

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

1. BACKGROUND AND JUSTIFICATION:

Globally, an estimated one in seven adolescents aged between 10 and 19 lives with a diagnosed mental disorder. National mental health survey identified that in Nepal; 5 percent of adolescents have some form of mental health conditions that need treatment. (NHRC, 2020). While adolescence can be a period of heightened risk for developing mental health conditions such as anxiety and depression, it is also a critical time of life for establishing healthy behaviour patterns and social and emotional learning that can bring life-long benefits. To reduce the rising burden of mental disorders, efforts to promote mental well-being among all young people and their caregivers are critical. To respond to this need, as part of the Helping Adolescent Thrive (HAT) initiative, UNICEF Nepal country office is designing a socio emotional learning (SEL) package and along with its partner TPO Nepal, Ministry of Health and Population/Epidemiology and Disease control division (MOHP/EDCD), Provincial Health Directorate (PHD) Karnali, is testing the package in Karnali province, before rolling that out among more than 50,000 adolescents in the province.

This intervention will be part of the multi-country intervention, through the funding of Z Zurich Foundation (ZZF). The developed programme tools and approaches are focusing on the delivery of interventions which develop mental health literacy, strengthen social and emotional learning and skills, as well as improve support for caregivers. The materials developed will include information on emotional regulation, stress management and problem solving, among other topics. Teaching methods will include storytelling, peer learning and learning through role models, and will leverage a variety of digital, school, and community platforms for distribution.

While mental disorders are leading burdens of diseases among adolescents, however, data on the prevalence of adolescent mental health conditions remain sparse, including in Nepal. These data are urgently needed to guide strategic actions to address the burden of mental health problems among adolescents through effective policies and programs. To address the lack of data on adolescent mental health, UNICEF In Nepal, in collaboration with TPO Nepal, and other key has developed and validated a suite of tools for Measurement of Mental Health Among Adolescents at the Population Level (MMAP). The principal goal of the MMAP is to enable monitoring of adolescent mental health conditions.

The purpose of this survey is to seek the difference that the test-ready SEL package makes in the understanding of the mental health wellbeing among adolescent population and also its impact on the care seeking behaviour. The testing of the SEL package, in addition to the administration of this mental health promotion package, will also let the adolescent know the importance of care-seeking if and when they would find themselves in difficult circumstances, with mental distress or a mental health condition, and also link them to available services through tele-health/medicine means or psychosocial workers in their communities.

This TOR specifically is intended to solicit service from prospective research agencies in Nepal to become institutional contractor for UNICEF in planning, conducting, analysing, and finalising the reports of the baseline and endline survey of the SEL package and survey on MMAP among the same population described above. The institutional contractor will support the CO in finalising the SEL and MMAP tools and conduct the baseline and endline in five selected districts of Karnali province. The methodology will be quantitative in nature, and the tools will be administered to adolescents 10-19 years, by interview method.

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

2. OBJECTIVE:

The overall objective of the consultancy is to conduct a baseline and endline assessment of the Social and Emotional Learning (SEL) interventions among a representative population of 10-14 years and 15-19 years and conduct a Measurement of Mental Health Among Adolescents at the Population Level (MMAAP) among the same adolescent populations to understand the prevalence of mental health issues among adolescents in the particular region.

3. SCOPE OF WORK:

This activity will be under the UNICEF Country Programme for Health Output 1.3: National and subnational governments, communities and the private sector have increased capacity to provide health services that are sensitive and responsive to adolescents' needs and improve healthy behaviours

The institutional contractor will plan, execute, analyse the baseline and endline assessments of the SEL intervention among a representative population of 10-14 year and 15-19 years adolescents, and report the findings. It will also conduct a MMAAP survey for among the same adolescent populations, to see the prevalence of mental health issues among adolescent in that particular region including care seeking behaviour.

