



REPUBLIC OF THE PHILIPPINES
 Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
 Nueve de Febrero Street, Mandaluyong City, Philippines



BIDS AND AWARDS COMMITTEE

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Website: www.ncmh.gov.ph

Section VII. Technical Specifications

INSTRUCTION: Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a) (ii) and/or GCC Clause 2.1(a)(ii).

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
1	<p>PUBLIC BIDDING FOR THE DEVELOPMENT OF A COMPETENCY FRAMEWORK AND RUBRICS FOR NCMH PUBLIC MENTAL HEALTH WORKFORCE (PHASE 1) CY 2024</p> <p>I. BACKGROUND/ RATIONALE</p> <p>A public health approach to mental health and behavioral disorders requires the study and monitoring of which diseases, and disorders are present in the population, among which groups, and how the occurrence of disease, disability and well-being are distributed geographically. The World Health Organization (WHO) defined health as "State of complete physical, mental, and social well-being and not merely absence of disease or infirmity" (WHO, 1948). Hence, as explicitly recognized, mental health is an inherent part of public health. As such, all areas of public mental health must be carried with rigorous methodology, and require consideration of medical, psychological, and social disciplines (Engel, 1977), that is encompassing a biopsychosocial-spiritual approach. According to Kuh and Ben Shlomo (1997), the life course perspective has to be at its core, to be able to predict the timing of onset of disorders and their consequences, although it would sometimes take years to evolve to a full-blown disorder with dysfunctionality and disability.</p> <p>The social determinants of mental health (namely: discrimination and social exclusion; adverse early life experiences; low educational attainment; poor educational quality and educational inequality; poverty, income inequality, and neighborhood deprivation; food insecurity; unemployment, underemployment and job insecurity, poor housing quality and housing instability; climate change; adverse features of the built environment; and poor access to health care, all increase the likelihood of affecting the mental health condition, more likely in the aftermath of a pandemic. Hence, a population-based approach for primary prevention will definitely improve physical and mental health outcomes.</p> <p>The National Center for Mental Health (NCMH), being the National Specialty Center for psychiatric and neurological disorders (specifically for seizure disorder, dementia and neurodevelopmental disorders) is directed towards the full implementation of the Implementing Rules and Regulations of the Mental Health Act of 2018 or RA 11036. The NCMH, being the premier mental health</p>	

facility is mandated to be in the forefront not just in the management and treatment of mental health disorders but in training and capacitation of mental health workers nationwide.

The Department of Health statistics has estimated that 154 million Filipinos suffer from depression and 877,000 die by suicide each year. With the COVID-19 pandemic in 2020, the Philippines was not exempt from the challenges that tested the strengths and highlighted the weaknesses of the public mental health systems internationally. The impact on mental health was significant as evidenced by research on mental health during COVID-19 pandemic reporting an increase in the prevalence of insomnia, anxiety and depression (Pappa et al, 2020; Tee et al, 2020).

In the Philippines setting, the shortage of healthcare workers in general, has magnified the insufficiencies and ineffectiveness of national health systems to deal with the pandemic. Moreso, the need to train mental health workers to address the resource stratified framework that will hopefully address the gaps, the biggest chunk of the pie is for NCMH to deliver a functional public mental health system.

The Performance Governance System (PGS) Training Roadmap aims to "evolve into a Mental Health Training Center, offering standardized development programs for mental health care providers at all levels of care". Through this roadmap, NCMH is geared towards shaping the workforce to be more responsive to the psychosocial demands of the country and be competent and adept to address the volatility, uncertainty, complexity and ambiguity of the times.

In this context, through the lens of a Public Mental Health Competency Framework for the NCMH workforce, we can ensure a responsive and effective delivery of service that can address future public health emergencies, as well as implement evidence-based strategies for mental wellness and suicide prevention. These are deliverables for compliance in our Performance Governance System.

