

Level: Individual Consultant

Contract Type: Consultancy

Closing date: 08 June 2021 - 5:00pm(GMT)

Duty station: Freetown Sierra Leone

Job ID: N/A

Purpose of Consultancy:

The purpose of the consultancy is to provide common UN Counselling services to initially four (4) United Nations Agencies, i.e. UNFPA, UNICEF, UNDP, WFP Staff and dependents. Other UN Agencies can join the service. The consultant will be supervised by the UNFPA Country Representative and work with the Agencies Human Resources Focal points.

Background:

Sierra Leone has undergone series of disaster in the past few years, ranging from the past civil war, Ebola, flooding, mudslide and now COVID-19. These has affected the psychological wellbeing of staff and dependants. The UN in Sierra Leone employs about 678 Staff and with more than 1144 dependants that require counselling services. It is against this backdrop that a counsellor is required to provide psychosocial counselling services to staff to conduct an overall assessment of the psychological needs of staff members with the aim of preparing them mentally and building their resilience to manage and cope with stress but remain productive in their work.

The Staff Counsellor will provide counselling services and assistance on matters of personal concern which affect and/or may affect the level of staff performance, health and/or quality of life and support them in self-management.

Major duties and responsibilities:

Facilitating effective stress management interventions for all staff addressing work-related stress, and critical incidents.

The staff counsellor will be responsible for providing counselling services which involves, but not limited to the following: -

- A. Monitors environmental factors that could lead to stress, with focus on stress related to critical incidents including low staff morale, with respect to staff members and advises Management on the appropriate measures to be taken.
 - Plan, develop and implement stress management training to all staff members.
 - Performs Psychological first aid (e.g. individual and/or group) whenever and wherever there is a need.

- Providing staff with individual and/or group counselling (i.e. assessment, short term intervention, referral) following self-referral or referral by the supervisors or another professional.
 - Facilitating the treatment of psychiatric disorders primarily through referrals, including referral to the Medical Services Division, and through guidance to supervisor and senior management.
- B. Providing staff with individual and/or group counselling (i.e. assessment, short term intervention) following self-referral or referral basis.
- Identify competent local resources for referrals whenever necessary.
 - Contacting the affected staff member by e-mail(s) or phone offering information about typical stress reactions, disorders, support, and referral information.
 - Recommending and arranging for individual and/ or group follow-up support to staff and their dependents.

Deliverables

- Activities under this Individual consultancy agreement are to be completed within 11 months in four (4) UN Agency premises and via virtual systems/telephone and travel to field offices at least once quarterly.

Deliverables: (in hard and soft copies)

- Monthly status report
 - Monthly report of work-related issues as reported by staff members
 - On case by case basis, provide prompt support to affected Staff Members and issue weekly report
 - On a monthly basis, one group activity required for each Agency and dedicated one on one sessions with staff
 - Advice management of major issues that may need to be addressed following assessments of stress and psycho- social needs

Education:

An advanced university degree (Master's or equivalent) in counselling psychology, clinical psychology or related area is required. A first level university degree in combination with two additional years of relevant qualifying work experience may be accepted in lieu of the advanced university degree.

Additional training or certification in a broad range of related fields, such as alcohol/substance abuse; stress management, cross-cultural communication, and psychological assessment is highly desirable.

Knowledge and experience in staff support and traumatic and critical incident stress, as well as mental health, cross cultural communications, counselling, and related areas.

Work Experience:

A minimum of five years of progressively responsible professional experience, including at the international level, in the counselling/clinical psychology domain or related area is required.

Work experience with the United Nations or a similar international organization, including experience with UN Staff Rules and human resources procedures related to the area of work is highly desirable.

Experience with internal administration of justice procedures is highly desirable.

Languages Requirement:

Fluency in oral and written English is required

Required Competencies:**Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change
- Care
- Respect
- Integrity
- Trust · Accountability

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict, and self-management
- Working with people: Empowerment/Developing people/Performance management
- Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships

Functional competencies:

- Business Acumen
- Implementing management systems
- Client orientation
- Analyzing
- Applying Technical Expertise
- Planning and Organizing

HOW TO APPLY:

All applications (CV and cover letter) including their technical proposal, should be sent to the email address registry-sl@unfpa.org at latest by 08 June 2021.