The summary of the work is as follows:

- a. Translation of the SEL tool
 - b. Baseline survey of the SEL and MMAAP and analysis
 - c. Endline survey of the SEL and MMAAP, and analysis
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4. METHODOLOGY:

- a. This will be a survey which is **descriptive cross-sectional in nature and based at schools of Karnali province**.
- b. **Sampling:** at first stage, the three districts will be purposively chosen, followed by random cluster sampling. From among those selected districts Surkhet, Salyan and Dailekh, a list of municipalities will be selected and within the municipalities, adolescents from a number of schools will be further selected. From those schools selected, the list of all adolescents from age 10 -19 will be drawn. Students will be selected randomly as per the sample size assigned to that school.
- c. The research agency will calculate and suggest a required **sample size** to draw statistical inference based on the disaggregation as per age (10-14 and 15-19 years), sex (male and female), disability etc. Suggested sample size is 400.
- d. **Baseline/Endline tool:** the SEL tool will have 21 questions on the 7 domains (see attached draft sheet) and the MMAAP tool (attached in Nepali, already validated) will consist of 25-30 questions. Both of these tools need to be finalised in consultation with TPO Nepal, EDCD and UNICEF. The maximum number of questions for both tools will be 50.
- e. The survey should be conducted in Surkhet, Dailekh, and Salyan districts of Karnali province as selected by MOHP, UNICEF and TPO. The data will be collected at the schools in -person.
- f. The baseline and endline needs to be conducted in the same population/schools. Only those adolescents duly exposed to the full SEL package will be selected for the endline sampling.

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

- g. The survey age group will be: 10-14 years adolescents and 15-19 years, equal sample size for both groups, covering equal number of populations from rural and urban location, equal number of male and female, and a sample that can analyse the difference in outcome among adolescents with disability.
- h. **Ethical consideration:** Ethical approval from Nepal Health Research Council (NHRC) will be required and the institutional contractor will be responsible for attaining the ethical approval before starting the field work. All participation in this survey will be voluntary. For those 18 years or below, assent will be taken and those over 18 years will give informed consent before starting this survey. No financial compensation is planned for the interview participants, except for a small refreshment. Since this will be based on filling up a questionnaire form, no recording of the interview will be done. Participants will be informed of the anonymity and confidentiality of the opinion expressed.

5. ACTIVITIES, TASKS, AND EXPECTED TIMELINE

Activities, Tasks (Deliverables)	Timeline/Duration (Estimated # of days)
Report 1: Inception report with inclusion of: <ul style="list-style-type: none"> • translation of the SEL assessment baseline tool developed by UNICEF 	8 days
Report 2: Conduction of the baseline assessment (that includes all team mobilisation, training and brief findings of the baseline	25 days
Report 3: Phase 1 final baseline report, with analysis of the findings	7 days
Report 4: Team mobilisation and conduction of the endline survey, including MMAP	20 days
Report 5: Final report of the endline survey package including MMAP	10 days

6. DURATION:

70 working days (40 for baseline and 30 for endline) the total expected days of travel is 40 days, 20 each for baseline and endline.

7. WORKING LOCATIONS:

This is national level consultancy based in Kathmandu with travel to Karnali Province (5 districts)

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

8. DELIVERABLES:

Deliverables should be tangible and with a defined time period for submission.

No	Deliverable	Estimated number of days required	Estimated Completion Date
1	Report 1: Inception report with inclusion of: <ul style="list-style-type: none"> • translation of the SEL assessment baseline tool developed by UNICEF 	08 days	
2	Report 2: Conduction of the baseline assessment (that includes all team mobilization, training, and brief findings of the baseline	25 days	
3	Report 3: Phase 1 final report, with analysis of the findings	7 days	
4	Report 4: Team mobilisation and conduction of the end line survey, including MMAP	20 days	
5	Report 5: Final report of the endline survey package including MMAP	10 days	
	Total	70	

9. PROPOSED PAYMENT SCHEDULE

No	Deliverables	Quantity	Percentage of payment
1.	Report 1: Inception report	01 Job	10%
2.	Report 2: Completion of baseline survey (submission of 1 st draft baseline report)	01 Job	25%
3.	Report 3: Final baseline report	01 Job	20%
4.	Report 4: Completion of endline survey (submission of 1 st draft endline report)	01 Job	25%
5	Report 5: Final report of the endline, and the project	01 Job	20%

The payment schedule must be based on completed deliverables. Payment terms 30 days net upon receipt of approved invoice.

