

## **Request for Proposal (RfP) for Engagement of Consultant**

Jayaprakash Institute of Social Change (JPISC) invites Request for Proposal (RfP) for developing a Resource Directory for a mental health project in the schools and communities in Howrah, West Bengal.

### **TERMS OF REFERENCE**

Resource Directory (RD) on mental health problems of children and adolescents in schools and community settings in Howrah District.

**Location:** Howrah Municipal Corporation, Bally Municipality and surrounding areas

**Project:** Piloting Comprehensive Mental Health Care Programme for children and adolescents in school and community settings in the district of Howrah.

**Duration of the Study:** 30 days

#### **Presentation of Jayaprakash Institute of Social Change (JPISC)**

Founded in 1973, the non-governmental organization *Jayaprakash Institute of Social Change* (JPISC) operates as a leading social research institute in eastern and northeastern India. JPISC offers degree programs in social work, psychological counseling, and child protection affiliated to Vidyasagar University, which are accredited by UGC. JPISC is active in the areas of child protection, mental and physical health, gender issues, and livelihood security, and thus contributes to shaping the policy framework. To this end, JPISC works with a wide range of relevant actors at different levels.

#### **Background:**

JPISC is implementing a project titled 'Comprehensive Mental Health Care Program for Children and Adolescents by the Covid-19 Pandemic' in the district of Howrah. The pilot project addresses multifaceted impacts of Covid on children that are psychological, mental, physical, social and cultural through school and community mental health programme. The project is based on the premise that the planned interventions on mental health and psycho-social support during the post pandemic period in schools and community will help mitigating the trauma and stresses caused due to Covid-19 and/or who are susceptible to various forms of emotional and psychological illness. The project aims at bringing about sustained behavior changes among children and adolescents to cope with trauma through counselling including tele-counselling, therapeutic interventions, referrals etc and create a renewed interest among children in education through school sensitisation, parent's/caregiver's education and community mobilisation. The project further aims at capacity building of the teachers, parents, guardians, health service providers, CSOs, political leaders with a focus on mental health issues, understanding and responding to needs of children.

#### **Project goals**

The goal is to help improve the social and psychological well-being of children and adolescents affected by Covid-19 in the target area by better identifying and appropriately addressing psychosocial distress experienced by them.

#### **Project Objectives**

1.Improvement of physical, social and psychological well being of 2,000 school children and adolescents in 10 schools in Howrah district who suffered from emotional and psychological problems (stress, anxiety and depression) during the pandemic period and the children in general who shows such problems through psycho-social support (trauma therapy, counselling etc.) and referral services;

2. Improvement of the social and economic life situations of 2,000 vulnerable families affected by Covid-19 and other health challenges through improved access to treatment and social protection schemes.

3. Teachers/Parents/Guardians/Caregivers/Community members/Mental Health Service providers/Frontline workers/Municipal Councillors/Political leaders etc are equipped with proper knowledge to identify the psychosocial problems early and refer cases to specialized services including District Mental Health Programme (DMHP)

### **Target group**

The target groups of the project are children and adolescents in schools in the Howrah district, who are affected by psychological distress due to Covid-19 and/or susceptible to various forms of emotional and psychological illness. The project's target group also includes teachers and members of school committees, parents and guardians of children and adolescents as well as community members, mental health service providers, CSOs, media and CHILDLINE who are sensitized and trained on psycho-social issues.

### **Objectives for the RD**

The broad objective of the assignment is to prepare a RD containing all services/schemes run by the Govt and private organisations in Howrah district relevant to address the mental health needs of children which will help devising appropriate treatment plan and referrals.

One of the major components of the project is Capacity Building of the stakeholders such as school teachers, parents, guardians, mental health service providers, communities, Municipal Councillors, Political leaders, CSOs etc with a focus on mental health issues for the children and understanding and responding to mental health needs of children. The capacity building will be complemented with development of a RD with repository of information about various support services e.g. treatment facilities available, counselling services, psycho education, legal aid, residential care, alternative care, information about the statutory bodies under juvenile justice system, resources available at Howrah district to link the children suffering from psychological distress with these services. This RD is intended to equip the frontline social workers to provide appropriate referrals. It is a convergent platform that has relevant information pertaining to allied departments. The users of this app are primarily the schools administration, front-line caregivers of NGOs, mental health service providers, the families with mentally ill children and the community at large.

