



Mental Health and Psychosocial Support Minimum Service Package

MSP Activity Budget Items

Introduction

The following tables list budget items needed (e.g., human resources and materials) for each MSP activity. This information can be used as a starting point for consideration when drafting budgets and to estimate costs for MSP activities.

The precise number of staff members, incentive workers and volunteers, specific staffing arrangements (e.g., national or international staff, full-time or part time), budget items (e.g., translations) and amounts (e.g., depending on market process, salary scales) will need to be determined depending on the context, programme size, and number of program sites.

Indirect and support costs are not included and should be calculated separately if needed.

The **MSP costing tool** provides estimates of the cost of MSP activities based on the budget items described here.

The following types of staff are referenced in this document:

- **International staff members** typically have at least a master's degree in an MHPSS-related field (e.g., psychology, social work) and at least 2-5 years of experience. In some cases, they may have a PhD or medical degree (e.g., psychiatry) and less experience (e.g., one year).
- **National staff** members typically have a relevant degree, but in some settings may have equivalent experience (e.g., several years working in MHPSS programmes) and a high school education.
- **Staff members with MHPSS technical expertise** are typically international staff (as described above) but can also be national staff where qualified candidates are available (e.g., with master's degree and 5 years of experience).

Budget Items Needed for Each MSP Activity

Section 1. Inter-agency coordination and assessment for the MHPSS response

1.1. Coordinate MHPSS within and between sectors

Human resources and materials needed	Notes
Full Time (100%) MHPSS Technical Working Group Co-Chair [Staff experienced in MHPSS in emergencies, international staff, P4 level]*	May be provided and budgeted by agencies as additional tasks of staff members (e.g. 2-3 part time staff co-chairs) or may need to be budgeted for as full-time staff position or as part of surge capacity mechanism
Copies and printing of relevant MHPSS materials and guidelines	
Possible additional resources needed	
Computer and email to send out announcements and resources to group members	
Translation during meetings/of meeting documents/of guidelines	If there is a significant language barrier to local actors/organizations participating
*If at least 15 actors are present who are planning or implementing MHPSS programs. 50% (of Full Time Equivalent/FTE) if there are fewer actors	

1.2 Assess MHPSS needs and resources to guide programming

Human resources and materials needed	Notes
MHPSS-Specific Rapid Assessment*	Lump sum covering costs of staff or consultant with MHPSS expertise, travel, per diems, equipment (e.g. phone, computer), design/printing
Inclusion of MHPSS into multi-sectoral assessments, joint needs assessments or assessments by other sectors	For education and child protection, consider using the joint identification of needs assessment
Possible additional resources needed	
Translation and contextualization of assessment tools	
Design and printing of assessment report	

Venue and refreshments for meetings or events to share assessment findings	
*Sample Calculation in USD: 11,000 [Consultant or staff (national or international) 22days (500/day)] + 2,000 [local staff e.g. translators, M&E, admin] 3,000 [Plane fares] + 2,000 [Accommodation in capital and implementation sites] + 1,000 [local travel, e.g. by car] + 1,000 [per diem for 20 days of 50per day] + 500 [visa and other admin fees] + 500 [equipment] + 1,000 [design and printing of report] = \$22,000 (does not include UN or INGO overhead).	

Section 2. Essential components of all MHPSS programmes

2.1 Design, plan and coordinate MHPSS programmes

Human resources and materials	Notes
Staff/consultant with MHPSS expertise [Default: International staff; Optional: National staff]	To engage in coordination mechanisms and tasks, participate in meetings and discussions to plan programs, analyse assessment information, design program, analyse potential for unintended harm and develop mitigation plan, develop role descriptions, crisis management procedure.
Facilitator [National staff]	To organize and facilitate participatory discussions with key stakeholders and work with staff/consultant with MHPSS expertise to develop/ adapt programs.
Venue and refreshments for participatory discussions with key stakeholders	
Materials and supplies (e.g. laptops, communication equipment, files, file cabinets, furniture)	
Transportation	

2.2 Develop and implement an M&E System

Human resources and materials	Notes
Staff/consultant with MHPSS expertise [Default: International staff; Optional: National staff]	To support with selection of indicators, to develop/select and support the adaptation of MEAL tools, to develop ongoing monitoring and evaluation systems, to guide the development of a feedback and complaint mechanism, to analyse potential for unintended harm and develop mitigation plans.
M&E staff [Default: National; Optional: International]	To work with staff/consultant with MHPSS expertise to integrate MHPSS M&E into existing M&E systems