II. GENERAL OBJECTIVE:

To develop a competency framework that identifies and clearly defines core competencies of public mental health workers at the National Center for Mental Health, with corresponding descriptors and indicators per level of performance.

III. SPECIFIC OBJECTIVES:

1. To craft the public mental health framework and define the core competencies of the public mental health workforce (since basic + specialists are the start and end competency levels – as per BIAS rubrics) who can supervise, manage and direct teams towards promotive, curative and rehabilitative patient care.
2. To develop detailed rubrics to assess the competencies identified.
3. To implement the framework and rubrics to the public mental health workforce across healthcare provider networks with a systems approach towards delivery of public health services.
4. To align the framework with public health standards and best practices in both local and international levels.



5. To develop an M&E framework that can be used to evaluate the effectiveness and impact of the competency framework.

IV. SCOPE OF WORKS:

Develop a competency framework for the NCMH Public Mental Health Workers

A. Inclusions:

1. Document review of existing competencies of current manpower
2. Research and identifications of key competencies
3. Development of competency rubrics
4. Design to visualize the framework and create printable outputs for consolidation
5. Consultation with key drivers in the framework through focus group discussions

B. Exclusions

1. Development of unrelated training programs
2. Direct assessment of individual staff members
3. Competencies for a population-based mental health framework
4. Others not included in the inclusion criteria

V. PROJECT METHODOLOGY & DELIVERABLES

No.	Methodology	Timeline	Deliverables
1	Situational Analysis	1 month	Inception Report
2	Literature Review		
3	Work plan		
4	Stakeholders Consultations (Interview, Focus Group Discussion)	3 - 4 months	Assessment Report
5	Competency Identification	4 - 5 months	Catalogue of Competencies
6	Rubric Development (including descriptors, indicators per level of performance)		

The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage:



ACT	Scope/ Works	Deliverables
1.	Situational Analysis	Inception Report
2.	Identification of the minimum competency per mental health worker (enumerate all the relevant data set for a functional unit) including the SG for the reframed services	Assessment Report
3	Consolidation and analysis of the situational analysis and benchmarking	Manualized documents with Analysis and Recommendations
4	Budget Exercise and Formation of a Competency Framework	Final Report
Standard Requirements for Deliverables:		
1. All deliverables must have a User's Acceptance, as proof of Approval.		
2. Four (4) sets of hard copies and four (4) sets of soft copies of the deliverables shall be submitted.		
VI. Implementation Arrangement (Focal Persons):		
Project Manager:	Beverly A. Azucena, MD, FPPA, IFAPA, MMHoA Chief, Medical and Professional Staff II, Hospital Service; Tel (02) 531-9001 loc 216	
Project Coordinators:	Teresa Rosalie D. del Valle MD, FPPA, MMHoA, Medical Specialist IV Chief, PETRU Tel (02) 531-9001 loc 1816 Rodney R. Boncajes MD, FPPA Medical Specialist IV Chief, Special Concerns Office Tel (02) 531-9001 loc 428 and 1813 Ma. Lourdes Sare Training Specialist IV, PETRU Tel (02) 531-9001 loc 258	
Administrative Staff:	Jazer Neariah Vasquez Administrative Officer II, PETRU Tel (02) 531-9001 loc 258	
Stakeholders:	NCMH leadership, public mental health professionals, training institutions, policymakers.	
VII. Implementation Arrangement:		

