

**CALL FOR PROPOSALS**  
**Development of e-Learning Course on mhGAP-IG**  
**(Mental Health Gap Action Program – Intervention**  
**Guide) in Nursing Schools**



**World Health**  
**Organization**

Representative Office  
for the Philippines

## **1. Summary**

The World Health Organization (WHO) Philippines is looking for an academic or institutional partner to provide technical support for development of e-Learning course on mhGAP - IG (Mental Health Gap Action Program – Intervention Guide) in nursing schools under an Agreement for Performance of Work (APW) contract.

The proposals are due by 30 May 2022.

## **2. Background**

Health systems around the world face enormous challenges in delivering care and protecting the human rights of people with mental, neurological, and substance use (MNS) disorders. What is required is to increase the capacity of the primary health care system for delivery of an integrated package of care by training, support and supervision. Hence, the WHO introduced the use of the Mental Health Gap Action Programme (mhGAP) Intervention Guide for mental, neurological and substance use disorders in non-specialized health settings.

There is a great need for accessible mental health services in the country and among the health care providers, the nurses are at the forefront of the delivery system and are deemed to support and provide mental health services in non-specialized settings.

mhGAP-IG pre-service education refers to the introduction of mhGAP-IG materials, concepts and approaches in teaching programmes for health workers before they enter service roles. Good pre-service training is invaluable in inculcating basic professional knowledge and skills. [Enhancing mental health pre-service training with the mhGAP Intervention Guide: experiences and lessons learned \(who.int\)](https://www.who.int/publications/m/item/enhancing-mental-health-pre-service-training-with-the-mhgap-intervention-guide-experiences-and-lessons-learned)

In this regard, DOH has requested WHO Philippines to facilitate the development of a Training Design, Training Module and Facilitator's guide on the e-learning Course on teaching mhGAP in Nursing Schools (mental health pre-service training with mhGAP-IG) that is compliant with Department of Health standards on e-learning courses on the DOH Academy online platform.

## **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, and other relevant offices.

The overall objective of the technical assistance is the development of an e-learning Course on Teaching mhGAP- IG in Nursing Schools. May refer to [Enhancing mental health pre-service training with the mhGAP Intervention Guide: experiences and lessons learned \(who.int\)](#)

The contractual partner/institution is expected to:

### **Method(s) to carry out the activity**

- a. To conduct a Learning and Development Needs Assessment (LDNA) among selected nursing schools on the development of the e-learning course on teaching mhGAP-IG in Nursing Schools
- b. To design an interactive e-learning course: Training Design, Training Module, Facilitators' Guide in collaboration with key stakeholders
- c. To develop a monitoring and evaluation framework and tools for training
- d. To conduct a pilot testing/validation of the training package and tools
- e. To co-develop an implementation plan with DOH and partners

### **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:**

Deliverable 2.1: Submit review of literature, existing materials on mhGAP-IG and other relevant documents on e-learning courses for nursing schools

Deliverable 2.2: Conduct coordination meetings with WHO, DOH, academic partners and other key stakeholders on the development of 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 consultative meetings/workshops for educators, concerned groups and key stakeholders to facilitate expert reviews of the draft training module.

Deliverable 2.5: Submit and present Progress Reports (analysis on 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 editable file saved in hard drives and hardbound copies (following DOH formats)

Deliverable 2.6: Submit draft version and layout of training design, training module, facilitator's guide

**Output 3:** Pilot Test the e-learning Course (Training Module)

Deliverable 3.1: Plan, design, and co-facilitate with DOH and WHO Philippines the pilot testing of the e-learning course with selected nursing schools.

Deliverable 3.2: Submit and present Progress Reports (analysis on the outcome of workshops) with documentation materials (e.g. Pilot activity design, photos/videos, attendance sheet, activity evaluation summary) – e-copies in PDF and editable file saved in hard drives and hardbound copies (following DOH formats)

Deliverable 3.3: Facilitate enhancements on the training module as necessary.

**Output 4:** Implementation Plan and Monitoring and Evaluation Framework and Tools

Deliverable 4.1: Submit final draft of Implementation Plan

Deliverable 4.2: Submit final draft Monitoring and Evaluation Framework and tools

**Output 5:** Final version Training Design and Module, Technical Narrative Report and Financial Report

Deliverable 5.1: Submit Final version of the Training Module and e-learning course - training design, training module, facilitator's 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 (Journal type, 2-5 pages) Technical Abstract, Conclusion and Recommendations, Annexes as appropriate

Deliverable 5.3: Submit 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 the exclusive ownership of the products and reports and reserve the right to further disseminate relevant information.

The contractual partner will also provide 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 does not necessarily reflect the opinions, recommendations, or advice of the World Health Organization.

## **6. Qualifications**

The contractual partner must fulfil 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, education, epidemiology, medicine, information systems or related fields from a recognized university.
- Desirable: With post-graduate degree or advanced studies in public health, education, social sciences, mental health, or similar from a recognized institution.

### Work Experience:

- Team Leader must have at least 5 years of relevant work experience in course/ curricula design, development and implementation (both written and virtual), public health programmes
- At least 2 years working experience in developing online courses
- Relevant working experience with the Department of Health within the past 3 years

### Skills / Technical skills and knowledge:

- With good technical writing and facilitation skills, knowledgeable in basic computer programs, 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 Development of an e-Learning Course on mhGAP - IG (Mental Health Gap Action Program – Intervention Guide) in Nursing Schools 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 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 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 on 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 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 an e-Learning Course on mhGAP - IG (Mental Health Gap Action Program – Intervention Guide) in Nursing Schools** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and to [wpplwr@who.int](mailto:wpplwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

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