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| UNICEF MoldovaTerms of Reference – MHPSS Technical Consultant |
| Type:  | Deliverable basis consultancy |
| Duration of assignment: | 6 months |
| Timeline: | June – November 2023 |
| Location: | Moldova (some teleworking out of duty station can be considered) |
| Outcome / Output | Related outcomes and outputs as per UNICEF-Government of Moldova Country Programme, 2023-2027 |

1. **Background**

The escalation of hostilities in Ukraine since late February 2022 has triggered Europe’s largest refugee crisis with millions of persons fleeing Ukraine having arrived in neighbouring countries. While statistics are not comprehensive, a high percentage of these persons are children, with a significant number being unaccompanied and separated children. Additionally, significant numbers of orphans and children deprived of parental care, including groups of children, have been evacuated abroad.

1. **Purpose and objectives of the consultancy**

The MHPSS consultant will be responsible for ensuring that all MHPSS activities are aligned with UNICEF global guidelines and best practices in the field of MHPSS and for providing technical oversight, guidance and support to MHPSS programming in the country.

1. **Responsibilities:**

**Program support:** providing technical support to program teams and implementing partners; providing guidance and oversight in the development and running of culturally appropriate MHPSS activities in line with global guidelines. These are outlined as per the Deliverables and Timeframe listed below.

1. **Deliverables and timeframe**

| Activities | Deliverables | Duration & Percentage Payment |
| --- | --- | --- |
| * 1. MHPSS Training:
* establishing the competencies needed to effectively provide each MHPSS activity;
* developing a package of high-quality, up-to-date training materials for MHPSS workers; adapting MHPSS training materials that already exist or developing materials from scratch;
* delivering MHPSS trainings;
* delivering Training of Trainers.
 | * Document developed on competencies
* Training package and materials developed for MHPSS workers
* Organising/ delivering at least 3 training workshops for up to 24 persons per training, including training of trainers.
 | 2 weeks10% payment2 weeks10% payment |
| * 1. Supervision:
* Supporting implementing partners to establish competency-based supervision mechanisms to ensure staff are adequately trained, supervised and supported based on the requirements of the MHPSS-related activity that they are involved in.
 | * Developing, validating and rolling out supervision mechanism
 | 2 weeks10% payment |
| * 1. Staff care:
* Supporting UNICEF and implementing partners to establish policies and concrete organizational mechanisms to protect and promote the mental health and psychological well-being of workers.
 | * Policies and mechanisms developed and socialized with partners
 | 2 weeks10% payment |
| * 1. Multisectoral MHPSS integration:
* Providing support to program teams to ensure the integration of MHPSS across programming in relevant sectors/ AoRs, such as Health, Education, Child Protection, GBV, Nutrition, etc.
 | * Submit briefs on advice provided to sections for better integration of MHPSS across programmes
 | 2 weeks10% payment |
| * 1. Project Planning:
* Assisting program teams to integrate MHPSS in project planning in collaboration with implementing partners, based on needs, capacities, coordination with other organizations (filling gaps, avoiding duplication) and taking into account lessons learned and best practices.
 | * Submit briefs on changes made to integrate MHPSS in project planning
 | 2 weeks10% payment |
| * 1. Coordination:
* Supporting UNICEF to collaborate and coordinate with relevant Government Authorities, (I)NGOs, CSOs, and to advocate for best practices on MHPSS; representing UNICEF at MHPSS TWG meetings.
 | * Attending MHPSS TWG meetings (readouts submitted)
* Organising coordination meetings (minutes submitted)
 | 15 days, throughout consultancy duration10% payment |
| * 1. M&E:
* Supporting program teams and implementing partners to employ consistent indicators, relevant and standardized tools for monitoring and evaluation, with attention to feedback mechanisms and the recording of lessons learned and best practices.
 | * M&E mechanisms developed
* Teams and partners trained on using mechanisms
 | 2 weeks10% payment |
| * 1. Standards and principles:
* Ensuring that all MHPSS work is in keeping with the IASC guidelines on MHPSS in emergencies, the IASC MHPSS Minimum Service Package, UNICEF's MHPSS Global Framework and other relevant guidelines.
 | * Training on all tools rolled out for UNICEF team and implementing partners
 | 3 weeks10% payment |
| * 1. Capacity building:
* Training/coaching a national officer to continue the work after the consultancy is concluded.
 | * Training/ coaching sessions organised.
* ‘Tip sheet’ developed to support national officer
 | 35 days, throughout consultancy duration10% payment |

1. **Reporting requirements**

The Consultant will work under the direct supervision of Heads of Health and Child Protection Sections at UNICEF Moldova.

