal then the "Master Copy" will prevail as the official copy.
- 2) The three (3) hard copies shall be unbound, provided in binders from which pages may be removed easily. Dividers may be used to separate sections of the document, if needed.
- 3) All pages of the proposal shall be numbered in the format 'Page X of Y'.
- 4) All three (3) copies of the proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.



3.6 Sealing and Marking of Proposals

Three (3) copies of the complete proposal must be sent by registered mail, via courier or hand delivered, in a **sealed** envelope or parcel to the following address:

**Sealed Bid Ref: 1280
Attn: Jennifer Mercer
Technical Officer
Unit on Assessment and Managing Environmental Risks to Health
World Health Organization
20 Avenue Appia
1211 Geneva 27
Switzerland**

NOTE: If the envelopes are not sealed and marked as per the instructions in this clause, WHO will not assume responsibility for the proposal's misplacement or premature opening.

3.7 Period of Validity of Proposals

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 on the grounds that it is non-responsive. 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 the request will not be required nor permitted to modify its proposal.

3.8 Closing Date for Submission of Proposals

Proposals must be received at WHO at the address specified in section 3.6 *Sealing and marking of proposals* no later than September 22nd, 2008, 11:00 hours, Central European Time.

WHO may, at its own discretion, extend this closing date for the submission of proposals by amending the RFP in accordance with clause Amendments of RFP at any time up to and after the closing date, in which case all rights and obligations of WHO and bidders previously subject to the closing date will thereafter be subject to the closing date as extended.

Any proposal received by WHO after the closing date for submission of proposals, pursuant to closing date for the submission of proposals, may be rejected. WHO reserves the right to review proposals submitted after the closing date if it deems this to be in its best interest. Only hard copies are acceptable as official bid entries. No emailed proposals will be accepted as an official bid.

3.9 Modification and Withdrawal of Proposals

The bidder may withdraw its proposal anytime after the proposal's submission and before the opening date, provided that written notice via email and fax of the withdrawal is received by WHO prior to the closing date prescribed for submission of proposals.

The bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched to be received before the closing date in accordance with section 3.8 *Closing date for submission of proposals*. The withdrawal notice may also be sent by email but must be followed by a signed confirmation copy received by the closing date.

Email for withdrawal of proposal: merceroj@who.int

No proposal may be modified after the closing date for submission of proposals, unless WHO has issued an amendment to the RFP allowing such modifications (see section 3.11 *Amendments of the RFP*).



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No Proposal may be withdrawn in the interval between the opening date and the expiration of the period of proposal validity specified by the bidder in the proposal.

3.10 Receipt of Proposals from Non-invitees

WHO may, at its own discretion, extend the RFP to bidders that were not included in the individual invite list if this is necessary and in the interest of the Organization.

3.11 Amendments of the RFP

At any time prior to the closing date for submission of proposals, WHO may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP by amendment. Amendments could include modification of project scope or requirements, project timeline expectations 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. Bidders are not required to modify their Proposal in the event of an amendment.

4. OPENING AND EVALUATION OF PROPOSALS

4.1 Opening of Proposals

WHO will open the proposals in the presence of a Committee formed by WHO in Geneva, Switzerland or in Ottawa, Canada, on **September 25th, 2008, at 16:00 Central European Time**. Each proposal will be opened during the session, each bidder will be announced and each Financial Proposal total cost will be read aloud. Bidders may wish to attend the session (at their own cost) and should inform WHO in advance via email if they plan to attend. Non-attendance has no implication on the evaluation of the bids.

4.2 Clarification of Proposals

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal to assist in the examination, evaluation and comparison of proposals. 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.

4.3 Preliminary Examination of Proposals

WHO will examine the 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.

Please note that WHO is not bound to select any of the individual/institutions submitting proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's general principles, including economy and efficiency, WHO does not bind itself in any way to select the individual/institution offering the lowest price.



4.4 Technical Evaluation of Proposals

Criteria taken into account will include excellence and value for money. Selection will take account of competence as evidenced by familiarity with the subject matter work; demonstrated delivery capacity (and deliverables of the type required); and cost.

