

CALL FOR PROPOSALS
Development of Training Module and e-Learning
Course on Mental Health Advocacy and
Leadership for Persons with Lived Experience
(PWLE)



1. Summary

The World Health Organization (WHO) Philippines is looking for an academic or institutional partner to provide technical support for development of training module and e-Learning course on Mental Health advocacy and leadership for persons with lived experience (PWLE) under an Agreement for Performance of Work (APW) contract.

The proposals are due by 30 May 2022.

2. Background

With the passage of the Philippines' Republic Act (RA) 11036, otherwise known as the "Mental Health Act", as well as the issuance of its Implementing Rules and Regulations (IRR), there is a need for the Department of Health, in coordination with relevant government agencies, to develop and issue necessary guidelines and rules of practice relating to the operationalization of the provisions of the law. The state affirms the basic right of all Filipinos to mental health as well as the fundamental right of people who require mental health services. The law promotes mental health and mental health care services are made available to the public.

The right to health is fundamental to the World Health Organization's (WHO's) mission and vision and underpins our efforts to achieve universal health coverage (UHC). The foundation of UHC is strong health systems, based on primary care, that deliver evidence-based, person-centered services that respect people's values and preferences. WHO has launched the Quality Rights training guidance and modules such as the Advocacy for mental health, disability, and human rights - to enhance knowledge, skills, and understanding among key stakeholders on how to promote the rights of persons with psychosocial, intellectual or cognitive disabilities and improve the quality of services and supports being provided in mental health and related areas, in line with international human rights standards, and in particular the United Nations Convention on the Rights of Persons with Disabilities and the recovery approach.

In this regard, DOH has requested WHO Philippines to facilitate the development of a training module, facilitator's guide, and e-learning course that is compliant with DOH standards for the Mental Health Advocacy and Leadership for Persons with Lived-Experience.

3. Timeline

The implementation timeline is from June 2022 to December 2022.

4. Place of Assignment

Manila, Philippines.

5. Scope of Work

Method(s) to carry out the activity

Under the direct supervision of the WHO Country Office for the Philippines, the contractual partner/institution shall perform the following tasks/responsibilities in close collaboration with the respective officers within the DOH DPCB Mental Health Division, Health Human Resource Development Bureau (HHRDB) and other relevant offices.

The contractual partner/institution is expected to:

Method(s) to carry out the activity

- a. To develop a Learning and Development Needs Assessment (LDNA) tool
- b. To develop training module, facilitators' guide and instructional guide
- c. To design an interactive e-learning course
- d. To develop a monitoring and evaluation framework and tools for training
- e. Conduct a pilot testing/validation of the training package and tools

Outputs and Deliverable:

Output 1: Inception Report with itemized work plan and Gantt chart of activities

Deliverable 1.1: Develop a work plan with Gantt chart of activities. The work plan will be part of the inception report that will be submitted to WHO Philippines at the beginning of the engagement. The inception report, to be submitted within 7 days of commencing the assignment, will demonstrate the contractual partner's conceptual and implementation approach and methodology, scope of work, resources required, and the timeline of activities to guide the assignment and to meet the agreed upon deliverables.

Deliverable 1.2: Discuss the inception report and work plan with DOH Mental Health Division and WHO Philippines. Inception Report to include the following minimum content: Background, Objectives and Outputs, Proposed Methodology, Program of Activities: List of Activities, Timeline, Project Management/Support Structure, Composition of Project Team

Output 2: Review of Literature, models, standard training materials and design: Training Module and e-Learning Course on Mental Health Advocacy and Leadership for Persons with Lived Experience

Deliverable 2.1: Submit a review of literature, and existing materials (such as the WHO Quality Rights e-training, guidance modules for Advocacy, and other relevant materials), to locally adapt and design for the Philippine context

Deliverable 2.2: Conduct coordination meetings with WHO, DOH, Regional Mental Health Coordinators, and other key stakeholders on the development of the Learning and Development Needs Assessment (LDNA) tool

Deliverable 2.3: Submit validated LDNA tool for reviews and approvals with DOH

Deliverable 2.4: Conduct at least 3 (three) 1 to 2-day face-to-face consultative meetings/workshops for educators, interested groups, and key stakeholders to facilitate expert reviews of the draft training modules. Maximum of 40 participants for each workshop/meeting.

Deliverable 2.5: Submit and present Progress Reports (analysis of the outcome of workshops) with documentation materials (e.g. proceedings, minutes, photos, videos, recordings, attendance sheet, evaluation summary, draft documents, and presentations) – e-copies in PDF and the editable file saved in hard drives and hardbound copies (following DOH formats)

Deliverable 2.6: Submit draft version and layout of the training module, facilitator's guide, and instructional guide for reviews

Output 3: Pilot Testing of the Training Module and e-learning course for Mental Health Advocacy and Leadership for Person with Lived Experience

Deliverable 3.1: Plan, design, and co-facilitate with DOH and WHO Philippines the pilot testing of the developed training module.