All the activities and deliverables undertaken by the Consultant shall be discussed and planned in consultation with UNICEF. Each product will be subject to UNICEF review before approval. All deliverables need to be submitted in electronic format (Word) in the English and/ or Romanian languages.

1. **Performance indicators for evaluation of results:**

The performance of work will be evaluated based on the following indicators:

• Completion of tasks specified in the ToR.

• Compliance with the established deadlines for submission of deliverables.

• Quality of work.

• Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

1. **Qualifications and experience**
* Bachelors/ Master’s degree (Relevant educational background) in mental health and/or psychology.
* Minimum five years of relevant work experience in the field of MHPSS in emergencies and low- and middle-income countries.
* Demonstrated skills in developing training packages, facilitating MHPSS trainings, including Training of Trainers, supervising and supporting staff, as well as following up on program implementation and providing technical support.
* Proven skills in developing and drafting MHPSS materials.
* Experience integrating MHPSS into programming across relevant sectors/coordination working groups , such as Education, Protection (including Child Protection, Gender-Based Violence), Health, etc.
* Familiarity with relevant guidelines, such as IASC guidelines on MHPSS in emergencies, the IASC MHPSS Minimum Service Package, and other relevant guidelines.
* Fluency in English, fluency or working knowledge of Romanian, Ukrainian or Russian is an asset.
1. **Competencies**
* A structured, independent, and proactive approach to tasks
* Excellent communication, coordination as well as networking skills
* Ability to meet deadlines, multi-task, and work well in a fast-paced environment
* Strong team-player skills and ability to work independently
* Excellent writing skills and ability to communicate precisely and in writing
* Experience from working with people with different cultural backgrounds
* Prepared to contribute to a positive working environment
1. **Content of technical proposal**
* Relevant experience with similar types of assignments (max 300 words);
* Proposed approach and methodology (max 1500 words), including:
	+ Timeline and milestones.
	+ Risk and mitigation measures.
	+ Ethical considerations and how the consultant will address them.
* Annex: Short Sample or links to related work previously conducted by the consultant

In addition, please provide a *Curriculum Vitae*.

Technical evaluation will be performed through a desk review of applications, and if necessary, may be supplemented by an interview.

1. **Content of financial proposal**

The applicants should fill in the Financial Offer Template and specify the consultancy fee, per requested deliverable as mentioned in the table below. The proposition should also include an estimated amount for travel fees if applicable.

The consultant will be paid based on the deliverable basis, through a lumpsum amount, as per outline under section 4.

The final selection will be based on the principle of “best value for money” i.e., achieving desired outcome at lowest possible fee.

If not provided by ToRs, UNICEF will not reimburse costs that are not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of the payment if performance is unsatisfactory if work/output is incomplete, not delivered or for failure to meet the agreed deadlines.

1. **Evaluation criteria for selection**

The consultant is expected to reflect in the application submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

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| ***Technical evaluation criteria for selection*** | ***Evaluation Scale Points*** |
| 1. Master’s Degree or equivalent in mental health and/or psychology.
 | 10 |
| 1. Minimum five years of relevant work experience in the field of MHPSS in emergencies and low- and middle-income countries.
 | 15 |
| 1. Quality of technical proposal.
 | 10 |
| 1. Experience integrating MHPSS into programming across relevant sectors/AoRs, such as Education, Protection (including Child Protection, Gender-Based Violence), Health, etc..
 | 15 |
| 1. Demonstrated experience with relevant guidelines, such as IASC guidelines on MHPSS in emergencies, the IASC MHPSS Minimum Service Package, and other relevant guidelines.
 | 10 |
| 1. Experience from working with people with different cultural backgrounds
 | 5 |
| 1. Excellent drafting and editing skills in English. Excellent written, reading, and speaking skills Romanian.
 | 5 |
| **Total score (minimum 50 points required for technical qualification)** | **70** |

The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (lowest offer/ offer x) \* 30.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following “best value for money” principle.

1. **Payment Schedule**

The payment will be done on deliverable basis, according to the agreed schedule. All deliverables must be submitted on time and to the satisfaction of UNICEF Moldova.

1. **Ethical considerations**

The Consultant will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines[[1]](#footnote-2). The Consultant should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Consultant should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the National Research, as well as about the confidentiality of the information shared. The Consultant is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the [DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONSULTANTS](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Procedure%20on%20Consultants%20-%20DHR_PROCEDURE_2018_005.pdf), together with the Notification letter, the consultant will be sent the [link on Agora](https://agora.unicef.org/course/view.php?id=15620) containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF’s learning platform prior to the signature of the contract.  All certificates should be presented as part of the contract.

1. **Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?

[ ]    YES     NO  [x]      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:

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**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):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)

1. UNEG Guidelines <http://www.uneval.org/document/detail/102> [↑](#footnote-ref-2)