Venue and refreshments for participatory discussions with key stakeholders and community members	
Materials and supplies (e.g. laptops, communication equipment, files, file cabinets, furniture)	
Possible additional resources needed	Notes
Translation and contextualization of assessment tools	
Design and printing of assessment report	
Venue and refreshments for meetings or events to share assessment findings	

2.3 Care for staff and volunteers providing MHPSS

Human resources and materials needed	Notes
Coordinating focal point for workforce mental health and well-being [National staff]	Responsible for ensuring monitoring and assessment of workforce mental health and wellbeing, coordination of activities, and commissioning of quality external services where needed. Ideally should have MHPSS technical capacity and be under management or HR departments.
Workforce mental health and wellbeing practitioner [Default: International; Optional: National]	To provide technical advice on assessment; deliver trainings; and provide MHPSS. Must not be part of the MHPSS program team.
Space for provision of one-to-one support and group activities/trainings	
Printing and translation of workforce wellbeing informational materials	
M&E staff	To support assessments, monitoring and evaluation of workforce mental health and wellbeing.

2.4. Support MHPSS competencies of staff and volunteers

Human resources and materials needed	Notes
Staff/consultant with MHPSS expertise [Default: International staff; Optional: National staff]	To provide MHPSS quality monitoring, oversight, training and supervision
Laptop, phone, connectivity resources as needed for remote support, mentorship and supervision.	

Possible additional resources required	
Translation of materials	
Venue and refreshments for trainings	
Additional people trained to support assessment of competencies	

Section 3. MHPSS programme activities

3.1 Orient humanitarian actors and community members on MHPSS and advocate for MHPSS considerations and actions across sectors

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: International staff; Optional: National staff]	To provide support and technical oversight
Facilitator (e.g., MHPSS personnel) [Default: International staff; Optional: National staff]	To facilitate orientations or meetings.
Design and Printing of materials	
Possible additional resources needed	
Materials and supplies for orientation (e.g. projector, laptop, phone)	
Venue and refreshments for orientations	
Translation of orientation materials	
Transport, accommodation and per diem (for facilitator)	

3.2 Orient frontline workers and community leaders in basic psychosocial support skills

Human Resources and Materials needed	Notes
Staff with MHPSS technical expertise [Default: International staff; Optional: National staff]	To provide support and technical oversight
Lead Facilitator [Default: International staff; Optional: National staff]	Person experienced in delivering the recommended training topics; with MHPSS technical expertise. May be provided by

	agencies as additional tasks of staff members (e.g. one staff or divided among different staff members).
Orientation Facilitator and Organizer based at program location [National staff]	To help coordinate, contextualize and deliver the orientation (needs to be delivered by 2 facilitators, at least one of them based in the implementing context)
Design and printing of materials	
Possible additional resources needed	
Translation and contextualization of materials	
Orientation materials and supplies (e.g. projector, laptop, phone)	
Venue and refreshments for orientations	
Transportation, accommodation and per diem for facilitators	

3.3 Disseminate key messages to promote mental health and psychosocial wellbeing

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: International staff; Optional: National staff]	To provide support and technical oversight.
Facilitator for community discussions and meetings [Default: National staff]	
Materials for facilitated discussions	Print outs of discussion guides
Media budget	Depends on locally effective media e.g. radio sessions, billboards, posters, leaflets, orientation sessions
Possible additional resources needed	
Venue and refreshments for facilitated discussions and trainings	
Transport and accommodation for facilitators	
Translation of training materials	

3.4 Support community-led MHPSS activities

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: International staff; Optional: National staff]	To provide support and technical oversight
MHPSS staff based at program location [Default: National staff]	To assess needs, coordinate programme and provide support.
Financial support / in-kind support	E.g. supporting the repair/replacement of damaged equipment, rehabilitation of spaces for activities, providing short participatory trainings as appropriate, facilitation of participatory discussions on community priorities.