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

10. CONTRACT SUPERVISION:

Health Specialist, Health Section, UNICEF Nepal country Office

11. QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Be legally registered in Nepal
 - Has a minimum 5 years' experience in research work in Nepal, preferably in child and adolescent mental health (CAMH)/mental health, psychosocial health
 - Has experience of working with agencies/organisations in the development sector, including the UN.
 - Preference to given to bidders having working experience with Ministry of Health, EDCD
 - Size of the previous projects, number of staff per project in previous similar project
 - Experience on quantitative research on mental health
 - One team member (as consultant is fine) should have experience in or practising psychiatry or clinical psychology for content validity/technical guidance.
 - Client references (expected to provide references to similar projects over the last 2 year
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12. APPLICATION AND EVALUATION PROCESS:

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to the technical proposal is 70 % (i.e. 70 out of 100 points). To be further considered for the financial evaluation a minimum score of 49 points is required.

Only proposals with a score of 49 or more points in the technical evaluation will be financially evaluated (i.e. the financial proposal will be opened). For further details and the distribution of points kindly refer to section 14. Evaluation Weighting Criteria.

The weight allocated to the financial proposal is 30 % as per the following: the maximum number of 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

The Technical Proposal should include but not be limited to the following:

- **Methodology**
Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment
- **Company Profile**
Ensure to include information related to the experience of the company as required (Copy of the company registration)
- **References**
Details of similar assignments undertaken in last *three* years including the following information:
 - o Title of Project-
 - o Year and duration of project-
 - o Scope of Project:
 - o Outcome of Project
 - o Reference / Contact persons
- **Work Plan**
Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member
- **Team Composition:**
Title and role of each team member. It is estimated a team of 3-5 core members and additional ten as sort term members for field mobilization and data collection.
- **CV's**
CV of each team member (including qualifications and experience)
Ensure to include information related to the qualifications and experience of each proposed team member as required.
- **Any project dependencies or assumptions**

The Financial Proposal should include but not be limited to the following:

Bidders are expected to submit a lump sum financial proposal to complete the entire (as per instruction given under Section xx). In order to arrive at the lump sum offer for a given sample size, the firm may work out the budget detail as below:

- **Resource costs**
Daily rate multiplied by number of days of the experts involved in the study. This shall be determined by the sample size to be surveyed at the field. The cost should indicate cost per 50 school children to be interviewed so as to allow costing for field work.
- **Travel Costs**
All travel costs should be included as a lump sum fixed cost.
For all travel costs, UNICEF will pay as per the lump sum fixed costs provided in the proposal.
A breakdown of the lump sum travel costs should be provided in the financial proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel

TERMS OF REFERENCE

RESEARCH AGENCY TO CONDUCT BASELINE AND ENDLINE STUDY IN MENTAL HEALTH PROGRAMME

and ii) costs for accommodation, meals, and incidentals. A total of 40 days are expected to travel in the three districts, 20 for baseline and 20 for endline.

- **Any other costs (if any)**

Indicate nature and breakdown

- **Recent Financial Audit Report**

Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Full marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.

Bidders are requested to provide a detailed cost proposal – Financial Proposal, factoring in all cost implications for the required services. A special discount or lower rates can be offered for this specific assignment, if applicable.

13. EVALUATION WEIGHTING CRITERIA:

The ratio between the technical and financial criteria depends on the relative importance of one component to the other.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

Weightage for Technical Proposal = 70 %

Weightage for Financial Proposal = 30 %

Total Score = 100%