

## Request for Proposals

**Consultant:** Examination of BC Mental Health and Substance Use Health Literacy Education Efforts in the K-12 population

**Organizations: BC Partners for Mental Health and Substance Use Information**

(participating organizations: FamilySmart, Jessie's Legacy Eating Disorders Prevention and Awareness Program, Canadian Institute of Substance Use Research, Anxiety Canada, and Canadian Mental Health Association BC Division)

---

**About BC Partners for Mental Health and Substance Use Information:**

The BC Partners for Mental Health and Substance Use Information are seven leading mental health and substance use non-profit agencies providing evidence based, quality information to help individuals and families maintain or improve their mental well-being. The BC Partners members are: Anxiety Canada, BC Schizophrenia Society, Canadian Institute for Substance Use Research, Canadian Mental Health Association's BC Division, FamilySmart, Jessie's Legacy Eating Disorders Prevention and Awareness Program, and Mood Disorders Association of BC (a branch of Lookout Housing and Health Society). The BC Partners are funded by BC Mental Health and Substance Use Services, an agency of the Provincial Health Services Authority.

**The Context:**

One in seven children and youth in BC struggles with mental health concerns, highlighting the critical need for a well-informed, evidence-based strategy to guide BC Partners' health literacy initiatives. Existing research demonstrates the importance of mental health and substance use health promotion, prevention and early intervention for children and youth within the K-12 school system. Although a vast amount of content and programming is available to educators, evidence regarding the quality, effectiveness, impact of these resources is mixed. An up to date review and analysis of these resources is necessary. In addition, an overview of what conditions and mechanisms best support educators in delivering effective health literacy education, including an examination of barriers for uptake, is needed.

FamilySmart® and Jessie's Legacy Eating Disorders Prevention and Awareness (a program of Family Services of the North Shore) are co-leading the K-12 committee with the goal of creating a strategy document that will guide the efforts of BC Partners agencies' approach to developing effective health literacy tools and mechanisms in the K-12 population.

**The Contract:**

**We are seeking a consultant to work in collaboration with key staff and senior leadership in order to:**

- Operate as a project manager; to develop and manage a project plan and coordinate meetings.
- Conduct an updated review of the current scientific literature on mental health and substance use literacy programs being offered in BC for grades K-12.
- Conduct an updated environmental scan to identify key organizations, initiatives, and programs working to address child and youth mental health literacy in the province for grades K-12, including current BC Partner projects and initiatives.
- Review best and most efficient mechanisms for disseminating mental health literacy to children and youth in grades K-12, including current BC Partner mechanisms.
- Comprehensively review and analyze themes from 5-10 key informant interviews and synthesize them into themes. (Interviews will be conducted by project partners).
- Write final report which will include a review of the literature, findings from the informant interviews and provide recommendations that will inform the final BC Partners' strategy document.

### **Accountability and Reporting**

Jessie's Legacy and FamilySmart will manage the contract and oversee the process for the literature review, environmental scan, and synthesis of key informant interview data.

### **Term of Contract**

August 12<sup>th</sup>, 2019 – November 30<sup>th</sup> 2019

### **Budget:**

The budget available for this project is up to \$ 10,000 for the contract period, including GST and applicable taxes.

### **Experience and Job Skills Required:**

- Experience with reviewing and evaluating scientific literature
- Knowledge or expertise in health literacy, health promotion, or mental health intervention
- Demonstrated knowledge of strategies to enhance impact
- Excellent verbal and written communication skills
- Knowledge of and experience working in the BC K-12 educational system is an asset
- Experience with analyzing or reviewing qualitative interview data is an asset

### **Contractual Terms and Conditions:**

- GST #

### **Proposal Components and Submission Details (Recommended content):**

- Understanding of the project, scope, approach and methodology
- Project management approach and work plan
- Declaration of Experience and Qualifications (attach curriculum vitae)
- References (minimum of three)

**Direct Questions and Inquiries to:** Joanna Zelichowska: [zelichowska@familyservices.bc.ca](mailto:zelichowska@familyservices.bc.ca)

**Closing Time:** Proposals must be received before 5pm on July 31<sup>st</sup>, 2019

**Submission:** Proponents will submit an electronic proposal by email. Proposals must be in PDF format with all attachments sent to Joanna at: [zelichowska@familyservices.bc.ca](mailto:zelichowska@familyservices.bc.ca)