BIDS EVALUATION COMMITTEE
Terms of Reference (TOR)

Introduction

Since 1978, the World Federation of Public Health Associations (WFPHA) has held its World Congress on Public Health (WCoPH). This event is unique, as it is the only conference dedicated exclusively to global public health. It brings together public health practitioners and researchers, students in public health and the health sciences, policy makers, representatives from national Ministries of Health and international multilateral organizations, as well as people from outside of the classical medical sector. It offers an opportunity to share and exchange experiences, showcasing effective practices, policy and advocacy, research results, and providing a forum where people at the front line of public health practice can learn from each other. The aim of the WCoPH is to leave delegates reinvigorated and better prepared to contribute to national, regional and global efforts to achieve Health and Health Equity for All.

In December 2018, the Governing Council of the World Federation of Public Health Associations (WFPHA) approved the concept of a permanent Bid Evaluation Committee to assess applications or bids for hosting of the World Congress on Public Health. This document aims to define the terms of reference for this committee in line with WFPHA bylaws and committee guidelines.
Committee Chair
Starting from 2019, the term of office for the Committee Chair is for three years, renewable for up to two additional consecutive terms. The Chair should be familiar with the WFPHA governance structures and procedures and able to allocate sufficient time in support of the Committee. The Chair should be a member of a WFPHA full member organization. The Chair should coordinate the Committee in agreement with its members. He/she can remain a Committee member after his/her term has ended.

We recommend that the current Chair be the inaugural Chair of the permanent Bid Evaluation Committee.

Criteria for Committee members
- The Committee will consist of at least five members, and not more than nine members. At least one member should be from each WFPHA region;
- Diversity in term of gender and age shall be prioritized;
- Committee members should be fluent in English, the language in which the bids are prepared;
- Committee members should have organizational and financial skills and be familiar with congress organization and/or evaluation practices.

A rotating delegate from the organizing committee of previous WCoPH will participate in the subsequent bid evaluation, and will stay until the selection of the Congress has been performed.

Of note, Bids Evaluation Committee members from the PHAs bidding to host a WCoPH, should recuse themselves from the committee for the corresponding evaluation period to avoid conflicts of interest.