

Open Call for Consulting Services

Title:	Technical support for development of Youth Mental Health Strategy in North Macedonia
RCC Department:	WB Youth Lab Project
Eligibility:	Consortium of two Individual Experts
Reporting to:	WB Youth Lab
Duration:	February – April 2023
Reference Number:	011-023

TERMS OF REFERENCE:

I. BACKGROUND

The Western Balkans Youth Lab Project (WBYL project) through its Technical Assistance support aims to strengthen policy and administrative capacities in different stages and processes related to the youth policy development and participation of Western Balkans (WB) youth in decision-making. Based on the recommendations co-created by youth and policy-makers at the Kick-Off Conference on Youth Policy Lab on Mental Health¹, Working Groups developed a plan to target specific problems in the field of mental health through different activity interventions. In North Macedonia specifically, just a few laws, strategies and documents focus on mental health. The Law on Mental Health was adopted in 2005, but its application remains limited, as it places the focus on treatment of persons with mental illnesses, their diagnosis and appropriate treatment, while the orientation towards care and nursing, prevention of the occurrence of serious conditions and mental hygiene lags behind as a priority.

According to the research by Faculty of Philosophy at Saint Cyril and Methodius University from 2021, the biggest challenges related to mental health and young people are: feeling depression (64%), stress (55%), anxiety (58%), suicidal thoughts (56%) and in general mental health care and nursing (67%). Additionally, the research confirms that COVID-19 pandemic influences youth

¹ [Regional Cooperation Council | Youth Lab on Mental Health \(rcc.int\)](https://www.rcc.int/)

behaviour and needs in regards to mental health. This indicates a great need for development of a strategic plan well designed to put youth's needs in focus and review their key priorities. Such interventions should be in line with the strategic plan of the National Youth Council of North Macedonia (NYCM) and the strategic priorities under the Government's Programme, specifically the strategic priorities of the Ministry of Health North Macedonia.

II. DESCRIPTION OF RESPONSIBILITIES

Objective of the assignment

The objective of this assignment is to support the development of a Youth Mental Health Strategy in North Macedonia through Technical Assistance. The Strategy is to reflect the challenges young people are facing in North Macedonia and provide an Action Plan for at least the first two years of Strategy implementation. Furthermore, activities under this ToR are to support development of an overview of legal possibilities for civil society organisations that work in the mental health field to be included in youth mental health activities and national programmes

Specific Tasks

This assignment should focus on the following specific tasks:

- Identify best practices, strategies and methodologies from Western Balkans and EU member states for development of a Youth Mental Health Strategy to meet the needs of young people in North Macedonia;
- Draft a National Youth Mental Health Strategy based on the discussions with and conclusions drawn by stakeholders with an accompanied Action Plan for at least the first two years of Strategy implementation;
- Develop a strategy module for capacity building of NYCM staff related to sensibilization for working with youth with mental health challenges;
- Develop an overview of legal possibilities for civil society organisations that work in the mental health field to be included in youth mental health activities and national programmes.

Methodology

The experts (at least two) are expected to suggest the most suitable methodology for successful completion of the assignment. This may include, but is not limited to, a mix of online and onsite activities.

Methodology should include the following guiding principles:

1. Desk research;

2. Conduct interviews with relevant stakeholders (at least 10 interviews), in particular the Ministry of Labour and Social Policy, Ministry of Health, National Committee on Mental Health, Club for Youth Affairs and Youth Policies, and Universities;
3. Conduct research on relevant laws, international and national documents;
4. Organise and facilitate at least four (4) consultative meetings with stakeholders.

Clear methodological overview should be an integral part of the concept note.

III. LOGISTICS AND TIMING

Timeline

The engagement is expected to start in February 2023 and end on 30 April 2023. The selected bidder should submit a Gantt chart with a clear overview of planned activities.

Lines of Communication

- The task will be implemented in close consultation with the RCC's WB Youth Lab.
- The contracted bidder will report to the WB Youth Lab Team Leader and Co-chairs of the Working Group on Mental Health in North Macedonia.
- As appropriate, meetings with RCC experts will be organised to agree on expectations and deliverables.

