

## Terms of Reference (ToR)

### Consultancy to conduct a baseline assessment of mental health and psychosocial support (MHPSS) resources and needs within the learning environment and education system in South Sudan.

#### SUMMARY OF CONSULTANCY

|  |   |
|--|---|
| <b>Title: Mental Health and Psychosocial Support (MHPSS) Baseline Assessment</b> |   |
| <b>Location:</b>   | Yirol Awerial, Duk, Nyirol, Baliet, Panyijjar, Guit, Magwi, Kapoeta North, Tonji North, Gogrial West Aweil town, Aweil East and Aweil North Counties, Pibor and Abyei administrative areas. |
| <b>Application Deadline:</b>   | <b>14<sup>th</sup> February 2023</b>  |
| <b>Type of Contract:</b>   | Individual Contractor   |
| <b>Post Level:</b>   | National or International Consultancy   |
| <b>Languages Required:</b>   | English, Juba Arabic, and any other local languages widely used in South Sudan.   |
| <b>Starting Date:</b>  | <b>18<sup>th</sup> March 2023</b>   |
| <b>Expected Duration of Assignment:</b>  | 20 days   |
| <b>Report to:</b>  | MYRP MHPSS Technical Specialist   |

#### Background

Globally, it is estimated that 792 million people live with a mental health disorder, representing over 10% of the global population. The WHO estimates that one in five (22.1%) people in conflict settings experienced a mental disorder. This is higher than the global mean prevalence of about 10%. Given the current humanitarian situation in the country, it is likely that, South Sudan has large number of persons experiencing mental health disorders. Among the severely affected population, children are categorised as one of the most vulnerable during crisis or conflict. Children in South Sudan are affected by grave violations. Boys and girls are severely affected by conflict and distress due to violence, recruitment by armed forces and armed groups, displacement, famine, family separation and lack of access to education, nutrition, and healthcare due to attacks on schools and hospitals. All these contribute to physical and mental distress of children affecting their life achievements and developmental milestones in the long run. In the learning environment children face multiple challenges that hinder learning or adaptation to the environment, hence affecting academic achievement.

SCI, through the Multi-year Resilience Program (MYRP) funded by Education Cannot Wait (ECW) and Global Partnership for Education (GPE), will conduct an assessment of mental health and psychosocial wellbeing

resources and needs in schools and among education stakeholders to understand: (1) how children's and teachers' mental health and wellbeing is supported within learning environments, (2) risk and protective factors contributing to the mental health and wellbeing of children in and out of school, (3) context specific beliefs, attitudes and practices related to mental health conditions in the school/learning environment, (4) coping strategies of learners and teachers towards mental health and psychosocial difficulties and problems, (5) capacity of the education workforce in the identification of mental health and psychosocial concerns/problems and (6) the application of basic helping skills and provision of MHPSS services and referrals in the education/learning environment and system. The findings of the study will establish a baseline status of the factors to enable monitoring their progression over the course of the MYRP.

### **Objective of the Consultancy**

The main purpose of this consultancy is to carry out a comprehensive assessment of determining factors including available capacity, resources and needs to support mental health and psychosocial wellbeing of learners and the teaching work force in all the MYRP implementing locations.

### **The consultancy will have the following specific objectives:**

1. Understand the determinants (risks and protective factors) of mental health and psychosocial support among children in and out of schools, young mothers including children with disabilities.
2. Comprehend and analyse community's beliefs, attitudes and practices about children, young mothers and adolescents with mental health conditions.
3. To assess and verify quality of local practices, existing support structures and modes used by learners and teachers to cope/adapt to emotional distress caused by conflict and other natural disasters.
4. To measure and evaluate the MHPSS capacity gaps in the teaching workforce in identification and basic management of emotional distress.
5. Find out ministry of Education efforts in integration and mainstreaming MHPSS in school's curriculum at county, state and national levels.