More specifically bidders will be evaluated against the following key criteria:

Key Criteria	Relative importance to overall evaluation
Overall quality of Proposal (e.g. format and spelling)	5%
Suitability of proposed methods (e.g. appropriate list of source materials to be used)	15%
Appropriateness and thoroughness of outputs as outlined (e.g. outline in keeping with intended output)	20%
Experience and References Must include the participation of individual(s) with expertise in the strategies and/or practices for the collection and dissemination of information in support of water management must contribute to the work	10%
Cultural Fit to WHO (e.g. Demonstrates understanding of the need to design outputs suitable for use in both developed and developing countries)	10%
Cost Submitted in USD	40%

The evaluation may include a meeting with the contractor. Every bidder will be notified in due course of the outcome of the evaluation.

4.5 Bidders' Presentations

At the discretion of WHO, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders will be asked to give a presentation of their proposal (possibly with an emphasis on a topic of WHO's choice) followed by a question and answer session. The presentation will be held at WHO Headquarters, Switzerland or by videoconference/Internet.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.



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5. AWARD OF CONTRACT

5.1 Award Criteria, Award of Contract

WHO reserves the right to 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 any obligation to inform the affected bidder or bidders of the grounds for the WHO's action.

Prior to expiration of the period of proposal validity, WHO will award the contract to the qualified bidder whose proposal, after being evaluated, is considered to be the most responsive to the needs of the Organization and activity concerned.

WHO has the right to eliminate bids for technical reasons throughout the evaluation process. However, WHO is under no obligation to state the reasons for elimination to the bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not obligate WHO to contract for the supply of any products or services.

5.2 WHO's Right to modify Scope or Requirements during the Proposal Process

WHO reserves the right to, at any time during the proposal process, modify the scope of services and goods specified in the RFP. At any step in the evaluation process, WHO reserves the right to issue an amendment to the RFP detailing the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Official elimination is signified by a direct communication to that effect from WHO.

5.3 WHO's Right to Extend/Revise Scope or Requirements at Time of Award

WHO reserves the right at the time of award of contract to extend/revise the scope of services and goods specified in the RFP without any change in base price of services (e.g. day rate for resources) or other terms and conditions.

5.4 WHO's Right to enter into Contract Price Negotiations

WHO reserves the right to enter into contract price negotiations with one or more bidders that have not been eliminated during the evaluation process.

5.5 Signing of the Contract

Within 30 days of receipt of 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.



6. GENERAL AND CONTRACTUAL CONDITIONS

The general terms and conditions of the contractual agreement ("the Agreement for Performance of Work") between WHO and the selected bidder ("the Contractor") will include provisions as set forth in this section, and will be as follows:

1. It is understood that the execution of the work does not create any employer/employee relationship. In this respect, the contractual partner shall be solely responsible for the manner in which the work is carried out. Thus, WHO shall not be responsible for any loss, accident, damages or injury suffered by any person whatsoever arising in or out of the execution of this work, including travel. Without prejudice to the foregoing, WHO may in certain cases provide insurance coverage for the contractual partner as set forth here below. For travel in WHO vehicles, WHO may provide passenger insurance covering the contractual partner. WHO may also provide accident insurance coverage if and while the contractual partner, exceptionally, carries out work on WHO's premises. WHO declines any responsibility for non-payment by the insurance company of all or part of a claim for any accident, in which case the contractual partner shall be obliged to immediately reimburse WHO all or part of any advance paid by WHO to the contractual partner.
2. All rights in the work, including ownership of the original work and copyright thereof, shall be vested in WHO, which reserves the right (a) to revise the work, (b) to use the work in a different way from that originally envisaged, or (c) not to publish or use the work.
3. If the option, on the face of this agreement, for payment of a fixed sum applies, that sum is payable in the manner provided, subject to proper performance of the work. If the option for payment of a maximum amount applies, the funds shall be used exclusively for the work specified in this agreement and any unspent balance shall be refunded to WHO. In this latter case, any financial statement required shall reflect expenditures according to the relevant main categories of expenditure.
4. If the work is not satisfactorily completed (and, where applicable, delivered) by the date fixed in this agreement, WHO may specify an additional period within which this agreement must be satisfactorily performed. Normally such additional period should be of at least one week duration, unless it is clear from the agreement that it was particularly important that the performance be completed on the date specified, in which case WHO may specify a shorter period or refuse to grant any additional period at all. In the event that the work is not satisfactorily performed on the date fixed, or any additional period granted by WHO, WHO may rescind this agreement (in addition to the other remedies), subject to an equitable arrangement being made in case of delay caused by force majeure.
5. Any technical report or financial statement required shall be submitted upon completion of the work and, at the latest, within 90 days of the normal date for completion.
6. If the contractual partner signs this agreement in his/her personal capacity and not on behalf of a legal entity, then the contractual partner certifies that he/she does not presently, and will not during the term of this agreement, hold any form of contractual relationship with WHO (including any WHO regional, country or project office, as well as any programme, center or other entity where staff is subject to WHO Staff Regulations and Rules) that confers upon the contractual partner the status of a WHO staff member. The contractual partner understands that a false statement may result in the cancellation of any or all contracts, and/or the withdrawal of any offer of a contract, with WHO.



