

TERMS OF REFERENCE
**CONSULTANCY TO DEVELOP MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT (MHPSS)
 TRAININGS AND PROVIDE REMOTE CAPACITY BUILDING**
 FFO and BPRM Funding
 SAVE THE CHILDREN TANZANIA

Name of Project:	Provision of lifesaving child, adolescent and youth protection services in Kigoma refugee camps and strengthening cross border protection mechanisms in Burundi and Western Tanzania.
Duration of Assignment:	6.5 months
Location of Assignment:	Remote
Expected Start Date:	14 September

(A) BACKGROUND AND CONTEXT

As the Burundi refugee crisis approaches its fifth year, there are 287,160 with some 160,382 refugees living in 3 camps across the Kigoma region of Tanzania (48.5% are female and 51.5% are male).¹ According to UNHCR, the registered refugees are of the 287,160 persons of concern, the 244,629 reside in three refugee camps (Mtendeli: 32,663, Nduta: 75,055, and Nyarugusu:136,911).

Save the Children has been providing humanitarian assistance, including psychosocial support within Child Friendly Spaces to Burundian refugee children and families in Nyarugusu and Nduta refugee camps since the start of the crisis in May 2015. In this year, the programme is increasing the capacity of its children’s hotline to provide basic counselling and referral. Refugees are forced to remain in camps that have limited resources, services and opportunities available. Children are thereby vulnerable and exposed to major risks such as child labor, physical violence, disease and gender based violence. Assessments in the past year have pointed high levels of distress amongst children and their parents due to efforts to repatriate Burundians, the loss of educational momentum for adolescent children and the threat of COVID-19 in Tanzania. Save the Children’s humanitarian team recognizes the need to increase the structure, capacity and clinical supervision support to their counselling staff to meet the growing needs of quality MHPSS service provision in this context.

(B) SCOPE AND OBJECTIVES

The main objectives of the consultancy include:

- Develop an understanding of current MHPSS programming and gaps as they related to guidance and training.
- Develop, deliver, adapt and finalize guidance and training material for child counsellors and hotline staff on basic counselling skills and protocols.
- Provide clinical supervision to counselling staff.

¹ UNHCR

The consultancy is structured to be conducted remotely. Should travel become permissive and the consultant is comfortable with travel Save the Children may discuss the feasibility of face to face trainings with the consultant.

(C) ETHICAL CONSIDERATIONS AND SAFEGUARDING

As the consultant(s) will be working on behalf of Save the Children, they will be required to adhere to the Child Safeguarding Policy and ethical guidelines. The consultant(s) will receive training on and sign the Save the Children’s Safeguarding Policy. Background checks will be undertaken.

(D) OUTPUTS AND TIMELINE

The consultant(s) shall work for 65 days as indicated in table below. One working day equals 8 working hours. Under no circumstances should the consultancy exceed this timeline **(14 September 2020 to 31 March 2021)**.

MAIN TASKS AND DELIVERABLES

TASKS	DELIVERABLES	DAYS
Complete mandatory online safeguarding training as well as safety and security trainings if travelling to Tanzania.	Training completed by the consultant	1
Consult with Save the Children and others, collect relevant documentation including any existing protocols and tools used within the region to inform deliverables	This task will inform the inception report (below)	5
Assess current competence and practice by having structured discussions with 3 counselling staff and their 2 direct reports.	This task will inform the inception report (below)	2
Brief inception report outlining main gaps in knowledge, recommendations and work plan	Inception Report submitted	1
Develop draft SOPs for child counsellors share with Save the Children	Draft SOPs	10
Develop draft SOPs for child hotline share with Save the Children	Draft SOPs	10
Finalise draft SOPs based on feedback	Finalised SOPs	5
Develop/adapt training material for child counsellors and hotline staff on basic counselling skills and techniques	1 draft training package (4-5 day training plan including power point presentation and delivery notes)	8
Train staff remotely over a series of half-day sessions and training report submitted	Training delivered to 5 staff Training report	6
Update and finalize training material and	1 finalised training	2

protocol based on feedback from initial training participants and feedback from the training report	package	
Develop/adapt ² training material for frontline staff on identification, initial response and referral of persons in need of MHPSS services and share with SCI	1 draft training package (2-days training plan including power point presentation and delivery notes)	5
Update and finalize training material based on feedback from initial training	1 finalised training package 2 days including points point presentation and delivery notes.	2
Provide a remote orientation to MHPSS Coordinator, CP Manager and CP Specialist on training material	Meeting held	1
Provide regular supervision sessions (50 minutes each) to 4 counselling staff (sessions each) per week following the training until the end of the contract	Documentation of sessions completed	4
Submit final report and recommendations for future MHPSS programming in Save the Children Tanzania's humanitarian response	Report submitted	3

