Request for Proposals No.: 2019/UHC/WKC/0021

To develop graphic design and layout of the WHO Guidance on Research Methods for Health Emergency and Disaster Risk Management (Health-EDRM)

Please note also that the window for questions closed 3 working days before the proposal submissions deadline (i.e. 21 November 2019).

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Q1. Can international Firms, outside the host country of implementation, participate in this RFP?

A Yes.

Q2: Is there any Branding Guidelines existing for The WHO -Research Methods for Health Emergency and Disaster Risk Management (Health-EDRM) Org today? Will you be providing us with a set of brand guidelines?

A: We have no branding guidelines for this new publication, however, it should be developed strictly in accordance with "WHO style guide" which can be provided.

Q3: Is there any particular range in terms of commercials (Budget/Financials) you have in mind for the end to end delivery of this project?

A: No range is provided for this RFP. Financial proposals will be evaluated as described on p22 of the RFP. The financial proposal should be coherent with the technical proposal.

Q4: As a part of the current design strategy, do you have an existing style guide/ Brand Strategy?

A: The design depends on the each research and each research area. There's no existing style for this research as this is WKC's first publication on health Emergency area. For the WHO & WKC publications, please refer to websites.

WKC publications: https://extranet.who.int/kobe_centre/en/publication

WHO publications: https://www.who.int/publications/en/

Q5: Which project implementation strategy/approach would you prefer? Is the organization comfortable with Waterfall, Spiral, Iterative, or Agile methodology for delivery? Please choose one?
A: The technical proposal can include the suggested approaches and the choice of the most convenient one to both parties can be agreed upon once the bidder has been identified.

Q6: Do you prefer Face-to-face Discovery/Requirements gathering/scoping/Timeline discussions or remote sessions?
A: Remote sessions are preferred (via phone, teleconference, videoconference, etc.). All the process can be through remote process and teleconferences.

Q7: Do you want Face-to-face Training for the end users?
A: No. The services to provide to not require face-to-face training.

Q8: Can travel costs for Face-to-face training and requirement gathering/Discovery workshops be included as a part of the proposal?
A: Please include the budget for travelling, if you think the face-to-face gathering is required on your process.

Q9: Design concepts can be unto 12 pages for sample. Please mention if anything specific is needed in the initial samples? Can you provide previous year samples/open files?
A: There’s no specification which currently can be provided for initial samples. Please refer to the websites for the previous publications.

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