<p>A. Obligations of NCMH</p> <p>1. Designate respective focal persons to be part of the Technical Working Group who will coordinate with the Consultant regarding technical and administrative requirements of the project:</p>	
<p>2. Evaluate the overall conduct of the project and review and approve the project deliverables.</p>	
<p>3. Provide the available documents, information, data and other requirements needed from conception to implementation.</p>	
<p>4. Provide the budgetary requirements needed until project implementation.</p>	
<p>B. Consultant</p> <p>1. Perform the services and carry out the obligations with assiduousness, efficiency and economy, and in accordance with the generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate methodology towards achievement of objectives.</p>	
<p>2. Identify risks and mitigation strategies in the course of implementation of deliverables.</p>	
<p>3. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the specific skill and care expected of a competent provider of the services required.</p>	
<p>4. Acknowledge that any failure to comply with expected deliverables shall not relieve its responsibility for proper estimating the difficulty or cost of successfully performing the contract.</p>	
<p>5. Timely provision of all resources, information and decision making under its control that are necessary to reach a mutually agreed Updated Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information and decision making may constitute grounds for termination.</p>	
<p>6. Comply with all laws enforced in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the consultant. The consultant shall indemnify and hold harmless NCMH from and against any liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the Consultant or any personnel in the Team. The consultant shall not indemnify the NCMH to the extent that such liability, damage, claims, fines, penalties and expenses were caused or contributed by a fault of NCMH.</p>	
<p>7. Abide by all the terms and conditions stipulated in the project contract.</p>	
<p>8. Submit to the NCMH TWG the final materials, reports and documents specified in the contract.</p>	
<p>VIII. Desired Qualification of the Consultant</p> <p>The following qualifications shall be required in evaluating the Consultant:</p> <p>Expertise Required</p> <ul style="list-style-type: none"> ● Personal experience in project formulation or management ● Personal experience on organization, capacitation or implementation of mental health systems 	