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7. Any dispute relating to the interpretation or application of this agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with the Rules of Arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.

Services under this Contract will be supplied on a fixed-price basis in a UN convertible currency (preferably US Dollars), based on the UN exchange rate of the date of invoice.



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ANNEXES



Annex 1: Declaration of Interests for WHO Experts

The assistance of distinguished authorities knowledgeable in a variety of medical and scientific professions is essential to the solution of international health issues. **It is expected that persons qualified to serve as an expert for the World Health Organization (WHO) may have private interests related to the subject of their expertise. At the same time, it is imperative that situations be avoided in which such interests may unduly affect, or may be perceived to affect, an expert's impartiality or the outcome of work in which he/she was involved.**

To assure the highest integrity, and hence public confidence, in the activities of the Organization, WHO regulations and policies require that all experts serving in an advisory role disclose any circumstances which could give rise to a **potential conflict of interest** (i.e., any interest which may affect, or may reasonably be perceived to affect, the expert's objectivity and independence). Accordingly, in this Declaration of Interest form, you are requested to disclose any financial, professional or other interest relevant to the subject of the work or meeting in which you will be involved and any interest that could be significantly affected by the outcome of the meeting or work. You are also asked to declare relevant interests of others who may, or may be perceived to, unduly influence your judgment, such as immediate family members, employers, close professional associates or any others with whom you have a substantial common personal, financial or professional interest.

Kindly complete this form and submit it to WHO Secretariat, well in advance of the meeting or work. You are also asked to inform the Secretariat of any change in this information that occurs before or during the course of the meeting or work. If WHO considers that a potential conflict of interest exists, one of several outcomes can occur, depending on the circumstances involved: (i) you may be invited to continue to participate in the meeting or work, provided that your interest would be publicly disclosed; (ii) you may be asked not to take part in the portion of the meeting, discussion or work related to your interest, or not participate in related decisions; or (iii) you may be asked not to take part in the meeting or work altogether. Non-completion of the DOI form would preclude further consideration of an expert's participation.

Experts are requested to agree that any relevant conflicts may be **publicly disclosed** to other meeting participants and in the resulting report or other work product. The Secretariat will assume that you consent to such a disclosure, unless you check "no" in the space provided on the last page of this form. The information disclosed by you **may later be made available** to persons outside of WHO if the objectivity of the work or meeting in which you are involved is questioned and the Director-General considers disclosure to be in the best interests of the Organization, although only after discussion with you.

Name:
Institution:
Email:

Date and title of meeting or work, including description of subject-matter to be considered (if a number of substances or processes are to be evaluated, a list should be attached):



Please answer each of the questions below. If the answer to any of the questions is "yes", briefly describe the circumstances on the last page of the form.

The term "you" refers to yourself, your employer and your immediate family members (i.e., spouse (or partner with whom you have a similar close personal relationship) and your minor children). "Commercial entity" includes -- aside from any commercial business -- an industry association, research institution or other enterprise whose funding is significantly derived from commercial sources having an interest related to the subject of the meeting or work. "Organization" includes a governmental, international or non-profit organization. "Meeting" includes a series or cycle of meetings.

EMPLOYMENT AND CONSULTING

Within the past 3 years, have you received remuneration from a commercial entity or other organization with an interest related to the subject of the meeting or work? Please also report any application or negotiation for future work.

- 1a Employment Yes No
- 1b Consulting, including service as a technical or other advisor Yes No

RESEARCH SUPPORT

Within the past 3 years, have you or your department or research unit received support or funding from a commercial entity or other organization with an interest related to the subject of the meeting or work? Please also report any application or award for future research support.

