

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b>	Hurricane Beryl Return to Happiness/Psychological First Aid sessions
<b>Duration:</b>	August -September 2024
<b>Estimated Start Date:</b>	August 15, 2024
<b>Duty Station:</b>	Jamaica
<b>Reporting to:</b>	R. Tortello

### BACKGROUND & ORGANIZATIONAL CONTEXT

Return to Happiness (RTH) is a psychosocial first aid (PFA) recovery programme developed by UNICEF to support those who have experienced trauma from disaster, crisis, conflict or violence. Children and teachers who participate in the Return to Happiness receive support which is aimed at helping them to process their stress and trauma and to begin looking towards the future. Beginning in 2021, RTH has been delivered periodically as an online, asynchronous short course by the Jamaica Teaching Council (JTC) in partnership with UNICEF and the Department of Social Work at the University of the West Indies, resulting in some 600 teachers having been trained in the psychosocial first aid (PFA) based methodology.

On July 3, 2024, Hurricane Beryl, a category 4, storm wreaked tremendous damage on Jamaica's southern coast. In the education sector, teachers and children have lost homes, personal belongings and are without water, light or internet. Approximately 300 schools have reported damages from the hurricane, totalling around JD2.7 billion, primarily impacting roofs. Many families are grappling with financial strain, as they are forced to dip into savings meant for back-to-school expenses to cover house repairs. There is widespread concern about how these financial pressures will impact their ability to meet educational costs by September 2024 when schools will be opening.

UNICEF is exploring options to support the sector as it prepares to return to school with training in the PFA-focused Return to Happiness methodology for at least 300 teachers in affected areas as well as back-to-school supplies for the families identified as most in need. The proposed series of face-to-face RTH focused sessions are intended to first address wellness needs of teachers brought on by the hurricane and subsequently to support these teachers to provide psychosocial support to students upon the opening of the 2024-25 school year. Additionally, psychosocial support for children and adolescents in the affected communities is critical. UNICEF is working with CSOs to deliver psychosocial support and build coping life skills among children and adolescents.

Consequently, the UNICEF Jamaica office requires the services of a consultant to support the delivery of the psychosocial first aid focused RTH programme in the southern region of the island as part of overall Hurricane Beryl response efforts and ongoing capacity building in Mental Health and Psychosocial Support (MHPSS).

### PURPOSE OF ASSIGNMENT

The purpose of this Consultancy is two-fold: a) to provide technical support at a regional level for the enhancement of the enabling environment to support teachers' use of the Return to Happiness methodology through a series of face-to-face PFA sessions by the end of August 2024; b) To deliver at least 2 x 1 day psychological first aid training sessions.

Under the guidance of UNICEF, the Consultant will work in collaboration with UNICEF, the Jamaica Teaching Council, the Guidance Counselling Unit of the Ministry of Education and Youth (MOEY), Eve

for Life and other relevant partners, to facilitate the requisite trainings using the adapted UNICEF Jamaica Return to Happiness (RTH) Manual and the UN PFA training manual.

This will include:

- Review of the existing RTH Manual to excerpt relevant content to deliver a series of five (5) PFA focused one day workshop sessions targeting 60 teachers each (for a total of 300) to be staged in feasible locations across the southern region by the end of September 2024.
- Develop and deliver an add on play therapy-based component for teachers to support their own psychosocial recovery from the trauma of the hurricane. Make any referrals to the health system as needed.
- Development and implementation of a data collection tool to solicit information from participants post training on the integration and delivery of specified elements of the RTH/PFA approach.
- Work with the JTC to curate a series of at least ten (10) tiktoks to capture some of the activities and be shared as a way of broadly disseminating key messages and serve as a reference point for teachers in the 2024-25 school year.
- Deliver 2 x 1-day sessions among CSO partners and volunteers on psychological first aid.

**MAIN DUTIES AND RESPONSIBILITIES**

UNICEF Jamaica is seeking the services of a consultant to: a) provide a series of five (5) one day, PFA focused sessions for at least 300 teachers in the southern region of the island in August, working closely with the UNICEF Jamaica Country Office as well as the Jamaica Teaching Council (JTC), the Guidance Counselling Unit (GCU) and the Ministry of Health and Wellness (MOHW); b) Deliver 2x 1 day sessions on psychological first aid with CSO partners and volunteers.