### **Scope of the Assessment**

The scope of the study shall include:

- A desk review of secondary resources to identify and explore local, context-specific beliefs and attitudes toward mental health, psychosocial wellbeing, distress, local idioms of mental distress mental and methods of coping with mental health challenges and conditions.
- Focus group discussions (FGDs) with various groups (e.g., community members, in and out-of-school learners of all abilities, young mothers, PTAs, SMTs, educators, education partners, etc.) to obtain information on: (1) local, context-specific beliefs and attitudes toward mental health, psychosocial

wellbeing, distress, local idioms of mental distress, (2) methods of coping with mental health challenges and conditions (3) available resources and gaps for supporting mental health and psychosocial wellbeing in the learning environment and education system..

- Key informant interviews (KIIs) with individuals in the community who have in-depth knowledge of the community (e.g., community elders and leaders, relevant professionals, local education leaders/actors/partners, etc.) to obtain in-depth information on: (1) local, context-specific beliefs and attitudes toward mental health, psychosocial wellbeing, distress, local idioms of distress mental illness, (2) methods of coping with mental health challenges, conditions and disorders, (3) available resources and gaps for supporting mental health and psychosocial wellbeing in the learning environment and education system.
- The assessment is aimed to reach 135,000 children in and out of school.

## **Methodology**

The consultant is expected to develop a methodology and present it alongside the bidding documents. SCI encourages participatory approaches. The sampling and data collection tools will also be developed by the consultant and will be presented alongside inception report.

## **Expected deliverables.**

SCI will manage the contract of the consultant and provide necessary supports both technical and financial and below are the expected deliverables.

1. Inception report within 3 days after signing the consultancy agreement with SCI team. SCI will provide the necessary information documents to the consultant to facilitate compilation of the inception report. The report must detail the study design, sample size, methodology, data collection instruments, data protection and tools of analysis, and work plan/ field work schedule. The consultant is responsible for obtaining ethical approval from local authorities and SCI will ensure the approval process from the internal ethical review board. Further, the inception report should also include a proposal through an outline of the final report. SCI will be responsible to approve the proposed methodology.
2. Data collection tools.
3. Recordings, pictures and videos obtained throughout the course of the study.
4. Validation Presentation of the report to MYRP Grantees (first draft report). During the presentation SCI and MYRP grantees will provide feedback on the draft report.
5. Final report maximum 15-20 pages (excluding annexes) aligned to MYRP MHPSS indicators and SCI branding.
6. Facilitation of dissemination workshop for relevant stakeholders (offline / online).
7. Raw and cleaned data sets with analyses.

The consultant shall submit the final report in both hard copies and electronic copies with a clear list of all data (in EXCEL or SPSS compatible formats), transcripts of the FGDs, pictures, audios, KIIs, photographs and any approvals granted. The lists of key informants must be disaggregated by gender and children with disabilities.

**Timeline:**

|   | Deliverables   | Recipients                    | Broadcasting | Delivery times                   |
|---|--|-------------------------------|--------------|----------------------------------|
| 1 | Submission for Ethical review approval                                     | MYRP National consortium Unit | Internal     | 6 <sup>th</sup> March 2024       |
| 2 | Ethical review approval  | MYRP National Consortium Unit | Internal     | 6 <sup>th</sup> March 2024       |
| 3 | Inception report   | MYRP National Consortium Unit | Internal     | 20 <sup>th</sup> March 2024      |
| 4 | Development and validation of data collection                              | MYRP National consortium unit | Internal     | 22 <sup>nd</sup> March 2024      |
| 5 | Data collection  | MYRP National consortium Unit | Internal     | up to 2 <sup>nd</sup> April 2024 |
| 6 | 1 <sup>st</sup> draft report + Presentation of the report to MYRP Grantees | MYRP National consortium Unit | Internal     | 4 <sup>th</sup> April 2024       |
| 7 | Feedback and Validation of report  | MYRP National consortium unit | Internal     | 8 <sup>th</sup> April 2024       |
| 8 | Facilitate the dissemination workshop on findings                          | MYRP National consortium Unit | Internal     | 10 <sup>th</sup> April 2024      |
| 9 | Final report   | MYRP National consortium Unit | Internal     | 12 <sup>th</sup> April 2024      |

Duration: The consultant is required for approximately 20 working days between the date of contracting up to the 12<sup>th</sup> April 2024.

