

CALL FOR PROPOSALS
Development of an Online Training Module for the
Establishment of Internal Review Board (IRB) in
Mental Health Facilities



World Health Organization

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is searching for a contractual partner or institutional partner to support the development of an online training module for the establishment of an Internal Review Board (IRB) in Mental Health Facilities under an Agreement for Performance of Work (APW) contract.

The proposals are due by 24 August 2021.

2. Background

The WHO Special Initiative for Mental Health Philippines supports the delivery of target outputs and outcomes under Governance pillar of the Philippines' Mental Health Strategic Plan 2019-2023 and strengthen the effective implementation of the Mental Health Act. One area to be prioritized included is the creation of sustainable mental health governance and accountability structures. More info: [WHO Special Initiative for Mental Health: Philippines](#)

Section 14 of the Implementing Rules and Regulations of the Mental Health Act states that all facilities are mandated to create their respective Internal Review Board (IRB) to expeditiously review all cases, disputes, and controversies involving the treatment, restraint or confinement of service users within their facilities. Likewise, the said section provides for the functions and composition of the Internal Review Board (IRB), which shall include representatives from the Commission on Human Rights (CHR) and the Department of Health (DOH).

With this, the Department of Health has requested WHO Philippines to facilitate the development of an online module for the establishment of IRB in mental health facilities.

3. Timeline

The implementation timeline is from 30 August 2021 to 28 Feb 2022.

4. Place of Assignment

Manila, Philippines

5. Scope of Work

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 Disease Prevention and Control Bureau (DPCB) – Mental Health Division and related offices.

The contractual partner/institution is expected to:

1. To finalize a training manual, facilitator's guide and instructional guide
2. To conduct an interactive e-learning course/ capacity building program in target LGUs
3. To develop a monitoring and evaluation framework and tools for the training program

Outputs and Deliverables:

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 and WHO Philippines

Output 2: Team Members of the Contractual Partner will submit certificates of completed e-training in WHO Quality Rights, UN CPRD and other themes as directed, and a written literature review for key articles, policies, guidelines, plans, assessment reports, etc.

Deliverable 2.1: Submit certificates of the team members demonstrating completion of the WHO Quality Rights e-training <http://bit.ly/QualityRightsPH>

Deliverable 2.2: Submit written literature review, assessment reports and other sources agreed with DOH and WHO.

Output 3: Plan, Design and Conduct Online Module for the Establishment of IRB in Mental Health Facilities

Deliverable 3.1: Plan, Design and Conduct at least 5 batches of online Module for the Establishment of IRB in Mental Health Facilities

Deliverable 3.2: Submit final training module and functional prototype of the interactive e-learning course for the Establishment of IRB

Deliverable 3.3: Submit Documentation, analysis reports and materials (e.g. proceedings, attendance sheets, minutes, presentations, photos, videos, recordings, printed copies etc.)

Output 4: Monitoring and Evaluation Framework and Sustainability Plan

Deliverable 4.1: Develop and submit a monitoring and evaluation framework and tools

Deliverable 4.2: Develop and submit a sustainability plan

Output 5: Technical Narrative and Financial Report

Deliverable 5.1: Submit Final Technical Report (editable PDF and 5 printed copies) following DOH approved format including documentation and analysis of outcome of the capacity building, possible recommendations with supporting documents/materials in 5 flash drives and cloud storage.

Deliverable 5.2: Submit final 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 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

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

Work Experience

- Team Leader must have at least 3 years of relevant work experience in training development course/curricula design and implementation.
- Relevant experience in e-learning/online capacity building program planning, operations and implementation; development of flexible learning materials
- Desirable: Experience working with DOH on similar or related projects within the past 3 years

Technical Skills and Knowledge:

- With good technical writing and facilitation skills, knowledgeable in computer programs and virtual/online platforms, efficient organizational and management skills

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 the **Development of an Online Module for the Establishment of IRB in Mental Health Facilities** 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 of 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. Submission Requirements

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

- Cover letter
- Curriculum vitae
- Proposal

Address all proposals to:

Dr Rabindra Abeyasinghe

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 Online Module for the Establishment of IRB in Mental Health Facilities** to wpphlwr@who.int.

Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **24 August 2021**.