<ul style="list-style-type: none"> • Personal experience on management/governance of projects/programs national in scope <p>Minimum number of relevant years of experience • 3 years</p> <p>Minimum number of projects undertaken / managed of similar nature • 1 successful project of similar nature</p>													
<p>Key Personnel / Manpower:</p> <p>a. The data set development team shall be composed of technical staff involved in mental health systems or related health systems.</p>													
<p>b. The system development team shall be composed of highly technical staff involved or has experience in developing competency frameworks, competency assessment of employees in health systems, evaluating health programs, and other concerns related to health</p>													
<p>c. The team shall be multidisciplinary but may not necessarily be hired for the whole duration of the project:</p> <table border="1" data-bbox="411 1043 1098 1957"> <thead> <tr> <th data-bbox="411 1043 555 1102">Key staff</th> <th data-bbox="555 1043 778 1102">Educational Qualification</th> <th data-bbox="778 1043 948 1102">Experience</th> <th data-bbox="948 1043 1098 1102">Training</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1102 555 1402">Project Manager</td> <td data-bbox="555 1102 778 1402"> <ul style="list-style-type: none"> • Has a Bachelor's degree. Preferably a graduate degree related to public health </td> <td data-bbox="778 1102 948 1402"> <ul style="list-style-type: none"> • Has at least three (3) year's experience in project management with expertise on health system delivery </td> <td data-bbox="948 1102 1098 1402"> <ul style="list-style-type: none"> • 30-hour relevant training in project management </td> </tr> <tr> <td data-bbox="411 1402 555 1957">Mental Health Professional</td> <td data-bbox="555 1402 778 1957"> <ul style="list-style-type: none"> • Doctorate degree in medicine with specialty in psychiatry/ PhD in Psychology/ Graduate degree in public mental health • A degree in medicine is desirable • Excellent written and verbal communication skills in English and Filipino. • Excellent in research and report writing skills </td> <td data-bbox="778 1402 948 1957"> <ul style="list-style-type: none"> • Has at least three years (3) experience in developing competency frameworks, competency assessment of employees in health systems, evaluating health programs, and other areas of concern </td> <td data-bbox="948 1402 1098 1957"> <ul style="list-style-type: none"> • 8-hour relevant training </td> </tr> </tbody> </table>	Key staff	Educational Qualification	Experience	Training	Project Manager	<ul style="list-style-type: none"> • Has a Bachelor's degree. Preferably a graduate degree related to public health 	<ul style="list-style-type: none"> • Has at least three (3) year's experience in project management with expertise on health system delivery 	<ul style="list-style-type: none"> • 30-hour relevant training in project management 	Mental Health Professional	<ul style="list-style-type: none"> • Doctorate degree in medicine with specialty in psychiatry/ PhD in Psychology/ Graduate degree in public mental health • A degree in medicine is desirable • Excellent written and verbal communication skills in English and Filipino. • Excellent in research and report writing skills 	<ul style="list-style-type: none"> • Has at least three years (3) experience in developing competency frameworks, competency assessment of employees in health systems, evaluating health programs, and other areas of concern 	<ul style="list-style-type: none"> • 8-hour relevant training 	
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			<p>related to health</p> <ul style="list-style-type: none"> • At least three years (3) experience in facilitating groups of individuals, and/or public organizations involved in health service delivery. 							
Project Assistant coordinator	<ul style="list-style-type: none"> • Graduate degree in business administration/health economics or any relevant discipline 	<ul style="list-style-type: none"> • At least two (2) years of professional experience in administrative and financial management 	<ul style="list-style-type: none"> • 16 hours of relevant training 							
Support Staff (2)	<ul style="list-style-type: none"> • Has a Bachelor's degree or graduate degree in Psychology 	<ul style="list-style-type: none"> • Has at least one (2) year of experience 	<ul style="list-style-type: none"> • 16 hours of relevant training 							
Technical Staff (2)	<ul style="list-style-type: none"> • Has a bachelor's degree or graduate degree in Psychology 	<ul style="list-style-type: none"> • Has at least two (2) years of experience in technical writing 	<ul style="list-style-type: none"> • 16 hours of relevant training 							
<p>IX. Evaluation Plan</p> <p>The following qualification shall be required in evaluating the Consultant:</p> <ol style="list-style-type: none"> Percentage of deliverables Timely suggestions/advice Regularity of supervision <p>The detailed evaluation of the bids of the short -listed consultants using numerical ratings based on the Quality-Based Evaluation procedure.</p> <p>Note:</p> <p>Reduction in the number of staff is feasible subject to review and evaluation of the Consultant's proposal, as long as the objectives of the Terms of Reference are realized. Number can increase depending on the Consultant's strategy or approach to the project, within the approved budget contract. The consultant has to submit at least 4 CV's of the proposed members of the Team.</p>										
<p>A. Short Listing</p> <p>Criteria and Rating System for Short -Listing as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Applicable Experience</td> <td style="text-align: right;">40%</td> </tr> <tr> <td style="padding-left: 20px;">a. Work similar to Project (25%)</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">➤ 2 projects or more</td> <td style="text-align: right;">(25%)</td> </tr> </table>					1. Applicable Experience	40%	a. Work similar to Project (25%)		➤ 2 projects or more	(25%)
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<ul style="list-style-type: none"> ➤ 1 project (22%) 	
<p>b. Work experience related to the Project (25%)</p> <ul style="list-style-type: none"> ➤ 2 projects or more (15%) ➤ 1 project (12%) 	
<p>2. Quality of Personnel 40%</p>	
<p>a. Education (15%)</p> <ul style="list-style-type: none"> Graduate Degree (15%) Bachelor's Degree (10%) 	
<p>b. Experience (15%)</p> <ul style="list-style-type: none"> >5 years (15%) 3-4 years (13%) 2 years (10%) 	
<p>c. Relevant Training (10%)</p> <ul style="list-style-type: none"> ≥ No of hours of required training (10%) < No of hours of required experience (0) 	
<p>3. Current Workload 20% (No of workload with equivalent rate)</p> <ul style="list-style-type: none"> ≥ 2 projects (20%) 1 project (15%) 	
<p>B. Technical Evaluation Criteria</p>	
<p>1. Quality of Key Personnel to be assigned to the Job</p>	
<p>a. Education (10%)</p> <ul style="list-style-type: none"> Graduate degree (10%) Bachelor's degree (8%) 	
<p>b. Experience (10%)</p> <ul style="list-style-type: none"> ≥ 5 years (15%) 3-4 years (13%) 2 years (10%) 	

