



Request for Proposal

Health Systems Strengthening Accelerator: Supporting Local Systems to Train and Position Mental Health Workers

Issue Date:	08/5/2021
Closing Date:	08/20/2021
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1. Instructions for Request for Technical and Cost Proposal

Results for Development (R4D), as the prime implementer of the Health Systems Strengthening Accelerator project, invites interested parties to submit a technical and cost proposal to serve as a local implementing partner. The local partner will support the implementation of the project's Health Systems Strengthening for Mental Health and Psychosocial Support Services (HSS-for-MHPSS) activity in Liberia, including through operational and technical activities needed to achieve the objectives of the program. The activity is currently expected to cover the 2021-2022 program year (12-month duration).

The exact duration of the sub-award will be negotiated and specified in the final agreement. Instructions for submitting applications are as follows:

- Applications should be directly responsive to all items, terms, and specifications referred to in this RFP. Incomplete applications or those missing mandatory documentation may not be considered for the review.
- All applications should be submitted in English language and financial applications in United States Dollars (USD).
- Final applications should be submitted electronically no later than August 20, 2021 using "Submission for Accelerator in Liberia" in the subject line.
- Within 10 calendar days after issuing this RFP, any questions or clarifications regarding this RFP should be addressed via email to ebrainerd@r4d.org and dgutierrez@r4d.org. The Accelerator will distribute a Q&A document in response.
- Any additional material information regarding this RFP provided to one applicant will be shared with all other candidates via e-mail or a conference call. In case of the latter, the date and time of the conference call will be communicated to all applicants at least five calendar days in advance.
- Additional submission instructions can be found later in this document.

The selected organization will work closely with stakeholders, including but not limited to the Mental Health Unit of the Liberia Ministry of Health (MOH-MHU), to carry out objectives and activities of the project, as listed in section 3 of this document. Please be advised that this solicitation does not in any way obligate R4D to award a contract. R4D reserves the right to award any resultant contract pursuant



to this RFP to an entity other than the applicant submitting the lowest price application based on technical, quality, or schedule superiority. At any time before the submission of applications, R4D may amend the RFP if needed. Notification of the amendment shall be issued by email. R4D may also extend the deadline for the submission of applications. The contract will be contingent upon a review of the Partner Selection Committee. Selected applications will be contacted in line with the timelines listed in Section 3 of this document. The final scope of work is contingent on priorities and full approval of the MOH-MHU and USAID in Liberia.

2. Terms of Reference

Project Background

[Results for Development](#) (R4D) is a leading non-profit global development partner. We collaborate with change agents around the world — government officials, civil society leaders and social innovators — to create strong systems that support healthy, educated people. We help our partners move from knowing their goal to knowing how to reach it. We combine global expertise in health, education and nutrition with analytic rigor, practical support for decision-making and implementation and access to peer problem-solving networks. Together with our partners, we build self-sustaining systems that serve everyone and deliver lasting results.

The [Health Systems Strengthening Accelerator](#) (Accelerator) is a global initiative funded by the United States Agency for International Development (USAID) through a Cooperative Agreement, with co-funding from the Bill & Melinda Gates Foundation (BMGF). Its goal is to strengthen institutions and processes, build local expertise, and support countries as they co-create, innovate and adapt, in order to build more effective and sustainable health system interventions on their journeys to self-reliance. The program's approach supports local partners as they lead implementation and find their own pathways to meaningful and lasting health systems change. The Accelerator is led by R4D.

The Inclusive Development Hub of USAID's Bureau for Development, Democracy, and Innovation (DDI) has engaged with the Accelerator to support the Government of Liberia (GoL) in expanding the provision of high-quality MHPSS services. Accelerator support to the GoL will be implemented over a period of 12-14 months. Overall, the project will seek to strengthen key health system functions (with tools, processes, and capacities) that can mitigate the care, quality, and/or prevention gaps in Liberia's MHPSS response.

Components of Sub-Award

The Accelerator is seeking to partner with a local Liberia-based organization that would support the program's implementation of activities to support local systems for training and placing mental health clinicians. This will include operational leadership as well as technical expertise on Liberia's MHPSS training and service delivery context. The organization will provide their expertise to work in partnership with the Accelerator and the MOH-MHU around a specific scope of work, described in the "Annex: Scope of Work" attached to this RFP.

To support achievement of these objectives, the local partner will fulfill key responsibilities and tasks, including but not limited to:

- Technical and operational support
- Direct communication with the MOH-MHU with other local partners

- Provide insights and advice on the local context

The details of the approach and the final scope of work will be contingent on review and approval of the MOH-MHU and USAID in Liberia.