3.5 Provide early childhood development activities

Human resources and materials needed	Notes
Staff with ECD technical expertise [Default: international staff; Optional: National staff]	To provide support and technical oversight
Supervisory staff/Officer(s) [National or international staff]	To support programming and oversee the work of facilitators and/or outreach workers.
Facilitators / outreach workers [Default: National staff]	To deliver orientations, message dissemination, provide skills training to expectant and new caregivers, provide support to new or pre-existing early childhood care supports (e.g., by facilitating learning through play, promoting informal parent gatherings).
Design, printing and procurement of information, communication and education materials, orientation, training and program materials (notes, posters, leaflets, radio sessions etc.)	Depends on locally effective media, literacy rates etc.
Possible additional resources required	
Construction or rehabilitation of space for activities	E.g. constructing space using locally available materials, rehabilitating existing space (e.g. repairs)
Recreation and learning materials for learning spaces	
Materials and supplies for trainings (e.g. projector, laptop, phone, printing)	
Venue rental and refreshments	

Translation, contextualization and printing of training materials	
Transport, accommodation and per diem for facilitators (and trainees, if needed)	

3.6 Provide group activities for children’s mental health and psychosocial wellbeing

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: international staff; Optional: National staff]	To provide support and technical oversight.
Supervisory staff/Officer(s) [National or international staff]	To support programming and oversee the work of facilitators and/or outreach workers.
Facilitators / outreach workers (e.g. Child Protection staff and volunteers) [Default: National staff]	To implement structured group activities with children, to deliver sessions for caregivers, to provide information to affected communities and families on why structured group activities are being offered and how to access them.
Materials and equipment for structured activities	
Possible additional resources required	
Rental, rehabilitation and/or preparation of safe space	
Materials and supplies for trainings (e.g. projector, laptop, phone, printing)	
Venue rental and refreshments	
Translation, contextualization and printing of training materials	
Transport, accommodation and per diem for facilitators (and trainees, if needed)	

3.7 Support caregivers to promote the mental health and psychosocial wellbeing of their children

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: international staff; Optional: National staff]	To provide support and technical oversight.
Supervisory staff/Officer(s) [National or international staff]	To support programming and oversee the work of facilitators and/or outreach workers.
Facilitators / outreach workers [Default: National staff]	To provide orientations, capacity-building and supportive follow-up to caregivers.
Design, printing and procurement of information, communication and education materials (notes, posters, leaflets, radio sessions etc.)	Depends on locally effective media, literacy rates etc.
Possible additional resources required	
Rental, rehabilitation and/or preparation of safe space	
Materials and supplies for trainings (e.g. projector, laptop, phone, printing)	
Venue and refreshments for orientations	
Translation, contextualization and printing of training materials	
Transport, accommodation and per diem (for trainers, trainees, facilitators)	

3.8 Support education personnel to promote the mental health and psychosocial wellbeing of children

Human resources and materials needed	Notes
Staff with MHPSS technical expertise [Default: international staff; Optional: National staff]	To provide support and technical oversight.
Supervisory staff/Officer(s) [National or international staff]	To support programming and oversee the work of facilitators.
Facilitators and/or, where available, school counsellors, staff from the Ministry of Education. [Default: National staff]	To promote the well-being of teachers and other education personnel (e.g. through social and emotional learning workshops); to provide orientations, capacity-

	building and supportive follow-up to teachers and other education personnel on promoting the mental health and psychosocial well-being of children.
Possible additional resources needed	
Materials and supplies for trainings (e.g. projector, laptop, phone, printing)	
Venue and refreshments for orientations	
Translation, contextualization and printing of training materials	
Transport, accommodation and per diem (for trainers, trainees, facilitators)	

3.9 Provide MHPSS through safe spaces for women and girls

Human resources and materials needed	Notes
Centre manager (National staff)	This is assuming a static model of a single WGSS; a mobile model would see additional vehicles and potentially higher numbers of facilitators to manage outreach, and no center manager.
Technical manager for MHPSS related activities and service delivery (Staff with MHPSS technical expertise)	It is likely that the technical manager for MHPSS would also be dividing their time to support GBV. Case-management teams
Group Activity Facilitators	This is a sample management structure. Numbers of national staff needed to facilitate group MHPSS activities will vary according to number of groups being run, population being served, as will layers of management according to existing organizational structure.
GBV Manager (national or international)	If/whether there is a GBV manager will be dependent upon specific organizational structure
Protection/overall Manager/coordinator (national or international)	If/whether there is a protection/overall manager coordinator will be dependent upon specific organizational structure)
MHPSS Trainer (international)	To deliver Evidence-based Group MHPSS Interventions. To note, one trainer may be hired to deliver all three training courses
Training facilitator (National)	To support adaptation and translation and assist in facilitation of training delivery (including interpretation). To note, one facilitator may be hired to work on all three trainings)
MHPSS Trainer (international)	To deliver Evidence-based focused MHPSS Interventions

