

# **CALL FOR PROPOSALS**

**Technical Assistance for the Development of  
Monitoring and Evaluation Framework for  
Mental Health Psychosocial Support (MHPSS)  
during the COVID-19 Pandemic**



**World Health  
Organization**

Representative Office  
for the Philippines

## **1. Summary**

The World Health Organization (WHO) Philippines is looking for an institutional or individual contractual partner for the development of monitoring and evaluation framework for Mental Health Psychosocial Support (MHPSS) during the COVID-19 pandemic under an Agreement Performance of Work (APW) contract.

The proposals are due by 17 September 2021.

## **2. Background**

Exposure to disasters and emergencies not only brings about destruction and loss of lives, livelihood and property, but also causes immense and unquantifiable sufferings in the lives of those affected, especially the children, the poor and persons with disabilities, whose capacity to cope with a disaster is limited. With this, psychosocial health supports are essential to protect mental and psychosocial well-being in emergencies through multi-sectoral collaboration in providing contextually and culturally appropriate psychosocial services.

The provision of Mental Health and Psychosocial Support (MHPSS) to communities and individuals, particularly the vulnerable groups during emergencies is a crucial and life-saving stance. A strong Monitoring and Evaluation System (M&E) would help generate accurate, timely, and comparable data to inform decision-making and demonstrate progress towards goals and targets. As DOH continue to implement measure to support MHPSS as an important component of the disaster preparedness and response, the DOH has requested WHO Philippines to support monitoring and evaluation of MHPSS activities during the ongoing COVID-19 pandemic.

## **3. Planned timelines**

The implementation timeline for the project is from 20 September to 20 December 2021.

## **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 shall perform the following tasks/responsibilities in close collaboration with the respective officers within the DOH Health Emergency Management Bureau (HEMB) and other related Offices.

The contractual partner is expected to undertake the following:

1. Review existing MHPSS data, related guidelines, policies, plans and implementation reports.
2. Conduct consultative workshops and meetings with the MHPSS Sub cluster and key stakeholders in the development of the MHPSS M&E framework.
3. Submit duly approved final version of M&E framework.
4. Conduct MHPSS assessments on MHPSS challenges and concerns during the COVID-19.

The implementation of the MHPSS program shall be guided by the MHPSS Core Domains as reflected in the NDRRMC Memo 62 on the National Guidelines on MHPSS:

1. Community mobilization and support;
2. Health services;
3. Education; and
4. Dissemination of Information.

It shall also consider cross cutting issues in the implementation of the program: coordination, assessment, monitoring and evaluation, protection and human rights standards and human resources.

### **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 WHO Philippines and DOH.

Output 2: Mental Health and Psychosocial Support M&E Framework Development.

Deliverable 2.1: Submit review of literature and key documents (MHPSS related guidelines, policies, plans, reports, as well as existing data and implementation structures and mechanisms).

Deliverable 2.2: Discuss with the Department of Health, WHO Philippines and key stakeholders and solicit inputs on indicators, definitions and appropriate means of verification and agree on a schedule when / how often certain indicators should be assessed (i.e., monitored) or evaluated.

Deliverable 2.3: Submit approved final version of M&E framework.

Deliverable 2.4: Documentation (e.g. proceedings, minutes, photos, videos, recordings, etc.).

Output 3: Plan, Design and Conduct Surveys/Assessments for M&E on MHPSS Baseline Report.

Deliverable 3.1: Develop, map out and implement surveys or other assessment activities necessary to complete an M&E Baseline Report.

Deliverable 3.2: Submit drafts for review and finalise MHPSS Baseline Report, based on the final M&E framework.

Output 4: Technical Narrative and Financial Report.

Deliverable 4.1: Submit final technical narrative report which includes possible recommendations with supporting documentation (e.g. proceedings, minutes, photos, videos, recordings, etc.).

Deliverable 4.2: Submit approved 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 individual contractual partner or team members of the institution 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, epidemiology, information systems 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

- At least five years of relevant work experience in designing M&E frameworks or statistics, public health programmes.
- Relevant experience in mental health program planning, operations and implementation; familiar with the health system and community system of the Country.

### Technical Skills and Knowledge

- With good technical writing and facilitation skills, knowledgeable in basic computer programs, efficient organizational and management skills.
- Experience with the UN system or other international organizations is an advantage.

### Language Fluency:

- Excellent verbal and written communication skills in English and Filipino.

## 7. Contract Time

The work to be done under this contract shall be as set out in the terms of reference. The contract will be completed in not more than 3 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 should submit electronic copies of the following:

- Cover letter;
- Company profile and qualifications of team members (if institution) or curriculum vitae (if individual); and
- Proposal with financial details and proposed timeline.

Kindly 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: **Technical Assistance for the Development of Monitoring and Evaluation Framework for Mental Health Psychosocial Support (MHPSS) during the COVID-19 Pandemic** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) and [wpphlwr@who.int](mailto:wpphlwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline for submission of proposals is on **17 September 2021**.

**Office of the WHO Representative to the Philippines**