James H. [Signature]

<p>c. Training (5%)</p> <ul style="list-style-type: none"> ≥No of hours of required training (5%) <No of hours of required experience (0) <p style="text-align: right;">Total Grade 25%</p> <p>2. Experience and Capability of the Consultant</p> <p>a. Experience Similar to the Project (20%)</p> <ul style="list-style-type: none"> ≥2 projects (20%) 1 project (15%) <p>b. Experience Related to the Project (5%)</p> <ul style="list-style-type: none"> ≥2 projects (5%) 1 project (3%) <p style="text-align: right;">Total grad 25%</p> <p>3. Plan of Approach and Methodology</p> <ul style="list-style-type: none"> a. Clarity and Simplicity (5%) b. Feasibility (5%) c. Innovativeness (5%) d. Comprehensiveness and completeness, thoroughness or adequacy (10%) e. Quality and Interpretation of Project requirements (10%) f. Sustainability (5%) g. Work plan adequacy, completeness, viability, workability (10%) <p style="text-align: right;">Total Grade 50%</p> <p>***The minimum score to pass the technical evaluation is 75%.</p>																
<p>X. Terms of Payment</p> <p>The following payment tranches shall be made upon submission of respective documents and records:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Tranche</th> <th style="text-align: center;">Outputs/ Deliverables</th> <th style="text-align: center;">% Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First</td> <td>Inception Report</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="text-align: center;">Second</td> <td>Assessment Report</td> <td style="text-align: center;">40%</td> </tr> <tr> <td style="text-align: center;">Third</td> <td>Documents on Analysis and Recommendation</td> <td style="text-align: center;">30%</td> </tr> <tr> <td style="text-align: center;">Fourth</td> <td>Final Report</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>	Tranche	Outputs/ Deliverables	% Total	First	Inception Report	20%	Second	Assessment Report	40%	Third	Documents on Analysis and Recommendation	30%	Fourth	Final Report	10%	
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<p>XI. Project Cost and Duration</p> <p>The maximum project duration is nine (9) months from the issuance of Notice to Proceed. The Approved Budget of the Contract (ABC) for the said project is Nine Hundred Thousand Pesos (900,000.00 php) inclusive of all applicable taxes and fees, remuneration/professional fee, and all incidental expenses.</p>																
<p>XII. Copyright and Intellectual Property Rights</p> <p>Copyright. The Intellectual Property Rights in all deliverables shall remain vested in the owner of such rights.</p>																



The Consultant shall sign a Non-Disclosure Agreement to protect information that are confidential and/ or sensitive information in which the loss of, misuse of, or unauthorized access to, or modification can adversely affect the national interest of the country, conduct of the NCMH programs, or privacy to which an individual is entitled.

For the purpose of security and confidentiality, the following are the arrangements:

a. The NCMH and the personnel of the Consultant shall keep confidential and shall not, without the written consent of the other party to the Project divulge to any third party any documents, data, or other information of a confidential nature, furnished directly or indirectly by any of the Parties in connection with the Project; or where the personnel of the Consultant is the Receiving Party, generated by the personnel of Consultant in the course of the performance of obligations under the Project and relating to the businesses, finances, employees, or other contracts of the NCMH or the NCMH's use of the manual or output.

b. NCMH shall not, without the Consultant's prior written consent, use any confidential Information received from the consultant for any purpose other than the development/ and or completion of the project.

All outputs of the project such as specifications, designs, reports and other documents, materials, data and/or manual developed by the consultant for the NCMH shall become and remain the property of NCMH, and the consultant shall not later than upon termination or expiration of the Contract, deliver all outputs to the NCMH, together with detailed inventory thereof. The consultant may retain a copy of the outputs but use of are subject to the restrictions about future use of these outputs, documents, manual, are all subject to the approval of NCMH.

Conforme:

Signature over Printed Name

Date: _____

