**Preliminary Job Information**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>MENTAL HEALTH &amp; PSYCHOSOCIAL SUPPORT COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>HEAD OF MISSION</td>
</tr>
<tr>
<td>Country &amp; Base of posting</td>
<td>COLOMBIA / BOGOTA</td>
</tr>
<tr>
<td>Duration of Mission</td>
<td>6 months renewable</td>
</tr>
</tbody>
</table>

**General Information on the Mission**

**Context**

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. Our teams are committed to supporting civilians that are victims of marginalization and exclusion, or impacted by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads an average 200 projects a year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The PUI Colombia Mission has been officially in operation since January 2019, in a consortium with Solidarités International, with a focus on meeting urgent needs of Venezuelan migrants and refugees, as well as vulnerable Colombians. This is planned to be achieve through a multi-sectoral, integrated program focusing on health, shelter, protection, food security, and water, sanitation and hygiene, within programs located in North Santander, Santander and Arauca.

**General Context**

Since 2013, Venezuela is enduring a socio-economic crisis triggered by the fall of oil prices, contested economic measures, and ambitious social policies that fueled insecurity and a decline in the previously richest economy in Latin America. The political and humanitarian crisis worsened in 2018, with UNHCR1 estimating that thousands of Venezuelans were leaving their country each day to reach and remain in various destinations in Colombia. According the 2020 Refugee and Migrant Response Plan (RMRP), Colombia remains the country most impacted and largest host of arrivals from Venezuela, with an estimated 1,630,903 Venezuelans in the country as of December 2019 (52% male and 48% female, with only 641,825 having legal status), and the return of approximately 500,000 Colombians. This influx has put considerable strain on the Colombian system, meaning that those arriving now are facing harsher conditions than those of the past, as well as those arriving being generally poorer than those who were able to travel earlier.

The 2019 Colombian Humanitarian Needs Overview (HNO) stated that there are 1.9 million people in need in Colombia, consisting of 1,467,000 Venezuelan refugees or migrants and 403,000 Colombians. Of this, there is approximately 946,000 males (including 232,000 under 18 and 23,000 over 59 years old) and 925,000 females (including 227,000 under 18 and 24,000 over 59 years old). However, it is important to recognize that the data on Venezuelans is potentially underestimated, because it is believed that thousands are not registered due to crossing into the country informally, and it only reflects disaggregated data for people who have been assessed in need of humanitarian assistance in Colombia.

Beginning in early 2020, the COVID-19 pandemic spread quickly and exponentially throughout the world, and entered Colombia in March 2020. The Colombian government has since taken continually increasing measures to contain the virus, including shutting down the border (including that with Venezuela), installing curfews and travel restrictions, and imposing social distancing rules on gatherings. The general situation and conditions has significant impact on Venezuelan migrants and vulnerable Colombians, drastically increasing vulnerability throughout the country.

---

PUI’s strategy/position in the country

PUI has been operational in Colombia since 2019 and launched the first programs in partnership with Solidarités International. In 2020, PUI will launch humanitarian projects in North Santander/Santander and Arauca covering health, MHPSS, and protection. In North Santander/Santander, PUI aims to support Venezuelan migrant and refugees, particularly PWSN, on the dangerous migration route from the border, while in Arauca PUI will operate several clinics supporting primary healthcare and MHPSS. PUI will also be seeking to expand its humanitarian program into 2021, with a new country wide strategy taking into consideration the current and impending challenges related to the COVID-19 crisis.

Configuration of the mission

<table>
<thead>
<tr>
<th>Configuration of the mission</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUDGET ESTIMATE 2020</strong></td>
<td>3,000,000 USD</td>
</tr>
<tr>
<td><strong>BASES</strong></td>
<td>BOGOTA, NORTH SANTANDER/SANTANDER, ARAUCA</td>
</tr>
<tr>
<td><strong>NUMBER OF EXPATRIATES</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>NUMBER OF NATIONAL STAFF</strong></td>
<td>56</td>
</tr>
<tr>
<td><strong>NUMBER OF CURRENT PROJECTS</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>MAIN PARTNERS</strong></td>
<td>OFDA</td>
</tr>
<tr>
<td><strong>ACTIVITY SECTORS</strong></td>
<td>Health and Nutrition, Protection, Wash, Food Security, and MHPSS</td>
</tr>
</tbody>
</table>

Job Description

Overall objective

The Mental Health & Psychosocial Coordinator (MHPSS Co) launches the MHPSS interventions, enforces the mission’s MHPSS strategy and the quality of current and future programmes during the design, implementation, and evaluation stages.

The MHPSS Co will contribute to the identification of programmatic priorities through needs assessment, the design and guidance for MHPSS programming in Colombia, as well as any other areas where needs are identified. In addition, the MHPSS Co will ensure that MHPSS programs are implemented in accordance with international standard protocols, guidelines and best practices, providing support to programme managers and directly to national MHPSS staff. S/he will promote quality of care in all PUI services.