Level of Effort and Skills Needed

The selected partner organization should fulfill the following requirements:

- Local Liberia-based organization
- Proven record of successful collaboration with the MOH and/or other government stakeholders
- A well-recognized local institution with an excellent track record in analytical and technical work related to mental health curriculum development, health worker training and development, health systems strengthening, or integration of priority programs in health systems
- Logistical and operational capacity to support implementation on-the-ground including organizing meetings with government stakeholders as well as other implementing partners in relation to key tasks and responsibilities described above
- Fluency in both written and oral English
- Evidence of capacity to have staff dedicated to the work for 1-2 years, including capacity to hire consultants (if necessary)

3. RFP Submission

The final application submitted should include all of the following components:

- A cover page outlining contact information, legal status of organization, and interest/qualifications for the opportunity
- Financial Application - must be converted to US Dollars (USD) and contain the following components:
 - *Budget* –
 - Total budget ceiling: \$65,000¹
 - Timeframe: 11 months
 - Outline all relevant direct and indirect costs associated with implementation of program support as conveyed in the ToR. Include costs for each activity by the following line items:
 - Personnel and Benefits (including the estimated level of effort (LOE) for personnel and daily rates for consulting technical experts)
 - Local travel
 - Activities (e.g., workshops, meetings)
 - Other Direct Cost (supplies, equipment etc.)
 - Indirect Costs
 - *Budget Narrative (2 pages maximum)* – explain budget estimates for each line item of the budget proposal, the rationale from which they were derived, and how the amounts were calculated, including any assumptions made.

¹ **Note:** Budget ceiling is an estimate of a maximum amount that will be considered, and is subject to change based on client, technical or programmatic requirements.

- Performance Portfolio Report (2 pages maximum) - must contain a shortlist of previous work done by the applicant organization’s team members that will demonstrate the experience and technical excellence in carrying out the scope of work described in section 2 and attached Annex of this RFP.
- Resumes of the core team of technical experts – must contain resumes of experts involved in the project, and at minimum technical experts with the skill mix listed in section 2 of this RFP
- Past performance references – list of at least three references (name, e-mail and phone number) that may be contacted by the procurement team to obtain additional insights on the relevant performance of the organization applying for this RFP.
- Supplementary documentation: In addition to the mandatory documentation, interested parties should submit written sample or a sample of a report/publication of previously conducted work that is relevant to the scope of work outlined in this RFP.

Separately, all organizations that wish to submit a proposal should obtain a [SAM registration](#) and [DUNS number](#).

For questions, please contact Emma Brainerd (ebrainerd@r4d.org) and Daniela Gutierrez (dgutierrez@r4d.org). Organizations should submit RFPs by 08/20/2021. Submissions will be reviewed and selected by a Partner Selection Committee.

4. Selection Criteria

Candidate submissions will be evaluated according to the following set of criteria:

Criteria	Definition
Technical Approach	The extent to which the proposed technical approach and strategy demonstrates a clear understanding of the objectives of the program and a convincing and realistic approach to achieve them.
Operational Capacity	The extent to which the organization demonstrates capacity to carry out desired logistical and operational support
Cost of the Application	Cost competitiveness and realistic depiction of cost components.
Past Performance and Experience of Core Team	The extent to which the applicant(s) demonstrate successful past performance in achieving results on similar programs.

Disclaimer: The award is contingent on the availability of funds, scope of work and timeline of the workplan. The selection will be based upon the review of technical review committee as well as reference checks. This RFP is not an offer to contract or award grant funds. The HSSA consortium assumes no responsibility for the Applicants cost to respond to this RFP.

Annex 1: Scope of Work

Working closely with the MOH-MHU and Accelerator teams, the selected local partner will support implementation and management of the following items:

1. Curriculum revision

The curriculum for MHC development in Liberia is already well-established under the training program through the Carter Center and other key partners and includes various modules with 5-6 months of didactic and clinical training. Accelerator support via MOH-MHU will focus on meeting the requirements for integrating this curriculum into the training program at a selected local institution. This will include working with the selected organization and key stakeholders—including the Liberia Board of Nursing and Midwifery, the Ministry of Education, and the MOH-MHU to: (i) transform the current modular curriculum for MHC training to fit the appropriate academic format, and (ii) obtain formal curriculum approval so that MHC training graduates obtain appropriate credits and certification on par with other bachelors (BSc) graduates in Liberia. This will entail the involvement of subject matter experts, curriculum developers, and curriculum regulators.

2. Faculty development

The selected local partner will support discrete items around local faculty development, including exchange and training as feasible as well as engagement with professional associations of mental health workers.

3. Best practice learning

The selected local partner will support best practice learning for the staff and faculty on pre-identified questions through analysis and expert advisory assistance (knowledge translation).

4. Key stakeholders committee set up to advance the development of MHC systems

The selected local partner will facilitate the convening of a committee of key stakeholders to formalize:

- Tie-in's with clinical sites for the mental health training program
- Recruitment of MHC cohorts; and
- Placement of MHC graduates in service delivery and supportive supervision roles within district and county health teams and secondary care facilities (county-level wellness units)

The modalities of organizing this mechanism to especially strengthen the downstream elements of MHC training—e.g. placement, post-training follow up, and supervision—will be pursued via MOH-MHU.

Annex 2: Template for the Performance Portfolio Report

Please refer to the sample template below to format and submit your Performance Portfolio Report.

Project name	Short description of project	Funders	Other stakeholders