IV. REQUIRED OUTPUTS / REPORTING

The following deliverables will be produced and transferred to the RCC Secretariat during the course of the assignment, as per the timeframe specified below:

	Deliverables	Due date
1.	Detailed Work Plan agreed with the RCC's WB Youth Lab representatives	10 th February 2023
2.	Methodology including a set of interviews and meetings finalised	1 st March 2023
3.	First draft of youth mental health strategy	20 th March 2023
4.	Overview of legal possibilities for civil society organisations to be included in youth mental health activities and national programmes.	30 th April 2023
5.	Final strategy including a set of recommendations and an Action Plan for the first two years created.	30 th April 2023

V. REQUIREMENTS

Education:	<p>Expert 1</p> <ul style="list-style-type: none"> ▪ An advanced university degree (Master’s Degree or equivalent) in psychiatry/medicine; <p>Expert 2</p> <ul style="list-style-type: none"> ▪ An advanced university degree (Master’s Degree or equivalent) in social science (psychology). <p>PhD is an advantage.</p>
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 3 years of relevant experience in developing policy analysis, monitoring and evaluation; ▪ Alternative: Minimum of 5 years of relevant experience in similar consultancies for a team leader and team members respectively; ▪ Proven academic expertise in the field of psychology, psychiatry and extensive knowledge of mental health, youth work and methodologies for creation of support systems for youth; ▪ Proven work experience with youth and civil society organisations in North Macedonia; ▪ Proven experience in drafting laws, legal amendments and other strategic documents; ▪ Proven analytical skills and ability to conceptualise and write concisely and clearly, preferably evidenced by a list of published reports/papers in English; ▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organisations’ representatives, business community, civil society institutions, donors and other stakeholders; ▪ Advanced computer skills (MS Office and internet software).
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in written and spoken English, as the official language of the RCC; ▪ Knowledge of other RCC languages is an advantage.

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- He/she is independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

The expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports and deliverables comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the reports. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

V. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

Technical Offer

For consortia of individual experts:

- Profile; the team leader should submit the profile of the consortium (up to 2 pages); indicate the members and show how the work is divided between them;
- CVs of an expert(s), outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;

- An outline work programme of a maximum of 3 pages describing the main issues, sources of information to be used, timeline and methodology. The work programme should include the initial outline of the content of the assessment;
- List of references for relevant activities implemented over the past years demonstrating relevant experience in the subject matter;
- Application Submission Form (Annex I);
- Signed Statements of Availability (Annex II).

Financial Offer (Free format)

The financial offer should reflect the following:

- All figures should be expressed in EUR

NOTE:

When preparing the financial offer, the applicant should take into account the following:

- Use a free format for the Budget providing the Global Price for the work to be provided
- Maximum budget should not exceed EUR 10,000
- The fee rates should be broadly consistent with those applicable in the region

Submission of applications:

Applications need to be submitted by 8th February 2023, by 17:00 Central European Time to the following address ProcurementforRcc@rcc.int

Please make sure that the application is submitted in two separate folders one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals. Maximum size of the email should not exceed 15MB. WeTransfer alternative is recommended. Please avoid RAR files.

VI. EVALUATION RULES:

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

EVALUATION GRID	Maximum score
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A. Technical Offer (A.1+A.2+A.3)	100
A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the size comparable to that of the tender; experience with clients comparable to the Contracting Authority.	35
A.2. Quality and professional capacity of the consultant(s): CV(s) satisfy the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the concept note: An outline of work programme describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
B. Financial Offer/ lowest price has maximum score	100

Score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Lowest price / price of offer X] * 20

In addition to the results of the technical and financial evaluation, a competency-based interview will be held with the selected bidder.

Information on selection of the most favourable bidder

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V

71000 Sarajevo
Bosnia and Herzegovina

Appeals procedure

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

ANNEX I:

APPLICATION SUBMISSION FORM

REF: 011-023 Open Call for Consultancy Services

Subject: Technical support for development of Youth Mental Health Strategy in North Macedonia

One signed copy of this Application Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the bidder submitting this tender
Name of the entity/ individual consultants	

2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Name] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy.

And we are not in one of the following situations:

- (a) Bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) Have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) Have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

- (d) Have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) Have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.
- (f) Are civil servants or other agents of the public administration of the RCC Participants, regardless of the administrative situation, excluding us from being recruited as experts in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the open call for consultancy on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname	
Signature	
Date	