Training facilitator (National)	To support adaptation and translation and assist in facilitation of training delivery (including interpretation)
Trainer (MHPSS technical expertise national or international)	To deliver Basic psychosocial support training all staff involved in the WGSS.
Training facilitator (National)	To support adaptation and translation and assist in facilitation of training delivery (including interpretation)
Take-home training materials and key documents	
Possible additional resources needed	
Rent (yearly) or construction of a building	
Furnishings: desks, rugs, cushions, tables, chairs, lockable filing cabinets, wipe boards/Chalk boards	
Stationary	
Computers, software, licenses, data security	
Printed materials for group activities	
Training Venue and Refreshments	
Training Transport, accommodation and per diem (for trainers and/or trainees if needed)	

3.10 Provide mental health care as part of general health services

Human resources and materials needed	Notes
mhGAP-HIG or IG Expert Trainer and Supervisor (FT or PT divided between different staff) [Default: International staff; Optional: National staff—educational background needs to be a medical doctor or nurse with psychiatry specialization]	May be provided by agencies as additional tasks of staff members (e.g. one staff or divided among different staff members)
mhGAP-HIG trainer, supervisor and organizer based at program location [Default: National staff, psychiatrist]	To help manage, coordinate and contextualize the training, interface with organizations and trainees, assist with training.
mhGAP-HIG training materials and supplies (e.g., projector, laptop, phone, printing)	
Refreshments for trainings	

Materials and supplies for provision of MH services (e.g., service forms, files, file cabinets, furniture, basic toys for children)	
Essential psychotropic medicines	See IEHK, https://www.who.int/emergencies/kits/iehk/en/ as well as EML and national list of essential medicines
Possible additional resources required	
Translation and contextualization of materials	
Venue for trainings	
Transport, accommodation and per diem (for trainers and/or trainees if needed)	

3.11 Provide MHPSS as part of clinical care for survivors of sexual violence and intimate partner violence

Human resources and materials needed	Notes
MHPSS/GBV/CMR technical expert	<p>Initial survey/recognizance of health facilities with capacity to provide clinical care (1 international staff). This could be within general health care setting, sexual and reproductive health clinic or integrated GBV service-center or safe space, noting that some settings may not be able to provide care for men and boys and separate services may be needed.</p> <p>Integration of materials into health facility protocols, in conjunction with an existing health facility staff member compensated for their additional time or hired for the purpose.</p> <p>To provide on-going coaching, training, and support to providers of clinical care, integration of facility level protocols, referral forms and tools, medical forms etc</p>
Manager/supervisor of clinical care activities	A portion of their time would be dedicated to working with the MHPSS technical expert to ensure MHPSS support to survivors.
CMR/MHPSS Expert Trainer (International)	To deliver training to health facility staff on MHPSS support and care for survivors, develop select and adapt training materials
Training facilitator/interpreter (National)	To assist Expert Trainer on adaptation, translation, and contextualization of materials and translation if needed during delivery of training. Provide translation of training materials.

Materials and supplies needed for delivering intervention (e.g., service forms, files, file cabinets, furniture, computers/software/licenses)	Within software/licenses and physical file keeping, data security should be prioritized
Health facility staff training	This will be dependent on the number of facilities providing CMR identified for training
Possible additional resources needed	
Training Venue/refreshments, and materials provided to participants	
Training Transport, accommodation and per diem (for trainers and/or trainees if needed)	

3.12 Initiate or strengthen the provision of psychological interventions

Human resources and materials needed	Notes
Psychological intervention expert trainer and supervisor (Full-time or Part-time divided between different staff) [Default: International staff; Optional: National staff]	May be provided by agencies as additional tasks of staff members (e.g. one staff or divided among different staff members). This person would be qualified MHPSS technical staff (e.g. Clinical Psychologist or Psychotherapist with training expertise).
Facilitator and organizer based at program location [National staff]	To help coordinate, contextualize and implement the training
Psychological intervention training materials and supplies (e.g. projector, laptop, phone, printing)	
Refreshments for trainings	
Materials and supplies needed for delivering intervention (e.g. service forms, files, file cabinets, furniture)	
Possible additional resources needed	
Cost of service providers who deliver the psychological intervention	
Translation and contextualization of materials	
Venue for trainings	
Transport, accommodation and per diem (for trainers and/or trainees if needed)	

