

CALL FOR PROPOSALS

Development of the Mental Health Transitional Information System



1. Summary

The World Health Organization (WHO) Philippines is looking for an institution contractual partner to support the development of the mental health transitional information system under an Agreement for Performance of Work (APW) contract.

The proposals are due by 30 September 2021.

2. Background

Section 28 of Republic Act 11036 (Mental Health Act) articulates the mandate to formulate and develop relevant national mental health program through data, information, and evidences produced in collaboration with academic institutions, relevant associations, and non-government organizations. The National Center for Mental Health (NCMH), as the premier training and research center on psychiatric, neurologic, and psychosocial condition services is mandated to expand its capacity for research and development of interventions on mental and neurological services in the country.

A unified Mental Health Information System for collecting, processing, and analysing information about mental health services is vital to generate information and evidences that will support the development and eventual improvement of the overall national mental health program. While many health facilities collect data on patient's profile, diagnosis, number of admissions, etc., there is no comprehensive information system that captures mental health information at the national level¹. Despite the benefits in using health information systems in planning, challenges persists in terms of data completeness, accuracy and use that relate to additional staff responsibilities and procedural issues **Error! Bookmark not defined..**

To address current data requirements for program planning and decision-making, a Transitional Information System will be developed to capture, process, and analyse data parallel with the development of the overall MHIS. More than a data capture tool, the Transitional Information System can provide accurate, consistent information that will enable managers and service providers to make well-informed decisions that improve the quality of care and mental health service delivery. The development of the MHIS is also intended to serve as the initial platform for implementing or utilizing digital technology to access health services telehealth/telecare services.

The WHO Special Initiative for Mental Health will support and augment the delivery of target outputs and outcomes under the Service Delivery and Governance pillar of the Philippines' Mental Health Strategic Plan 2019-2023 and strengthen the effective implementation of the Mental Health Act. With this, the DOH has requested WHO Philippines in the Development of the Mental Health Transitional Information System.

¹ ASEAN Mental Health Systems, Vicente, B., NCMH, 2016

3. Timeline

The implementation timeline is from 05 October 2021 to 29 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 institution contractual partner shall perform the following tasks/responsibilities in close collaboration with the respective officers within the DOH DPCB, the National Center for Mental Health, and related offices.

The institution contractual partner is expected to conduct situational assessments on baseline health information capacity and alignment with e-health policy frameworks; design and develop the Transitional Information System; and identify gaps on interoperability of health information platforms of implementing agencies of the Mental Health Act.

Method(s) to carry out the activity

1. Review existing interoperability standards and specifications to support the planning and development of the Transitional Information System and the overall Mental Health Information System (MHIS).
2. Identify minimum data requirements for the Transitional Information System, reportorial requirements of implementing agencies of the Mental Health Act, and align functions and specifications of the Transitional Information System with existing e-health policy frameworks;
3. Work with the Department of Health – Mental Health Division, the National Center for Mental Health, and WHO Philippines Country Office and relevant WHO Special Initiative for Mental Health partners to support the development and implementation of any surveys or other assessment activities necessary to complete the situational assessment.
4. Develop the Mental Health Transitional Information System on a progressive approach, building on successes and identified needs of implementing agencies and relevant stakeholders.
5. Identify systems gaps (hardware and software) in the implementation of the Transitional Information system;
6. Finalize the design and development of the Transitional Information System for roll-out and implementation;

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: Desk review and Situational Assessment

Deliverable 2.1: Conduct desk review of current and forthcoming interoperability standards and specifications that will support the development of the MHIS

Deliverable 2.2: Conduct Situational Assessment that will detail baseline HIS capacity for mental health, and align with existing e-health policy frameworks;

Deliverable 2.3: Identify systems (hardware and software) and interoperability gaps with the Transitional Information System among implementing National Government Agencies;

Deliverable 2.4: Consolidate, submit drafts for review, and finalize findings of the situational assessment and gap analysis;

Deliverable 2.5: Documentation (e.g. proceedings, minutes, photos, videos, recordings, etc.)

Output 3: Minimum data requirements and the Transitional Information System

Deliverable 3.1: Provide expert technical recommendations on identifying minimum data requirements, indicators, and reportorial requirements of implementing agencies to support the overall design of the transitional information system;

Deliverable 3.2: Finalize and submit minimum data requirements and indicators;

Deliverable 3.3: Develop the Mental Health Transitional Data System (application/executable file) to collect, analyse, and report nationwide mental health data.

Output 4: Transitional Information System Implementation and Roll-out

Deliverable 4.1: Plan, design, and provide expert technical recommendations on the roll-out and implementation of the transitional information system;

Deliverable 4.2: Plan and design a mental health dashboard that will present and visualize processed and analysed mental health information;

Deliverable 4.3: Facilitate the MHIS Budget Exercise.

Output 5: Technical Narrative and Financial Report

Deliverable 5.1: Submit final technical narrative report which includes possible recommendations with supporting documentation (e.g. proceedings, minutes, photos, videos, recordings, etc.)

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, 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 and developing M&E frameworks and health information systems, statistics, or public health programmes;
- Relevant IT expertise or previous works in developing health information systems and dashboards; and
- Relevant experience in mental health program planning, operations and implementation; familiar with the health 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

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 the mental health transitional information system 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 contractual partner and/or institution should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications (CVs) of team members

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 the Mental Health Transitional Information System** to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **30 September 2021**.