

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

Title	Funding Code	Type of engagement	Duty Station:
Staff Counsellors for UNICEF Staff Member		<input type="checkbox"/> Individual Contractor Full-Time <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Consultant	Remotely (with mission to Port-au-Prince or other duty stations in Haiti)
<p><b>Purpose of Activity/Assignment:</b> The unprecedented challenges the Haiti Country Office faces due to the worsening security situation have put staff under a great amount of stress, as dealing with the uncertainty of the political situation. The Haiti Country Office deemed it necessary to provide affected staff members with counselling support, so they are better equipped to cope with these challenging times and support them, while they take care of themselves and their families, complying with Unicef's duty of care, and thereby contributing to meeting the organizational goals of supporting the women and children of Haiti even in such a complex emergency setting.</p> <p>The primary purpose of this appointment is to support UNICEF Haiti Country Office staff and their dependents, providing psychosocial counselling and contributing to the improvement of the critical stress management preparedness of the Office in case of the continuation of the escalation of the emergency, as well as mitigation of longer-term risks to mental health</p> <p>UNICEF profoundly cares about and focuses on the psychosocial wellbeing of all staff. It supports staff members in building personal resilience, reducing traumatic stress, preventing burnout, and improving mental health. Counseling is a proven intervention to support individuals who find it difficult to deal with challenging times.</p> <p>Therefore it is proposed to hire the services of 1-3 qualified professional counsellors, who can provide much-needed support to the affected staff members and their family members upon request.</p>			
<p><b>Scope of Work:</b></p> <p>Under the supervision of the CO People &amp; Culture Manager and technical guidance of the Regional Staff Counsellor, the counsellor will provide individual psychosocial counselling to staff members and their family members in need, promoting work-life balance and healthy habits among staff members, as well as providing resilience-building information. S/he will also disseminate psycho-educational materials and webinars in collaboration with the Regional Staff Counsellor. S/he should be familiar with the basic principles and approaches of Psychosocial First Aid (PFA).</p> <p>In addition, the counsellor will provide monthly feedback to the Regional Staff Counsellor as well as to the supervisor in the country office to share the most relevant information on the most common issues of concern to staff.</p> <p>This will support Senior Management in identifying and addressing the following:</p> <ul style="list-style-type: none"> <li>• What do staff already do to care for themselves and team members?</li> <li>• What do staff know about individual and team stress, and stress management?</li> <li>• How well do staff currently feel supported by the organization?</li> <li>• What kinds of existing support do staff find helpful?</li> <li>• What other kinds of support do staff feel they need?</li> <li>• What are the main stresses staff feel they are facing?</li> <li>• How do managers and supervisors understand their role and responsibility in supporting staff?</li> </ul>			

The counsellor will adhere to the Ethical Principles of Psychologists and the Code of Conduct of the American Psychological Association, with particular attention to Section 4, relating to privacy and confidentiality.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO If YES, check all that apply:

**Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2025	<b>Requesting Section/Issuing Office:</b> Human Resources, Haiti Office	<b>Reasons why consultancy cannot be done by staff:</b> Currently, UNICEF Haiti has no staff counselling capacity. Given the increased demand for mental health support due to the worsening security situation, hiring a pool of professional counsellors will ensure timely and adequate support for all affected staff members and their families, maintaining the quality of care while the Haiti Country Office seeks funding to hire an international staff counsellor for medium- and long-term counselling support.
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Included in Annual/Rolling Workplan:  Yes  No, please justify:

**Consultant sourcing:**

National  International  Both

**Competitive Selection:**

- Competitive Selection (Roster)  
 Competitive Selection (Advertisement/Desk Review/Interview)  
 Single Source Selection  
 (Emergency - Director's approval)

**Request for:**

- New SSA – Individual Contract  
 Extension/ Amendment

**If Extension, Justification for extension:**

<b>Supervisor:</b> Jeremy LUKAMBA, HR Manager	<b>Start Date:</b> 1 March 2025	<b>End Date:</b> 28 February 2026	<b>Number of days (Working):</b> based on the need
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**Specific service / outputs to be delivered at a specific time as per stated objectives and performance / quality requirements. Must include capacity building deliverables.**

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Individual Confidential Counselling session to attend the needs of staff, and their family members;	Report on number of Counselling Session held and the main topic that was discussed, so the Regional Staff Counsellor and the Country Office can evaluate the needs of staff timely. (categories can be established along with Regional Staff Counsellor)	Need-based	Need-based, depending upon the requests received from Port-au-Prince / Field Office staff
Office group training for staff wellbeing	12 training sessions held during the year	1 every month	
Monthly written report along with an hour meeting for feedback and analysis of the needs of staff.	12 monthly written reports. Without disclosing personal information on staff, but just a brief analysis of main concerns among staff.		

<p><b>Minimum Qualifications required*:</b></p> <p><input type="checkbox"/> Bachelor <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>• At least an advanced university degree (Master's level) in counselling, clinical psychology or related mental health profession or related technical field;</li> <li>• A minimum of eight (8) years of relevant progressive work experience, at the national and/or international levels, in professional counselling, staff support, mental health, cross cultural communications and group dynamics, or related areas;</li> <li>• Excellent credentials and substantive track record and experience in the design and delivery of counselling sessions, preferably on stress counselling</li> <li>• Additional training or experience in a broad range of related fields, such as alcohol/substance abuse, stress management, critical incident stress and cross-cultural communication would be considered an asset.</li> <li>• Working Experience with multinationals, United Nations or similar international organizations is preferred.</li> <li>• Previous work in humanitarian field or emergency settings is preferred.</li> <li>• Language: French is required. Creole would be a definite advantage. Working knowledge of English is desired.</li> </ul> <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p>	
<p>A) Technical Evaluation (e.g. maximum 75 Points)</p>	<p>B) Financial Proposal (e.g. maximum of 25 Points)</p>
<p><b>Administrative details:</b></p> <p><input type="checkbox"/> Visa assistance required</p> <p><input type="checkbox"/> Transportation arranged by the office</p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based</p> <p><b>If office based:</b></p> <p><input type="checkbox"/> seating arrangement identified</p> <p><input type="checkbox"/> IT and Communication equipment required.</p> <p><input type="checkbox"/> Internet access required</p>

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

**Text to be added to all TORs:**

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultants are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, program delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.