3.13 Provide MHPSS through protection case management services

Human resources and materials needed	Notes
MHPSS Technical Expert to support caseworkers	This role is to provide guidance to caseworkers on an ongoing basis and any additional tools/templates related to MHPSS within Case Management.
MHPSS (master) Trainer of trainers	The trainer would train trainers who would then deliver an MHPSS training to caseworkers and develop/adapt training materials. This training would be complementary to existing, comprehensive caseworker foundational training.
MHPSS Trainers	Trained by the above master-trainer to provide MHPSS specific training to caseworkers
Caseworkers	To deliver MHPSS through a Case Management program it is assumed there are already caseworkers in place to deliver a CM programme.
Materials and supplies for trainings (e.g. projector, laptop, printing of materials)	
Possible additional resources needed	
MHPSS consultant to adapt Case Management tools and templates	
Translation of materials	
Venue and refreshments for trainings	
Transport, accommodation and per diem (for trainers and/or trainees if needed)	

3.14 Protect and care for people in mental hospitals and institutions

Human resources and materials needed	Notes
Mental Health Expert (e.g. in lead organization) (Default: International staff; Optional: National staff)	Should ideally be a mental health professional (e.g. psychiatrist or psychiatric/mental health nurse). May have additional tasks, responsible for overall technical support and oversight.
General health expert [National staff, qualification as medical doctor]	To assess physical health status of residents and prevent or treat physical health conditions as required
National Mental Health Officer [national staff]	To help coordinate and implement activities
Repair and maintenance	Includes what is needed for provision of basic needs (e.g. repair of windows, roofs, winterization)

Basic equipment and supplies	To provide basic needs or replace what has been damaged or destroyed (e.g. beds, furniture, heating, generators)
Food and non-food items	Food, blankets, NFI kits, hygiene kits, recreational kits to conduct activities.
Psychotropic medication	Provision of medication needed (if supply is low or disrupted)
Travel to visit institutions	This would include vehicle rental, fuel, drivers etc.
Training and supervision for staff	Based on assessment of training needs, includes materials and supplies, transport
Possible additional resources required	
Additional staff needed in the facility/institution	(e.g. nurses, nutritionist)

Section 4. Activities and considerations for specific settings

4.1. Integrate MHPSS in the public health response to infectious diseases outbreaks_

Human resources and materials needed	Notes
MHPSS technical expertise [Default: International staff; Optional: National staff]	To develop, organize and provide orientation and training to first responders and health care workers and ensure MHPSS considerations and referral pathways
MHPSS officer [National staff]	One staff per facility working full time (national staff with high school degree and some MHPSS background)
Printing orientation, training and IEC materials	
Refreshments for orientation seminars	
Essential psychotropic medications to manage comorbid mental health conditions	
Possible additional resources needed	
Adaptation and translation of orientation and training materials	
Adaptation, translation and dissemination of IEC materials	

4.2 Provide mental health and psychosocial support to persons deprived of their liberty

Human resources and materials needed	Notes
International trainer	Trainers would provide 2 trainings: 1 for monitoring staff, 1 for detention facility staff and administration
National trainer facilitator/interpreter	This role is to assist in training delivery and contextualization of training material.
Detention monitoring/protection staff trained on MHPSS	Number of trainings and numbers of people trained on number of facilities being monitored
Protection coordinator/manager (international staff)	This is assuming that the detention monitoring is being conducted through a wider protection program. Part of their role will be to help develop and ensure a functioning referral system and liaise/advocate with detention actors.
MHPSS technical expert (Psychologist/Psychiatrist) consultant	To provide mental health support to people deprived of their liberty (part of referral system), this could be a full-time employee rather than a consultant if necessary, based on size of programme.
Technical MHPSS expert to provide on-going supervision/support to detention monitoring teams	The MHPSS technical expert would likely be part of a wider MHPSS program and spend part of their time supporting monitoring staff
Possible additional resources needed	
Transportation to detention facilities for monitoring visits	
Training materials/translations	
Training Venue/transportation to training/refreshments	
Training Per-diems for institution staff	
Transportation for MHPSS expert consultants to detention sites/technical equipment to facilitate virtual appointments	