

TERMS OF REFERENCE
UNDSS STRESS COUNSELOR

Ref. 021/TCD/2018/10/IC

Date: 30/10/2018

Country : Chad
Position title : Stress Counselor
Type of Contract : Individual Contract
Languages required : English and French
Expected duration Of assignment : 3 months

The Terms of Reference (TDRs) are complete download on the site on <http://procurement-notice.undp.org/search.cfm>

Interested consultants are invited to submit tenders (technical & financial) service by e-mail to the address on file separate procurement.td@undp.org later than **November 30th, 2018 to 12:00** am N'djamena, quoting reference N° 021/TCD/2018/10/IC (if this reference is not indicated in the subject of your email, your offer can not be considered).

Any request for clarification must be sent in writing or by email at the following address: faq.td@undp.org. The competent unit will respond in writing or by e-mail, and send to all bidders copies of written responses with all necessary clarifications without mentioning the author of the question.

Context

The overall mandate of the United Nations Department of Safety and Security (UNDSS) is to provide leadership, operational support, and oversight of the security management system to enable the safest and most efficient conduct of the programs and activities of the United Nations System.

UNDSS facilitates the operations of United Nations agencies, funds, programs, organizations and its implementing partners in Chad through the delivery of security and safety services. UNDSS Headquarters is located in New York.

Under the overall guidance and supervision of the Chief Security Adviser (CSA) or Deputy Security Adviser (DSA), in the absence of the CSA and under the technical advice of CISMU in UNDSS HQ the

Stress Counselor will assist all UN Agencies Funds and Programs in stress related issues and in managing the stress related part of Critical Incidents in Chad.

This post is funded by the various organizations of the Security Management Team, administered by UNDP but under the operational supervision of UNDSS.

Description of Responsibilities :

The primary role of the UNDSS CISMU Field Stress Counsellor will be to attend to critical incidents, to provide counseling to staff in need, to conduct tailor made training based on needs assessment, , to conduct stress management training (CISMU model), to build a sustainable stress management system in the UN Offices operating in the country, to improve critical incident stress management preparedness of the UN Security Management System (UNSMS) in prevision of emergencies.

Responsibilities :

Under the administrative supervision of the Chief Security Adviser and the technical guidance of the UNDSS CISMU Regional Stress Counsellor, the Field Stress Counsellor will have responsibility for the administration of a wide range of stress management activities, contingency planning related anticipated crises and the implementation of the United Nations Policy on the Management of Stress and Critical Incident Stress (MSCIS) including the UNDSS CISMU standard operational procedure on critical incident stress. The Stress Counsellor will:

- Assist in the development and implementation of a stress management programme for the UN Offices in the country and in the design of a country psychosocial contingency plan;
- Provide individual and group counselling to the staff as required;
- Continuously assess the situation of stress among staff
- Build staff resilience by conducting training sessions on stress and stress related issues for UN staff;
- Provide preventative stress management by building critical Incident Stress intervention Cells (CISICs) through selection of peer helpers (including family focal points) and organization of peer helper training sessions (jointly with the UNDSS CISMU HQ).
- Travel to the UN Offices/Sub-Offices in the country in order to implement preventative and mitigating stress management activities in case of need,
- Conduct missions to other countries in the Region in case of need;
- Liaise with local experts, medical doctors in the country for referral, ready to support and intervene in case of need;
- Provide monthly report to the CSA/SA and technical reports to CISMU New York

Competencies :

In general commitment to the United Nations Charter and the Organization's core value, Professionalism, Integrity and Respect for Diversity.

Professionalism: Expert knowledge in the field of stress management and counselling; proven ability to provide counselling in stress and stress related issues and treat sensitive or confidential information appropriately; Candidate also shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observes deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and Organizing: Demonstrated ability to establish priorities and to plan. Coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or crisis situations. Availability to travel within the area of responsibility.

Teamwork: Proven interpersonal skills and the ability to listen and work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education

- (Licence BAC+4) degree in Psychology, Psychiatry or psycho-educational studies, clinical social work.
- Certification or country-specific license authorizing the incumbent to deliver mental health services.

Experience:

- Minimum of three (3) years professional experience in psychological counseling with special emphasis on critical incident stress is required;
- Experience within the United Nations is desirable;
- Additional experience, training or certification in a broad range of related fields such as alcohol/substance abuse stress management, critical incident stress and cross-cultural communication would be an asset.

Languages Requirements:

- Fluency in English or French (both oral and written) is required;
- Knowledge of another official UN language is an advantage.

Interested persons should send the following documents:

1. A technical proposal explaining why they are / the best (an) applicant (s) and provide a brief explaining the methodology approach and how the consultancy will be conducted
2. A financial proposal
3. copies of diploma
4. Curriculum vitae proving experience in similar fields and a minimum of three (3) references

5. FINANCIAL PROPOSING

The financial offer must specify the total lump sum and the payment schedule based on measurable deliverables (qualitative and quantitative) - payment in installments or after completion of the work.

Payments are based on the products specified in the ToR.

To facilitate comparison of the financial offers, the offer must mention the details of the overall lump sum (travel, per diem, work days, etc.)

Example of presentation of the financial offer (in XAF)

Designation	Rate	Quantity	Amount
Honorary fees			
Communication cost			
Taxi fares			
Other cost			

Les candidatures féminines sont fortement encouragées.