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Resilient nations.*

PROCUREMENT NOTICE

NATIONAL INDIVIDUAL CONSULTANT

Date: 4/02/2022

Country: Rwanda

Description of the assignment: **Recruitment of National Individual Consultant as the UN Staff Counsellor**

Period of assignment: 6 – 12 Months

UNDP Rwanda is looking to recruit an **National Individual Consultant – UN Staff Counsellor**. The main objective of this consultancy is to provide counselling services to UN Staff in Rwanda. The Consultant, in collaboration with a national UN Medical Personnel, will take lead on issues concerning counselling cases and provide expert advice.

All interested and qualified national individual consultants may download the Individual Consultant Notice, Terms of Reference, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: Applications/Proposals should be sent by email address at offers.rw@undp.org not later than **17 February 2022**, Time: 12h00 PM Kigali Rwanda local time.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager



Terms of Reference for the Recruitment of National Individual Consultant UN Staff Counsellor

UN Counsellor Terms of Reference

I. Position Information	
Application type:	External vacancy
Job Title:	UN Staff Clinical Psychologist (COUNSELLOR) - Retainer/Roster Recruitment
Category	Counselling
Duty station	Kigali, Rwanda
Payment (HOURLY)	15,000 Rwf Per Hour
Type of contract:	Temporary National Individual Contract (On call basis)
Expected starting date:	Immediately
Duration	On call basis and within 6 - 12 months period with a possibility of extension
When Required	Call will be on need basis
Location	Home based

I. Background

Rwanda is one of the countries in World affected by the Corona Virus – COVID-19 outbreak. The UN staff in Rwanda have been working under pressure and have directly or indirectly been affected by the outbreak. The recruitment of Individual Consultant as a Staff Counsellor has been recommended to provide adequate Counselling Services to staff (e.g. overall assessment of the psychosocial needs of the staff members, development of the services, etc.).

II. Objective

The main objective of this consultancy is to provide counselling services to UN Staff in Rwanda. The Consultant, in collaboration with a national UN Medical Personnel, will take lead on issues concerning counselling cases and provide expert advice.

III. Scope of Work

Working in close consultation with UN Resident Coordinator Office and Heads of Agencies the consultant is required to undertake below scope of with specific tasks outlined below. He/she will provide to UNRC / UNDP and will provide regular updates.

IV. Duties and Responsibilities

Within delegated authority, the Staff Counsellor will be responsible for the following duties:

- Provides adequate Counselling Services to staff (e.g. if need be overall assessment of the psychosocial needs of the staff members, development of the services, etc.):
- Provides supervision, guidance and leadership to other members of the counselling team like UN Medical team;
- Performs individual assessments in the case of individual staff members experiencing difficulty coping and/or presenting mental health-related symptoms or syndromes;
- Advises the Resident Coordinator or the involve Head of Agency as necessary, on individual and /or group cases where an identified problem is likely to have professional, vocational and/or counselling effect (e.g. work-related problem due to a psychological problem, conflict resolution, etc);
- Advises Heads of Agencies, as necessary, or upon request, with the aim of improving the working atmosphere in their Offices and resolving problems of a work-related or personal nature that adversely affect job performance and productivity;
- Monitors environmental factors that could lead to stress, with particular focus on stress related to critical incidents including emergency and crisis situations;
- Plan , develop and implement stress management training to all staff members where possible;
- Performs Psychological first aid (e.g. individual and/or group) whenever and wherever there is a need;
- Assures, in conjunction with the Medical Services, a continuum of services (referral, short-term supportive intervention) to those staff members suffering from serious or chronic diseases or illnesses or drug and alcohol use;
- Establishes a link and liaises with the members of the Staff Welfare Committee and members in order to develop programmes designed to improve the quality of life of staff members within the mission area;
- Develops, organizes and implements a resilience-building program for all staff;
- Liaises with National Mental health professionals and other psych-medical resources;

Work implies frequent interaction with the following:

- Staff members of all UN Agencies in Rwanda;
- Resident Coordinator;
- Head of Agencies;
- HR officers;
- Welfare officers and welfare committee;
- Medical Officer
- Security officers.

Expected results:

- Easy access and culturally sensitive professional counselling services to all UN staff;
- Comprehensive resilience building program including psycho educations;

- Contingency plan and preparedness for crisis and emergency situations;
- Ongoing improvement in the working environment and monitoring mechanism of the stressful factors and provision of technical advice to senior managers.

Competencies

Functional Competencies:

Professionalism:

- Broad knowledge of all facets of the field of counseling and the ability to provide a confidential environment in which others can talk and act without fear or repercussions within a climate of established trust; Ability to effectively manage crisis situations which involve diverse actors and stakeholders;
- Coordinate and consult with other relevant specialist services in the Organization as per its cross-cutting functional scope which includes staff administration, Human Resources policy as well as Medical Services in respect of emergencies, support and related administrative functions;
- shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation:

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view;
- Establishes and maintains productive partnerships with clients by gaining their trust and respect;
- Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects;
- Meets timeline for delivery of products or services to client.
- Planning & Organizing: Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments;
- Adjusts priorities as required; allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability:

- Takes ownership of all responsibilities and honors commitments;
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards;
- Operates in compliance with organizational regulations and rules;
- Supports subordinates, provides oversight and takes responsibility for delegated assignments;
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity:

- Actively seeks to improve programs or services;
- Offers new and different options to solve problems or meet client needs;
- Promotes and persuades others to consider new ideas;
- Takes calculated risks on new and unusual ideas;
- Thinks “outside the box”; takes an interest in new ideas and new ways of doing things;
- Is not bound by current thinking or traditional approaches.

Technological Awareness:

- Keeps abreast of available technology;
- Understands applicability and limitation of technology to the work of the office;
- Actively seeks to apply technology to appropriate tasks;
- Shows willingness to learn new technology.

Core Competencies:

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Required Skills and Experience

Education:

- An Advanced University Degree (Masters or equivalent) in clinical Psychology, clinical Psychiatry with clinical license to provide psychological counseling or psychotherapy or bachelor’s degree in Psychology with over five (5) years of field Experience;
- Additional training or certification is also required in a broad range of related fields, such as alcohol/substance abuse, stress management, Traumatic stress, cross-cultural psychology or Psychiatry, conflict resolution, etc.

Experience:

- A minimum of 5 years of progressively responsible professional experience is required.
- Prior experience in a UN operation is an advantage;
- Prior experience dealing with humanitarian crisis, due to infectious diseases outbreak is highly desirable.

Language:

- Fluency in spoken and written English;
- Knowledge of a second UN language is an advantage and sometimes a requirement.
- Fluency in the local language is essential.

V. Duration of the contract

The assignment is based on call basis with an initial period of 6 months.

VI. Institutional arrangement

Will work under the guidance and the direct supervision of the Chair of the LIACMC, UN Clinic Physician and UN resident Coordinator.

VII. Duty station

The assignment is home based but may be called on to visit agencies or staff in their residences of hospital visits or provide group counselling or presentations.

VIII. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

As full consideration for the services performed by the Individual Consultant upon certification by **UN Physician or WHO Medical office**, that the services have been satisfactory performed the Gross sum of **RWF 15,000 per hour worked during the agreed working hours. This fee is inclusive of all associated costs of this work.**

✓Hourly

Currency: RWF

Total Fees: RWF 15,000

IX. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

X. Selection criteria

No	Requirements	Max Scores
1	An Advanced University Degree (Masters or equivalent) in clinical Psychology, clinical Psychiatry with clinical license to provide psychological counseling or psychotherapy or bachelor's degree in Psychology with over five (5) years of field Experience;	30
2	Additional training or certification is also required in a broad range of related fields, such as alcohol/substance abuse, stress management, Traumatic stress, cross-cultural psychology or Psychiatry, conflict resolution, etc.	20

3	Experience in at least two similar assignments;	30
4	Excellent written and spoken English	20
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of UN Staff Clinical Psychologist (COUNSELLOR) - Retainer/Roster Recruitment] under the [UNDP];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) 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 *[delete this item if the TOR does not require submission of this document];*
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*
 - An all-inclusive HOURLY fee of *[RWF 15,000 per hour worked during the agreed working hours. This fee is inclusive of all associated costs of this work.]*
 - 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.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) 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;
- h) This offer shall remain valid for a total period of ____90____ days *[minimum of 120 days]* after the submission deadline;
- i) 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];*
- j) If I am selected for this assignment, I shall *[pls. 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:

k) 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

- l) 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.
- m) **If you are a former staff member of the United Nations recently separated, pls. 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.
- n) 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.

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]*:

- CV or Duly signed P11 Form

- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	RWF.....

**Basis for payment tranches*