Final Deadline: The scope of work and all deliverables required to be completed no later than 12<sup>th</sup> April 2024.

### Knowledge and Skills

- Most recent work experience on MHPSS policy review in South Sudan context and demonstrate understanding of education systems and MHPSS in the country, including familiarity with mental health impacts on, and responses by the education sector both at local and national level.
- Sufficient understanding of key technical issues on mental health and psychosocial support
- Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data entry and storage, for analysing diverse datasets, and presenting information in user-friendly tables, charts, maps, graphs and reports; proven skills in using GIS and data making packages. High degree of analytical skills using diverse and complex quantitative data from a range of sources is desirable. The knowledge of a statistical package software such as SPSS and STATA/ R is highly recommended.
- Excellent writing skills

### Languages

- Fluency in English required.
- Ability to communicate effectively, both orally and in writing, to varied audiences of South Sudan.

**Application Requirements** Provide a detailed assessment proposal outlining the most effective methodology to undertake the learning outcomes assessment. The methodology to also outline the best sampling approach and distribution to inform the process.

- ✓ A scope of work, outlining timelines for the assessment and coverage.
- ✓ A financial proposal for the proposed scope of work. Detailing a budget to cover the entire exercise.
- ✓ Samples (2-4) of previous related assignments specifically on assessing Learning Outcomes. It will also be critical to outline the qualifications of the proposed technical team/s that will engage in undertaking the assessment.
- ✓ For consultancy firms, please provide CV summaries of key team members that will be involved in the assessment, their qualifications, previous experience and the key roles they will play in the assignment.
- ✓ Ethics and Child Safeguarding approaches: applicants are required to set out their approach to ensuring complete compliance with international good practice with regards to research ethics, protocols, safeguarding of children and compliance to set guidelines.

### Other requirements

1. Ability to work in a multi-cultural environment and have a strong methodological background in National and multi-country assessments.
2. The incumbent is expected to perform the above functions under difficult working conditions in conflict affected areas, related to office accommodation, procedures, workload, mobility, and institutional and personal safety. There is limited access to health care and recreational facilities, and this is compounded by long working hours and potentially stressful conditions.
3. Ability to work independently, take initiative and respond appropriately to constructive feedback and be proactive in conducting assessments in consultations with the MYRP-ECW team and able to submit quality report as per the agreed timelines

### **Guiding Principles and Values**

Adherence to Save the Children Code of conduct, Child Safeguarding practices and confidentiality when interviewing or photographing children. Gender mainstreaming is key to Save the Children and the donor; therefore, the lead consultant will have to ensure that the research team is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process. The consultant will get approval from the relevant Ethical Review Committee/group.

### **Selection process**

Save the Children will use Approved Quality Proforma humanitarian evaluation guidelines to select the successful consultant. The guidelines require consultant to submit a proposal explaining their comprehension of the ToR and how they would approach this assignment with a summary of their methodology especially in terms of how they plan to meet the objectives, including a time planning and budget. This should include a team composition with a lead consultant and at least one other experienced evaluator and a cv of each person to be involved in the assignment, including relevant experience, a detailed budget and time availability. The candidates are expected to complete the Expression of interest Template that is included in the ToR.

#### **1. Submission of application**

Interested candidates/institutions should submit a technical and financial proposal and two samples of similar previous assignments. Applications should be submitted [Southsudantenders@savetheChildren.org](mailto:Southsudantenders@savetheChildren.org) . **Candidates/institutions/firms who did not fill the evaluation criteria in Annex 1 and did not attach requested supportive documents will not be considered for evaluation.**

**Submission:** All completed bids should be submitted to the below email address: [Southsudantenders@savetheChildren.org](mailto:Southsudantenders@savetheChildren.org) and deadline is **Friday 14<sup>th</sup> February 2024**

In case of any clarifications, please address it to [Juba.Procurement@savethechildren.org](mailto:Juba.Procurement@savethechildren.org).