(E) MANAGEMENT, ROLES AND RESPONSIBILITIES

The consultant(s) will receive support from the Save the Children's Child Protection Manager, MHPSS Coordinator (based in Kibondo, Tanzania) Child Protection Technical Specialist (based in Dar Es Salaam, Tanzania) and the MHPSS Advisor (based in Nairobi, Kenya).

Save the Children will:

- Provide logistical support in support of consultants tasks outlined above.
- Provide technical support to ensure the activities meet the objectives of the consultancy.
- Pay the professional fee to consultant(s)
- Review/comment on deliverables and provide feedback which the consultant will respond to.
- If Save the Children and the consultant agree that travel for main tasks is safe and permissive, Save the Children will meet the costs associated with travel including per diem, visa, flights and accommodation.

² As above

(F) BUDGET AND RESOURCES

1. Payment schedule for the consultancy service

The payment for the consultant will be carried out as per the organization financial procedures as follows unless otherwise stated:

- Signing of contract (30%)
- Submission of training deliverables up to and including 2 SOPs, training packages (PPT and deliver notes), and reports (60%).
- Confirmation that confidential supervision sessions have been held with counselling staff (10%).

2. Proposals Evaluation Criteria

Save the Children will review and score all the proposals submitted by the consultant. The evaluation of the bidders will be based on the criteria set below. The consultant is expected to provide detailed information based on the given framework to ensure fair and effective comparison. The best value of money will be determined based on the technical and financial proposal. Save the Children reserves the right to drop a competitor without giving reasons for doing so. The proposals submitted will be reviewed based on the following criteria:

Segment/content	Rating
Required expertise (skills) and experience of the personnel of consultant to carry out the tasks outlined.	80%
Best value for money.	20%
Total	100%

1. DESIRABLE QUALIFICATIONS AND HOW TO APPLY

The consultant will provide a statement outlining their qualification and experience that will ensure they meet the objectives of the project and indicate their daily rate.

Functional and personal competencies

- Master's degree in child psychology (clinical or educational) or related field (e.g., Masters in Clinical Social Work).
- Clinical supervision experience. Clinical supervision qualification preferred.
- Proven experience in child mental health and psychosocial wellbeing assessment and care planning.

- 3-5 years of experience providing support to professional counselling services to refugee populations (services provided to other populations will be considered)
- Experience training humanitarian staff in refugee settings.
- Excellent writing and good communication skills in English.
- Verbal and written communication skills in Swahili is preferred.

Application requirements and proposal submission details

All interested applicants should meet the above competency requirements. The applicant should submit their document in sealed envelopes (separating technical and financial) or electronically to the following email address; Tanzania.Tenders@savethechildren.org **on or before 1 of September 2020 at 23:00 (EAT)**. Any submission after the given date will not be considered.

The document should include:

- **Letter of interest:** a cover letter with a maximum of one page introducing the consultant with an expression of interest to carry out the work as described in this ToR.
- **Technical proposal:** This should include, but not limited to, understanding of the ToR with critical reflection on the consultancy assignment, methodology (with extremely strong emphasis, should be detailed with clear presentation), tentative work plan, qualification and experience, others.
- **Financial proposal:** The consultant should submit a separate financial proposal, which indicates the budget item, unit cost and total cost and adequate justification should be given to the proposed budget.

Disclaimer

Save the Children reserves the right to accept or reject any or all applications without assigning any reason what so ever.

Disclosure of information

The consultant shall treat any information obtained in the course of the agreement as confidential and not to reveal, unless authorized in writing by Save the Children, during and after the effective period of the contract. Consultants will have access to information relevant to the study whenever needed.
