



TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT A BASELINE STUDY ON MENTAL HEALTH IN JINJA CITY

1. Introduction:

Mental Health Uganda (MHU) is an indigenous Organization, established in 1997 by and for people with a lived experience of mental illness, care givers and service providers. Over the years, MHU has registered huge successes in the areas of advocacy for policy, rights and legislative reforms, advocacy for community mental health care, capacity building especially for membership district associations, livelihoods support for people with a lived experience of mental illness, rehabilitation and reintegration of homeless people off the streets of Kampala, user-led programming, anti-mental health stigma and discrimination, among others.

Stigma around mental health problems remains a major barrier to people accessing the needed timely care and support. Knowledge on mental health also remains low among the general public yet the investment in public mental health care remains almost stagnant at about 1% of the health sector budget in Uganda, according to the Mental Health and Control of Substance Abuse Division in the Ministry of Health. Deliberate efforts must therefore be made to localize the subject of mental health so as to induce a faster response for those who develop problems (before they escalate) and the resultant fall in the cost of care.

2. The Project:

In view of the above, Mental Health Uganda has received funding from Voice global to implement a Social contact project with the aim of Normalizing Mental health conversations in Jinja District, Eastern Uganda. The project has four broad objectives:

- I. To improve the capacity of people with lived experience of mental health problems so as to challenge mental health stigma and discrimination, demand their rights and lead change
- II. To improve the public's knowledge on mental health, change their behaviors towards people with experience of mental health problems and enhance access to care for the affected persons
- III. To promote learning through data collection Monitoring and Evaluation.
- IV. To promote linkage and learning through periodical reviews with stakeholders.

3. Context, scope and purpose of the assignment:

Under the third objective, MHU wants to conduct a baseline - to assess the knowledge levels of the public on mental health and their attitudes towards people with mental health problems in Jinja City. The purpose of this study (baseline) is to establish a bench mark, upon which the impact of the intervention shall be measured. MHU therefore wishes to hire a competent and experienced **Consultant** (firm) to conduct this exercise in Jinja City.

The baseline study is underpinned by the following specific objectives:

- I. To establish the public knowledge around mental health and related services in Jinja City
- II. To assess the public attitude towards people with mental health problems.

4. Roles and Responsibilities of the External Consultant/Firm

- Develop and submit a baseline study proposal demonstrating a clear understanding of the assignment, proposed methodology including a suitable study design, data collection techniques to be used, data collection tools and data analysis packages to be used and a work plan.



- Train (and equip) all the enumerators on the data collection tools for quality assurance purposes before they are sent to the field.
- Collect data and conduct data analysis using appropriate techniques
- Draft and submit a baseline study draft report for review and integrate comments into the final report.
- Compile and submit a comprehensive baseline study final report.

MHU Responsibilities

- Provide the Consultant with relevant project documents.
- Meet the agreed costs related to the Consultancy.
- Provide timely feedback to the consultant.

5. Expected Deliverables:

- Expression of interest/proposal containing all elements highlighted above
- Final baseline draft and final reports.

6. Duration and timelines

The consultancy will require **18 man-days** (3 days to prepare, 5 days to collect data, 5 days to analyze the data and 5 days for reporting). The external consultant/firm will propose a detailed calendar. The proposed calendar should take into consideration the following approximate timelines:

DATE	ACTIVITIES
July 06, 2023	Identify and contract independent consultant/firm
July 14, 2023	Complete data collection
July 24, 2023	Submission of the draft baseline report
July 31, 2023	Submission of the final baseline report

7. Qualification and experience of the lead consultant

- A post graduate qualification in Monitoring and Evaluation, statistics, health economics, quantitative economics, or any other relevant field.
- A minimum of 7 years’ experience in designing and conducting research or studies, including studies on knowledge and attitudes around mental health
- Demonstrated capacity to design and implement evaluation or related studies, including, development of data collection tools for both quantitative and qualitative methods with necessary level of technical rigor
- A good understanding of disability rights and development agenda, especially mental health
- Strong analytical skills
- Excellent writing and presentation skills.

8. Award Criteria

- Lead consultant’s CV 40%
- Methodology 30%
- Financial offer 30%



Note: The financial rate for each man-day **MUST** cover all consultancy costs related to this study, including but not limited to: technical costs for the lead consultant and the team, transport, accommodation, communication, stationery, etc.

9. Reporting:

The consultant will report to the MHU Project Manager.

10. Payment Terms:

Stage	Proportion of payment
Upon signing of the contract	60%
Approval of the final report	40%

11. Submission procedure:

Interested individuals/firms should submit a technical proposal (including the study design, data collection techniques to be used, data collection tools and data analysis packages to be used and a work plan) and financial proposal plus a CV for the lead consultant not later than **4:00 p.m., local time, on Friday June 30th, 2023, with the tender title “Conducting a Baseline on Mental Health in Jinja City” as the subject** to:

The Executive Director, Mental Health Uganda on info@mentalhealthuganda.org or hand deliver to Mental Health Uganda Offices in Rubaga Division, Lungujja - Makamba Zone, Kamanya Road Cell 15 House 58.

All material for submission must be merged into one pdf file not exceeding 12 pages.

***Note:** MHU promotes zero tolerance for discrimination/harassment based on gender, sexual orientation, sexual identity, religious beliefs etc. All staff, volunteers and contractors shall adhere to strict guidelines in order to facilitate “silent” inclusion. Project actors will also adhere to MHU’s safeguarding provisions – a set of procedures and practices designed to ensure that no harm comes to people as a result of contact with MHU’s programs, operations or people.*

Annex 1: Financial Proposal Form

Financial Offer for the Consultancy to Conduct a Baseline Study on Mental Health in Jinja City			
Name of Consultancy	Daily Rate (UGX)	No. of Days	Total Offer for the Lot (UGX)
		18	