- 2a Research support, including grants, collaborations, sponsorships, and other funding Yes No
- 2b Non-monetary support valued at more than US\$1000 overall (include equipment, facilities, research assistants, paid travel to meetings, etc.) Yes No

INVESTMENT INTERESTS

Do you have current investments (valued at more than US\$10 000 overall) in a commercial entity with an interest related to the subject of the meeting or work? Please also include indirect investments such as a trust or holding company. You may exclude mutual funds, pension funds or similar investments that are broadly diversified.

- 3a Stocks, bonds, stock options, other securities (e.g., short sales) Yes No
- 3b Commercial business interests (e.g., proprietorships, partnerships, joint ventures) Yes No

INTELLECTUAL PROPERTY

Do you have any current intellectual property rights that might be enhanced or diminished by the outcome of the meeting or work?

- 4a Patents, trademarks, or copyrights (also include pending applications) Yes No
- 4b Proprietary know-how in a substance, technology or process Yes No

PUBLIC STATEMENTS AND POSITIONS (during the past 3 years)

- 5a As part of a regulatory, legislative or judicial process, have you provided an expert opinion or testimony, related to the subject of the meeting or work, for a commercial entity or other organization? Yes No
- 5b Have you held an office or other position, paid or unpaid, where you may be expected to represent interests or defend a position related to the subject of the meeting or work? Yes No

ADDITIONAL INFORMATION

- 6a **If not already disclosed above, have you worked for the competitor of a product which is the subject of the meeting or work, or will your participation in the meeting or work enable you to obtain access to a competitor's confidential proprietary information, or create for you a financial or commercial competitive advantage?** Yes No
- 6b To your knowledge, would the outcome of the meeting or work benefit or adversely affect interests of others with whom you have substantial common personal, financial or professional interests (such as your adult children or siblings, close professional colleagues, administrative unit or department)? Yes No



**Identifying and mapping information and data requirements for
Implementing and assessing drinking water programs**

Request for Proposal

World Health Organization

6c Is there any other aspect of your background or present circumstances not addressed above that might be perceived as affecting your objectivity or independence? Yes No

7. TOBACCO OR TOBACCO PRODUCTS (*answer without regard to relevancy to the subject of the meeting or work*)

Within the past 3 years, have you had employment or received research support or other funding from the tobacco industry or had any other professional relationship with an entity, directly involved in the production, manufacture, distribution or sale of tobacco or tobacco products or representing the interests of any such entity? Yes No

EXPLANATION OF "YES" RESPONSES: If the answer to any of the above questions is "yes", check above and briefly describe the circumstances on this page. If you do not provide, the amount or value of the interest, where requested, it will be assumed to be significant.

Nos. 1 - 4: 7 Type of interest, question number and category (e.g., Intellectual Property 4.a copyrights) and basic descriptive details.	Name of company, organization, or institution	Belongs to you, a family member, employer, research unit or other?	Amount of income or value of interest (if not disclosed, is assumed to be significant)	Current interest (or year ceased)



World Health Organization

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Nos. 5-6: Describe the subject, specific circumstances, parties involved, time frame and other relevant details

CONSENT TO DISCLOSURE. The Secretariat will assume that you consent to the disclosure of any relevant conflicts to other meeting participants and in the resulting report or work product, unless you check "no" in the space provided here. If you check "no", the Secretariat will not disclose the information without your prior approval, although this may result in your not being able to participate in the meeting or conference. **No:**

DECLARATION. I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

Should there be any change to the above information due to the fact that I acquire additional interests, I will notify the responsible staff of WHO and complete a new declaration of interests detailing the changes. This includes any change which occurs before or during the meeting or work itself and through the period up to the publication of the final results.

Date: _____

Signature _____



Annex 2: Bidder's Certification

I warrant that I, as the Responsible Administrative Authority for the Bidder, have the full authority to execute this Bidder's Certification and to thereby bind the Bidder.

Signature of Responsible Administrative Authority:

I certify that I have read and I accept the conditions listed in the *Request for Proposal: Preparation of WHO Guidance on Communication with Respect to Safe Drinking Water and Household Hygiene*.

Signature of Bidder:

Name of Bidder:

Title of Bidder:

Name of Institute (if applicable):

Date: