



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE Stress Counsellor for UNDSS

Reference No.: UNDP/PN/21/2022

Date: 29 September 2022

---

**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Agency name:** United Nations Department of Safety and Security (UNDSS)

**No. of Consultant:** 2 (two)

**Period of assignment/services (if applicable):** Long term agreement (LTA) for a period of two years with the provision of extension for another one year subject to satisfactory performance

Proposal should be submitted not later than **1700 hours (Nepal Time) on 21 October 2022** by email to: [procurement.np@undp.org](mailto:procurement.np@undp.org)

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/21/2022 - Stress Counsellor for UNDSS**, seven days prior to deadline of submission. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

---

### 1. BACKGROUND

The key role of the stress counsellor will be to provide psychosocial support services to UN staff operating in the country and to improve stress and critical incident stress management preparedness (as per the UN policy on Management of Stress and Critical Incident Stress, MSCIS-2015) of the UN security management system (UNSMS) in case of emergencies.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Minimum Master's degree in Psychology (Clinical Psychology or Counselling Psychology)  
NB: The Master's Degree should have been obtained after a Bachelor's degree in Psychology, Counselling or Social Work) and certification to practice as a psychologist in country from an authorized Government or professional body (Medical or Psychological Council or equivalent) where applicable  
(NB; Candidates with a PhD or a Doctorate in Clinical or Counselling Psychology are eligible to apply)  
Or  
Doctor of Medicine Degree in Psychiatry (MD) and certification to practice as a psychiatrist in country from an authorized Government body (Medical Council or Psychiatry Council or equivalent)

#### II. Years of experience:

- Minimum of 5 years of professional experience in psychological counselling and/ or, psychotherapy of adults in clinical, Government or NGO setting is required.
- Certification training in stress and critical incident stress from a certified body such as the UN or equivalent in the Government or a certified professional body such as the Psychologists or Psychiatric Association in country is required.

#### III. Competencies:

- Fluency in written and spoken English and the local language is required.
- Additional certification in alcohol/substance abuse and / or suicide prevention is desirable.
- Familiarity with UN policies on Management of Stress and Critical Incident Stress is desirable.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- Financial Proposal
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work
- Personal CV including past experience in similar projects and at least 3 references

#### **Note:**

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)

- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- responsive/compliant/acceptable, and*
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 points in technical evaluation would be considered for the financial evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical:</u></b>	70%	70
<b><u>Educational Qualification:</u></b> Minimum Master's degree in Psychology (Clinical Psychology or Counselling Psychology)	25%	25
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Minimum of 5 years of professional experience in psychological counselling and/ or, psychotherapy of adults in clinical, Government or NGO setting is required.</li> </ul>	15%	15

Certification training in stress and critical incident stress from a certified body such as the UN or equivalent in the Government or a certified professional body such as the Psychologists or Psychiatric Association in country is required	10%	10
Quality of Methodology proposed/submitted	20%	20
<b><i>Financial</i></b>	30%	30

**Contract will be awarded to the technically qualified consultants who obtains the highest combined scores (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## Terms of Reference

**Post Title:** Stress Counsellor  
**Level:** IC  
**Duty Station:** Kathmandu  
**Project:** Psychosocial Support Services Under LCSSB  
**Duration:** 3 years  
**Contract:** IC

### Background:

The key role of the EMHP will be to provide psychosocial support services to UN staff operating in country as and when required by UN personnel.

### Responsibilities:

Under the overall guidance of the Chief / Security Advisor, UNDSS in country and the technical guidance of the Regional Stress Counsellor (RSC), Asia Pacific, Critical Incident Stress Management Section (CISMS), UNDSS, New York, the CISMU-EMHP will be available to provide following services to UN personnel and eligible family members.

1. Individual and group counselling for stress and or critical incident stress.
2. Individual psychotherapy for mental health conditions that require specialist care.
3. Training sessions on mental health themes that are applicable to the working environment in country.
4. Provide quarterly reports on trends in specialist mental health care and well- being to the Chief / Security Advisor, Nepal & RSC-CISMS for Asia Pacific in New York

### Qualifications and Skills:

- Minimum Master's degree in Psychology (Clinical Psychology or Counselling Psychology)  
NB: The Master's Degree should have been obtained after a Bachelor's degree in Psychology, Counselling or Social Work) and certification to practice as a psychologist in country from an authorized Government or professional body (Medical or Psychological Council or equivalent) where applicable  
(NB; Candidates with a PhD or a Doctorate in Clinical or Counselling Psychology are eligible to apply)  
Or

Doctor of Medicine Degree in Psychiatry (MD) and certification to practice as a psychiatrist in country from an authorized Government body (Medical Council or Psychiatry Council or equivalent)

- Minimum of 5 years of professional experience in psychological counselling and/ or, psychotherapy of adults in clinical, Government or NGO setting is required.
- Certification training in stress and critical incident stress from a certified body such as the UN or equivalent in the Government or a certified professional body such as the Psychologists or Psychiatric Association in country is required.
- Fluency in written and spoken English and the local language is required.
- Additional certification in alcohol/substance abuse and / or suicide prevention is desirable.
- Familiarity with UN policies on Management of Stress and Critical Incident Stress is desirable.

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**UNDP/PN/21/2022 : Individual Consultant - Stress Counsellor for UNDSS**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Individual Consultant - Stress Counsellor for UNDSS**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- C) I hereby propose to complete the services based on the following payment rate:
- - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.

- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- H) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- Sign an Individual Contract with UNDP;
- Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

---

- I) I hereby confirm that [*check all that applies*]:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount



J) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

K) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

L) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

O) Do you have any objections to our making enquiries of your present employer?

YES  NO

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

---

**Annexes *[please check all that applies]:***

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) **Breakdown of Cost by Components:**

Cost Components	Unit	Unit Cost (NPR)
<b>I. Personnel Costs</b>		
Fee for Individual and group counselling for stress and or critical incident stress	Per session	
Fee for Individual psychotherapy for mental health conditions that require specialist care	Per session	
Fee for Training sessions on mental health themes that are applicable to the working environment in country.	Per day	
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>		
Round Trip Airfares to and from duty station	N/A	N/A
Living Allowance in Kathmandu, Nepal	N/A	N/A
Travel Insurance	N/A	N/A
Terminal Expenses	N/A	N/A
Others (pls. specify)	N/A	N/A
<b>III. Duty Travel**</b>		
Round Trip Airfares	N/A	N/A
Living Allowance	N/A	N/A
Travel Insurance	N/A	N/A
Terminal Expenses	N/A	N/A
Others (pls. specify)	N/A	N/A
<b>Total</b>		
<b>Applicable travel cost and DSA outside of Kathmandu, if applicable will be borne by UNDSS at actual in accordance with UN norms.</b>		

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.