

Annex C

Title of Consultancy: Staff Counsellor Consultancy Assignment		Type of Engagement	Place of Recruitment	Workplace of Consultant (duty station, ICT equipment)
		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Freetown, Sierra Leone	Freetown, UNICEF Office
WBS TBD				
Budget Year: 2023	Requesting Section/ Issuing Office Operations	Reasons why the assignment cannot be done by a staff member: There are no qualified and readily available candidate in-house to perform the required function.		
<u>Purpose of Activity/Assignment:</u>				
<u>1. Background, Specific Objectives, and Justification:</u>				
<p>Sierra Leone has undergone series of disasters in the past few years, ranging from the past civil war to Ebola, flooding, mudslide and COVID-19, which, to a great extent has affected the mental health of staff/personnel and their dependents. As part of UNICEF strategy of ensuring work life balance and taking care of the whole person, we seek the services of a consultant Staff Counsellor to provide psychosocial counselling services to staff/personnel. The consultant counsellor will be responsible for the overall assessment of the psychological needs of staff members with the aim of preparing them mentally and building their resilience to manage and cope with stress, while remaining productive in their work. The Staff Counsellor will work closely with the Regional Staff Counsellor to seek clarification and support as well as provide feedback.</p>				
<u>2. Major duties and responsibilities</u>				
Facilitating effective stress management interventions for all staff/personnel addressing work-related stress, and critical incidents.				
The staff counsellor will be responsible for providing counselling services which involves, but not limited to the following: -				
<p>A. Monitors environmental factors that could lead to stress, with particular focus on stress related to critical incidents including low staff morale and advises Management on appropriate measures to be taken.</p> <ul style="list-style-type: none"> Plan, develop and implement stress management training for all staff/personnel of the office. Performs Psychological first aid (e.g., individual and/or group) when required. Facilitating the treatment of psychiatric disorders primarily through referrals, including to the medical services division, and through guidance to supervisors and senior management. <p>B. Providing staff and dependents with individual and/or group counselling (i.e., assessment, short term intervention, referral) following self-referral or referral.</p> <ul style="list-style-type: none"> Identify competent local resources for referrals whenever necessary. Contacting the affected staff member by e-mail(s) or phone offering information about typical stress reactions, disorders, support, and referral information. Recommending and arranging for individual and/ or group follow-up support to staff/personnel and their dependants. 				

3. Methodology and Technical Approach:

The assignment will involve meeting with staff/personnel of the office and their dependents to identify specific issues affecting them. The consultant is expected to communicate general issues as reported by staff/personnel and proffer solutions to management.

4. Deliverables:

S/No	Specific Objectives (from Section 1)	Deliverable(s)/Timelines
1	Assessment of sources of difficulties leading to work related stress and chronic incident stress	Weekly report of work-related issues as reported by staff members submitted to the HR Manager. <i>Throughout the consultancy</i>
2	Advise on strategies to improve interpersonal relations at work and build resilience.	Provide prompt support to affected Staff/Personnel. <i>Throughout the consultancy</i>
3	Training on basic mental health knowledge using WHO's mhGAP	Trainings conducted. <i>Quarterly</i>
4	Training on stress management, self-care and wellbeing in groups	Trainings conducted. <i>Quarterly</i>
5	Provide monthly progress reports.	All major issues, as observed during engagement with staff/personnel and dependents reported. <i>Monthly</i>
6	Final evaluation report.	At the end of the consultancy

Management, Organization and Timeframe:

The Consultant will work closely with the HR Unit in Operations to achieve the above results. The assignment is expected to take a total of 12 months from the date of commencement.

Reason of extension in case of Amendment

N/A

Duration / Timeframe/ # of working days	Expected Start Date:	Expected End Date:
12 months	15 January 2023	14 January 2024

Budget and Remuneration (for planning purpose only). Final fees will be negotiated by HR

Description	Unit Cost (daily/monthly)	Quantity(ies)	Amount (SLE)
Professional Fees		12	
DSA for local travel Makeni		2 trips of 2 nights each	
To be multiplied by the number of nights spent in this location – 4 nights			
Payment to be made in SLE			
DSA for local travel- Kenema		2 trips of 2 nights each	
To be multiplied by the number of nights			

spent in this location – 4 nights			
Payment to be made in SLE			
Travel Cost	N/A		
Work Permit	N/A		
Total Estimated Cost			

UNICEF recourse in case of unsatisfactory performance: Payment will only be made for work satisfactorily completed as per agreed deliverables and accepted by UNICEF.

Terms of Payment	<input checked="" type="checkbox"/> Monthly Payment, upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment, upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 30 % of total fee)
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Condition of work

- Completion of several mandatory courses that would be communicated to the recommended candidate.

Qualifications and Specialized Knowledge/experience required:

Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Advanced University degree required in counselling, clinical psychology, or related mental health profession.	Years of Experience and Knowledge/Expertise/Skills required: Knowledge and experience in staff support and traumatic and critical incident stress, as well as mental health, cross cultural communications, counselling, and related areas.
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Consultant Selection Method:

<input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations L2, L3, approval by Head of Office strictly required).	Request for <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment
Request Authorised by: (Head of Section) _____ Sanchia Gordon, HR Manager	Request Verified by: Elizabeth Brima, HR Officer _____

Approval:

Approval of Deputy Representative - Operations (if related to Operations): _____ Wilberforce Tengey, Dep. Rep Operations	Approval of Deputy Representative (if related to Programme) _____