### **Scope of work under the assignment**

- Reviewing the information: Reviewing the existing resource directories of services available for the mentally ill persons.
- Validation of Data and cross-checking: Validation of the collected data for example, all defunct schemes will be excluded and any new schemes will be included.
- Sourcing of Data: Information related to mental health care services provided by the government and private organizations, institutional and day care facilities, child guidance clinics, if any, services under District Mental Health Programme (DMHP), child welfare committees, juvenile justice boards, district child protection officers in the districts of Howrah. A format will be designed comprising information about name of the institutions, category of resources, type of entity, postal address, telephone no, mail id and key services etc.

- Updating the existing information and adding new resources pertaining to mental health, shelter, livelihood, legal aid and other convergent programmes which are useful for care, protection, treatment and rehabilitation of the children with psychological and emotional problems.
- Addition of important HELPLINE numbers.

**Methodology of collecting information:**

- Review and validate the existing Resource Directories, if available.
- Data will be collected from various secondary sources such as reports/documents, websites, online portals and resource directories developed by other organisations
- Coordinate with Govt departments and other service providers for collection and validation of data.
- Apart from visiting the Govt departments for collecting information, information will be collected via office visits, mail, and telephonic conversation with various district level officials.
- Collation of information on various thematic areas.
- Sources of relevant documents shall be mentioned.
- Final validation of data and information will be finalized in consultation with the JPISC child protection team and Donor

**Deliverables**

- Final draft on the Directory with validated information about on-going government schemes at the state, district and local levels with information about eligibility, target group, access mechanism etc relevant to mental health needs of children.
- Directory containing updated information pertaining to mental health, shelter for mentally challenged children, livelihood, legal aid and other convergent programmes which are useful for care and protection of children affected by psychological distress.
- A format comprising information at state, district, block and local level including statutory bodies, name of the institutions, category of resources, type of entity, postal address, telephone no, mail id and key services for treatment, counseling, institutional care, guidance clinic, health insurance, support services etc for the mentally challenged children.

**Tasks and products of the Resource Directory:**

It is anticipated that the consultancy period would be a period of 30-35 days and it is expected that Consultant/Agency will complete all aspect of project within this period. It is recommended that the Consultant/Agency should provide a Gantt chart/timeline showing clearly the steps of preparing the Resource Directory and the time assigned to each step.

<b>Activities</b>	<b>Time frame (Working Days)</b>
a. Desk Review and Inception Report	3 days
b. Planning meeting and discussion	2 days
c. Data Collection	15 days
d. Preparation and Submission of draft report	5 days after completion of the Data Collection
e. Final Report	4 days after receiving the feedback from JPISC
f. Sharing of the report findings and recommendations with JPISC through a presentation	1 day

### **Qualifications of the Consultant**

Applicants may be individuals, groups of individuals with a designated team lead, or consultants. Applicants must have at a minimum the following qualifications:

- Candidates should have a Master's Degree in Social Work, Psychology, Sociology or significant professional qualification in related fields.
- At least 10 years of experience of conducting study, survey or assessment particularly on the issues of children and young people
- Experience of working in child protection issues
- Experience of conducting research work with Government and INGOs
- Fluent speaking skill in Bengali and Hindi
- Good writing and speaking skill in English
- Strong facilitation skills and proven ability to lead participatory processes
- The consultant will work in collaboration with JPISC on the field, and finalize all tools to be used in the survey in consultation with JPISC and representatives of Donor.

### **Application Procedures**

Please send proposal in pdf version I) Request for Proposal (RfP) including methodology to be used for collecting data from different categories of stakeholders and collation of information on various themes. II) an updated CV of the Key Person(s) who will be engaged for the survey, III) a financial proposal detailing consultant (s) itemised fees, data collection and administrative costs on Consultant's / Agency's / Organization's letterhead (signed and scanned pdf version), IV) an example of similar studies carried out (if possible), V) contacts of 3 references (One must be current or most recent employer). Key persons proposed in the application can't be replaced while conducting the survey.

The subject line of the e-mail should read: **'Resource Directory for Comprehensive Mental Health Care for Children and Adolescent in Howrah'**

**Last date for submission: 20<sup>th</sup> April, 2023. Send the proposal at [jpisc1973@ gmail.com](mailto:jpisc1973@gmail.com)**

Recruitment procedure follows the JPISC's Child Safeguarding Policy, including reference checks. Only short-listed candidates will be contacted for an interview.