## Annex I-Evaluation Criteria:

### SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS** – Bidders are required to complete all sections of the below table.

| Item | Question  | Bidder Response |                        |
|------|---|-----------------|------------------------|
| 1    | <b>MANDATORY CRITERIA:</b> Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'  | Yes / No        | Comments / Attachments |
|      |   |                 |                        |
| 2    | <b>MANDATORY CRITERIA:</b> The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.<br>1) Child Safeguarding Policy<br>2) Anti-Bribery & Corruption Policy<br>3) Human Trafficking & Modern Slavery Policy<br>4) Protection from Sexual Exploitation and Abuse Policy<br>5) Anti-Harassment, Intimidation & Bullying Policy<br>6) IAPG Code of Conduct<br>7) Conditions of Tendering | Yes / No        | Comments / Attachments |
|      |   |                 |                        |
| 3    | <b>MANDATORY CRITERIA:</b> The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.  | Yes / No        | Comments / Attachments |
|      |   |                 |                        |
| 4    | <b>MANDATORY CRITERIA:</b> The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  | Yes / No        | Comments               |
|      |   |                 |                        |
| 5    | <b>MANDATORY CRITERIA:</b> The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).   | Yes / No        | Comments               |
|      | This includes the Supplier submitting the following requirements (where applicable):  |                 |                        |
|      | - Legitimate business address   |                 |                        |
|      | - Valid Tax registration number & certificate   |                 |                        |
|      | Valid Operating License   |                 |                        |



|  |                                     |  |
|--|-------------------------------------|--|
|  | Valid certificate of incorporation. |  |
|  | Valid Tax Compliance Certificate.   |  |

## SECTION 2 – CAPABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

| Item | Question  | Bidder Response | Attachment(s) |
|------|---|-----------------|---------------|
| 1    | Most recent work experience on MHPSS policy review in South Sudan context and demonstrated understanding of education systems and MHPSS in the country, <b>If yes, Bidder should attach Poof of qualification.</b>  |                 |               |
| 2    | Sufficient understanding of key technical issues on mental health and psychosocial support and familiarity with mental health impacts on, and responses by the education sector both at local and national level. <b>If yes, Consultant should attach proof of previous experience in under taking similar assignment.</b>                | Bidder Response | Attachment(s) |
| 5    | Proven experience of a good understanding of the South Sudan context <b>If yes, consultant should attach proof of experience conducting similar assessments/ studies in South Sudan.</b>  | Bidder Response | Attachment(s) |
| 6    | Ability to work independently, take initiative and respond appropriately to constructive feedback and be proactive in conducting assessments in consultations with the MYRP-ECW team and able to submit quality report as per the agreed timelines. <b>If Yes, consultant to clearly detail how he/she will achieve this deliverable.</b> | Bidder Response | Attachment(s) |
| 7    | Have a strong methodological background in National and multi-country assessments/ Multi-cultural context) <b>If Yes, Consultant should explain in detail the methodological approach he/she will employ to conduct this assessment.</b>  | Bidder Response | Attachment(s) |

## SECTION 2 – SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

| Item | Question   | Bidder Response | Attachment(s) |
|------|--|-----------------|---------------|
| 1    | Does bidder commits to employ workforce (gender-balanced) both female and male. <b>If yes, please indicate in terms of percentage how many female staffs and male staffs are working for your company.</b> |                 |               |
|      |  |                 |               |





|   |  |  |  |
|---|--|--|--|
| 2 | The Bidder to confirm it is registered and shows proofs of operations. <b>If yes, please indicate the physical address and attach proof.</b> |  |  |
|---|--|--|--|