Cost Estimates are invited for the coordination of the sessions.

**Scope of Work:**

- Review existing relevant training material, design and deliver the five PFA-focused one-day sessions with a play therapy component, making any referrals to the health system as needed.
- Manage all logistics (registration, identification of locations and catering) in coordination with the Jamaica Teaching Council
- Develop and maintain status reporting tools regarding project milestones, timelines and deliverables (including the series of key message tiktoks)
- Ensure proactive and consistent flow of communication and collaboration with all the partners and stakeholders, highlighting issues on a timely basis.

**EXPECTED RESULTS**

Deliverables	Deliverable Date	Percentage Payment
Initial Planning and Strategy Development- -Development of comprehensive roadmap/action plan for all seven one-day sessions for 60 teachers each (RTH)	Within 1 week from contract start	30%

<p>and 15 CSO volunteers (PFA) each including status reporting tools regarding project milestones, timelines and deliverables.</p> <ul style="list-style-type: none"> <li>- Curation of RTH materials</li> </ul>		
<p><b>Execution of five (7) workshops over a 2-week period in August</b></p> <ul style="list-style-type: none"> <li>-Management of participant registration over the 7 sessions and the sharing of relevant information, ensuring diverse attendee representation</li> <li>- Compilation of a confirmed list of participants, speakers, and special guests where relevant</li> <li>- Securing and setting up the training venue</li> <li>- Provision of food and beverages as per the event schedule</li> <li>- Delivery of excerpted PFA focused Hurricane Beryl response adapted RTH programme and add on play therapy component for the participants</li> <li>- Administrative and secretarial support on-site including supervision of ushers and administrative support staff</li> <li>- Coordination of media coverage and communication materials such as presentations and social media posts</li> </ul>	<p><b>Within 4 weeks of contract signing</b></p>	<p><b>50%</b></p>
<p>Completion of training report, with TikTok of key messages and recommendations</p>	<p><b>Within 2 months of Contract signing</b></p>	<p><b>20%</b></p>

Minimum Requirements and Qualifications	
<b>Education</b>	Bachelor's degree in psychology
<b>Work Experience</b>	<p>The consultant must have a background in PFA and be able to demonstrate experience of at least 5 years in planning and delivery of similar PFA trainings including:</p> <ul style="list-style-type: none"> <li>- Coordinating the logistics of complex projects or events across multiple stakeholders</li> <li>- Developing and maintaining project tools, such as Gantt charts and project status reports</li> <li>- Interfacing and coordinating with a range of stakeholders.</li> </ul> <p>The consultant will have the proven ability to: -</p> <ul style="list-style-type: none"> <li>- Communicate PFA issues effectively both in spoken and written word.</li> <li>- Work creatively and analytically with strong problem-solving skills</li> <li>- Organise workflow and tasks across multiple workstreams.</li> <li>- Be self-motivated and learn quickly.</li> <li>- Able to work well with others and engage effectively with diverse partners particularly community level partners.</li> </ul> <p>Experience working or collaborating with community level development initiatives is an asset as is familiarity with RTH content.</p>
<b>Languages</b>	<p>Fluency in English is required.</p> <p><i>*Please note language levels used in UNICEF are fluent, proficient, intermediate, and basic.</i></p>
<b>Technical knowledge</b>	Psychosocial first aid
<b>Other skills and attributes</b>	<p><b>(optional)</b></p> <p>Demonstrated excellent skills in communication.          Ability to work efficiently under tight deadlines.          Must be detail-oriented and creative.          Able to work effectively in a multicultural environment.          Sets high levels of quality and productivity for self.          Ability to clearly defined objectives and plan activities          Demonstrated experience with UNICEF will be an asset.</p>

- All applications will be evaluated based on 75 points for technical - (knowledge /expertise /skills) and 25 points for financial submissions.

<b>Child Safeguarding</b>
Is this project/assignment considered as “ <a href="#">Elevated Risk Role</a> ” from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
<b>Direct Contact Role</b>
<input checked="" type="checkbox"/> No
<b>Child Data Role</b>
<input checked="" type="checkbox"/> No <b>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): <a href="#">contact information to sign up on and engage with the platform – 16 hours as noted above</a></b>
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>

Budget/ 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 contractor.

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 and Individual Contractors. Consultants and individual contractors 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#) (all countries and destinations can be found by navigating on what we do tab).