Deliverable 3.2: Submit and present Progress Reports (analysis of the outcome of workshops) with documentation materials (e.g. proceedings, minutes, photos, videos, recordings, attendance sheet, evaluation summary, draft documents, and presentations) – e-copies in PDF and the editable file saved in hard drives and hardbound copies (following DOH formats)

Output 4: Monitoring and Evaluation Framework and Tools and Sustainability Plan

Deliverable 4.1: Submit final draft Monitoring and Evaluation Framework and tools

Deliverable 4.2: Submit final draft of Sustainability Plan

Output 5: Final Draft Module, Technical Narrative Report, and Financial Report

Deliverable 5.1: Submit Final draft of the Training Module and e-learning course for Mental Health Advocacy and Leadership for Person with Lived Experience - training module, facilitator's guide, and instructional guide

Deliverable 5.2: Submit final Technical Narrative Report including documentation and analysis of outcome

- 5 copies hardbound following DOH format (1 ½ space, Arial, font 12)
- e-copies in 5 flash drives and via cloud storage
- Follow DOH format: Executive Summary, Background, General Information, Objectives, Description of Methodology, Findings and Observations / Detailed results, Conclusion, and Recommendations, Annexes as appropriate
- Submit 2-pager Technical Abstract

Deliverable 5.3: Submit a brief Financial Report

CONFIDENTIALITY The results, products, and reports of this APW are to be treated as confidential and must not be handed over to third parties. The DOH and WHO have exclusive ownership of the products and reports and reserve the right to further disseminate relevant information.

The contractual partner will also provide a disclaimer on the reports: This document has been produced with the assistance of the World Health Organization. The contents of this publication are the sole responsibility of the author and do not necessarily reflect the opinions, recommendations, or advice of the World Health Organization.

6. Qualifications

The contractual partner must fulfill the following qualifications:

Education and Certifications

- Essential: The team leader and members must have at least a Master's degree in any of the following fields: public health, epidemiology, medicine, information systems, or related fields from a recognized university.
- Desirable: With a post-graduate degree or advanced studies in public health, social sciences, mental health, or similar from a recognized institution.

Work Experience:

- Team Leader must have at least 7 years of relevant work experience in Mental Health and Recovery capacity building design interventions and implementation, public health programmes
- Relevant experience in mental health program planning, operations and implementation; familiar with the health system and community system of the country.

Skills / Technical skills and knowledge:

- With good technical writing and facilitation skills, knowledgeable in basic computer programs, and efficient organizational and management skills.

Language Requirement:

- The team or any team member must be fluent in English and Tagalog both oral and written.

Competencies

- Communicating in a credible, effective and culturally competent way
- Moving forward in a changing environment
- Fostering integration and teamwork
- Producing results.

7. Contract Time

The work to be done under this contract shall be APW on the development of a training module and e-Learning course on Mental Health advocacy and leadership for persons with lived experience as set out in the Terms of Reference. The contract will be completed in not more than 6 months from the commencement of the Work, or otherwise as agreed in writing among the Owner and the Contractor. The work shall be done in strict compliance with the Contract, Specifications, Schedules, and all other Contract documents and all Instructions. Failure to do so shall be at the Contractor's risk and account. Submission of Bid by the Contractor shall constitute an acknowledgement by the Contractor that it is aware of and concurs with all the requirements or conditions incorporated in the Call for Proposal and the other documents.

As time is an essential element of this Contract, for failure to complete all work within the stipulated as set out in the Terms of Reference, the Owner shall charge the Contractor

liquidated damages. This shall be in the amount of the sum of 0.5% of the total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed on total 10% (ten percent) of the contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and also for the inconvenience caused to the users of the Work. It is understood that this is not a penalty but a fixed sum representing the liquidated damages for each calendar day of the delay. Delay shall be counted from the agreed completion date, considering further time extensions approved by the Owner, to the date of completion of work.

8. Other Requirements

The contractor (both the institution and any individuals engaged in this work) shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

9. Management of Conflict of Interest

Any interest by an entity (individual/organization/company), expert or member of the project team that may affect or reasonably be perceived to (1) affect the expert's objectivity and independence in providing advice to WHO related to the conduct of a project, and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit or department).

WHO's conflict of interest rules are designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and of its normative work. If not identified and appropriately managed such situations could undermine or discount the value of expert's contribution, and as consequence, the work in which the expert is involved. Robust management of conflicts of interest not only protects the integrity of WHO and its technical/normative standard setting processes but also protects the concerned expert and the public interest in general.

10. Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

11. Submission Requirements

Interested institutions and/or individuals should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline.
- Company profile and curriculum vitae of team members.

Address all cover letters and proposals to:

Dr Rajendra-Prasad Hubraj Yadav

Acting WHO Representative to the Philippines

Ground Floor, Building 3, Department of Health San Lazaro Compound

Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title **Development of Training Module and e-Learning Course on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE)** to Mrs Ying Chen (cheny@who.int) and to wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

The deadline for submission of proposals is on **30 May 2022**.