

Research on RACE Against Suicide

REQUEST FOR PROPOSAL

Unilab Foundation Inc is seeking proposals from individual researchers interested in providing expertise and services in conducting research among the trained Gatekeepers under the RACE Against Suicide. If you choose to lodge an “Application”, it must be submitted on the terms indicated in this Request for Proposal or “RFP” document.

PART 1: GENERAL INFORMATION

A. Deadline for Submission of Proposal: **August 16, 2024**

B. To allow Unilab Foundation Inc to provide updates, interested individuals must at the first instance register their expression of interest submit a proposal by emailing the following information by email to: heads@unilabfoundation.org.

- Name
- Address
- Email
- Phone Number

C. Application must be submitted by email to: heads@unilabfoundation.org cc: procurement@unilabfoundation.org. Please send an updated Curriculum Vitae with a subject line Research Assistant and a cover letter outlining the suitability for the position. The accepted applicant will be based in Mandaluyong City. This is a fixed-term position.

The interested party is responsible for ensuring their submission, including all attachments, has been received in the above email inbox before closing. Any submissions received after the RFT closing time will be considered a late submission. Unilab Foundation Inc may at its absolute discretion, accept or reject a late submission.

D. All inquiries should be submitted by email to: heads@unilabfoundation.org and cc: procurement@unilabfoundation.org. Unilab Foundation Inc. reserves the right to issue answers to individuals who register their expression of interest. Notification will be provided to all tenderers via the contact details at the time of registration.

E. Maximum Number of Pages: 5

F. Eligibility: To be eligible, the individual:

- must have prior experience or coursework in research methodologies and data analysis.

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- must possess strong analytical, communication, and technical skills relevant to the research project.
- must not have any judicial decisions against them that would affect their ability to participate in the research project.

G. Proposal Validity Period: 3 months (unless otherwise negotiated).

H. Shortlisted individuals will be requested to pitch their proposal to Unilab Foundation Inc. Schedules to be advised.

I. Individuals with unsuccessful proposals will be notified by email.

PART 2: TERMS OF REFERENCE

A. Background

Suicide remains as the most pressing public health problems around the globe. In the Philippines, the rate of suicide was 2.5 per 100,000 population in 2019 (Department of Health, 2019). The Philippine Mental Health Law was passed in 2018; however, many Filipinos still do not receive proper mental health services due to financial constraints (Bollettino, et. al., 2023), limited number of mental health facilities, and lack of mental health professionals (WHO & Department of Health, 2006).

In response to these gaps, Heads Up PH (HUP), the mental health pillar of the Unilab Foundation (ULF), together with mental health experts, developed the module on RACE Against Suicide to equip teachers, guidance counselors, mental health workers, and other school personnel to become effective gatekeepers to prevent suicide in the school setting. This started the RACE Project which includes the training of gatekeepers using the RACE module and the screening of students at-risk using C-SSRS (Columbia Suicide Severity Rating Scale).

The pilot test and the training of trainers were conducted in 2022; and in 2023, leveraging on partnerships with the Philippine Guidance and Counseling Association (PGCA) and the Department of Education National Educators' Academy of the Philippines (DepEd-NEAP), RACE was rolled out in their respective chapters and regions. With over 4,400 gatekeepers trained nationwide in 2023, PGCA has produced over 3,300 gatekeepers and has introduced more schools and organizations including churches, local government units, and private organizations to the program. Through NEAP, DepEd now has 2876 gatekeepers from its six batches of RACE training participated by identified guidance counselors from DepEd Schools and Schools Division Offices (SDOs) from the 16 regions of the country.

Three to six months after the training implementation, Heads Up PH continuously conducts surveys and FGDs. As of March 2024, out of 233 who responded to the survey, 172 participants have used the C-SSRS. This resulted in 763 students identified at-risk, where 331 were referred for further assessment, and 292 were further assessed and given the appropriate intervention. This data showed improved capacity of the trained school personnel to detect and identify, manage, and referral of students at risk for support and better access to appropriate intervention.

Heads Up PH is in its third year of implementing the RACE Against Suicide project. In collaboration with the Strategic Support Unit, Heads Up PH seeks to undertake a research study to assess the effectiveness of the RACE Against Suicide initiative in identifying, managing, and referring at-risk learners. To support

this effort, Heads Up PH seeks to hire a Research Assistant to develop comprehensive reports on the survey data and case studies to be conducted, including recommendations.

The findings and recommendations from this research will help strengthen the RACE Against Suicide initiative and guide future action points for the project.

B. Purpose of this RFP

The RACE Research Assistant will report to the Strategic Support Lead and HUP-RACE Officer in-charge. He/she will support the implementation of the RACE Research.

C. Scope of Services

Successful candidate shall undertake the following responsibilities:

- a. Conduct RACE survey among identified gatekeepers
 - i. Coordination with respondents
 - ii. Dissemination of survey tool
 - iii. Collection of answered survey tool
 - iv. Consolidation and cleaning of survey data
 - v. Draft report of RACE Survey
- b. Presentation of RACE survey results to HUP and SSU
- c. Conduct of Case Study
 - i. Assist finalization of Case Study design
 - ii. Coordination and scheduling of case study data collection (eg. KII, FGD, etc)
 - iii. Facilitation and/or documentation of case study data collection
 - iv. Draft report of case study
- d. Presentation of case study report to HUP and SSU
- e. Completion report on the data collection process and findings.

D. Deliverables

- 1. RACE Survey Results
- 2. Case Study Report
- 3. Completion report on the data collection process and findings.

E. Indicative Timelines (Start of contract: 19 August 2024)

Output	Schedule of Submission
1. Draft report of RACE Survey 2. Presentation of RACE Survey results	Sept. 16, 2024
5. Draft report of Case Study 6. Presentation of Case Study Results	Oct. 21, 2024
7. Completion report on the data collection process and findings.	Nov. 8, 2024

PART 3: PROPOSAL EVALUATION

Interested parties shall submit their CV to heads@unilabfoundation.org cc: procurement@unilabfoundation.org. Applications shall be assessed based on relevant experience and

demonstrated skills corresponding to the requirements of the Terms of Reference. In the cover letter, applicants shall indicate their proposed rate corresponding the delivery of identified deliverables. This engagement is for a period of three months, subject to extension.

Unilab Foundation Inc. is not bound or required to accept the lowest priced proposal or any proposal. Individuals with unsuccessful proposals will be notified through email. The decision of the evaluation panel is final, and feedback on the evaluation process is for courtesy and quality improvement only. No further correspondence will be entered into as a result of this feedback.

PART 4: UNILAB FOUNDATION INC'S RIGHTS

Unilab Foundation Inc. reserves the right in its absolute discretion at any time to:

- a. Terminate this procurement process, or cease to proceed, change the structure and timing, or vary or extend any detail at any time.
- b. Terminate further participation in the procurement process by any organization for any reason.
- c. Seek clarification of non-conforming proposals or request additional information or clarification or provide additional information or clarification.
- d. Negotiate with any one or more organizations.
- e. Perform such security, probity, and financial investigations and procedures as they may determine are necessary in relation to any organization who has submitted a proposal, its employees, officers, partners, associates, sub-contractors or related entities. Organizations should promptly provide Unilab Foundation Inc. with the information or documentation required in order to undertake such investigation.
- f. A proposal may be rejected by Unilab Foundation Inc. if the organization does not promptly provide, at its cost, all reasonable assistance to Unilab Foundation Inc. in this regard or based on the outcomes of the investigations or procedures.
- g. Assess or reject a non-conforming proposal.
- h. Seek clarification of, and negotiate the terms included in, short-listed proposals after the procurement process finishes. These discussions will be documented and form part of the evaluation purposes.
- i. Exclude from consideration any proposal if the Organization or one of its related entities is listed by The World Bank on its "Listing of Ineligible Firms" or "Listing of Firms Letters of Reprimand" posted at www.worldbank.org (the "World Bank List").
- j. Exclude any individual or entity determined by the Minister for Foreign Affairs under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995. Further information about listed persons and entities is available from the Department of Foreign Affairs and Trade website at www.dfat.gov.au;
- k. Exclude those excluded by any other donor of development funding on a list similar to the World Bank List;
- l. Terminate any negotiations being conducted at any time with any potential service provider for any reason. Organizations whose proposals are unsuccessful will have no redress against Unilab Foundation Inc. regardless of any addition or amendment in the RFP.