Tasks and Responsibilities

- **Evaluation/Strategy**: S/he takes part in launching and developing the operating strategy and proposes new services to respond to needs identified in the target country. S/he carries out MHPSS monitoring for the country and analyses strengths and weaknesses from the point of view of public health.
- **Programmes**: S/he provides functional support, related to technical aspects during programme implementation.
- **Representation/Coordination**: S/he ensures PUI’s representation to partners, donors, and authorities within the sector, in the technical field of expertise, and ensures that information about the mission is properly distributed.
- **Human Resources / Training**: S/he supports the MHPSS team (PUI employees), provides support to project managers for recruiting technical staff and oversee the technical training activities on the basis of identified needs.
- **Logistics and Administration**: S/he ensures the activities for which s/he is responsible comply with logistical and administrative procedures.
- **Safety**: S/he contributes to compliance with safety rules within the mission and communicates any safety-related information to the Head of Mission.

Specific objectives and linked activities

1. LAUNCHING AND DEVELOPING MHPSS INTERVENTION IN COLOMBIA MISSION

   **Developing Strategy**
   - S/he participates in preparing the mission strategy and in leading discussion workshops, used for developing recommendations/proposals for the coordination team.
   - S/he provides continuous information to the Head of Mission Program (HoMP), the coordination team and project managers on new directions on MHPSS policies at a national level and within PUI.
   - S/he ensures the incorporation of protection principles and promoting meaningful access, safety and dignity in all PUI activities.
Monitoring MHPSS activities in Colombia
- S/he monitors the MHPSS care coverage provided by health authorities and NGOs in the country.
- S/he participates in identifying MHPSS needs in conjunction with the project teams.
- S/he monitors changes in humanitarian needs in the target country, ensuring that they fall within PUI's mandate and in the mission's country strategy.
- S/he ensures that MHPSS data, protocols, national policy and assistance programmes from key players in the MHPSS sector for the country are monitored and analysed in conjunction with the HQ MHPSS advisor.
- S/he contributes to preparing the monthly Sitrep by approving the sections on monitoring programmes within his/her field of activity and submits this contribution to his/her supervisor for approval and consolidation.
- S/he communicates internal and external reports to the HoMP and HQ MHPSS advisor in line with internal approval timescales (situation report) and external contractual deadlines (project reports).

Participating to needs assessments
- If needed, S/he participates in and/or supervises exploratory missions in conjunction with the HoMP and the MHPSS Team.
- S/he submits suggestions to his/her manager regarding needs assessments to be done, contributes to define Terms of Reference, and participates as needed in evaluations design, implementation and analyse, providing clear strategic recommendations.

Launching and Participating in projects development
- S/he contributes to design project proposals for MHPSS-related activities.
- S/he actively participates in the technical design of activities to be implemented as part of new projects, issues recommendations on the resources and timing needed for implementation, and identifies performance indicators.
- S/he participates in drafting the mission's annual strategy.

2. ENHANCING QUALITY OF THE MHPSS INTERVENTION
- S/he ensures, in collaboration with the Health Team (Medical Coordinator), that the MHPSS activities of the mission's programmes comply with PUI's policies and operational framework.
- S/he ensures, in collaboration with the MHPSS Team, that technical interventions, tools and practices across the mission are harmonised and capitalised in relation to PUI tools and helps to update them in conjunction with the HQ MHPSS advisor.
- S/he backs up the technical support from the MHPSS Team by responding to technical questions, analysing MHPSS strategy and identifying solutions to problems.
- S/he contributes to launch, design and adapt activity and monitoring tools for MHPSS activities.
- S/he support the design and the supervision of capacity building and training activities for the MHPSS staff and provides organisational, methodological and technical support.
- S/he promotes the production (publication) of research documents relating to the mission where appropriate, in conjunction with the HQ MHPSS advisor.
- S/he encourages the sharing of experience and knowledge within MHPSS teams.
- S/he contributes actively to capitalise on MHPSS sector at mission level.

3. MONITORING THE IMPLEMENTATION OF MHPSS PROGRAMS
- S/he supports the MHPSS activities which includes regular field visits, to monitor the quality of care & services delivery, meeting MHPSS & medical staff and organising on job coaching and training to MHPSS staffs.
- S/he contributes and supports MHPSS activities reporting, in particular in relation to beneficiaries data management, projects indicators and activities.
- S/he alerts the HoMP of any delays affecting MHPSS programmes that may be identified and proposes adjustments (related to activities, service area, budget, HR Set up, implementation schedule, etc).
- S/he identifies monitoring/evaluation tools, to plan for each project in order to meet donor requirements, and to measure the progress and impact (quantitative and qualitative) of activities.
- S/he proposes a system for managing information and data in cooperation with the MHPSS team and project managers and MEAL team in particular to collect relevant data.
- S/he approves the technical sections of external activity reports for donors and all other partners.

4. SUPERVISE THE MHPSS TEAM
- S/he contributes to the recruitment process for senior level MHPSS positions (job descriptions, tests, and hiring interviews). S/he also participates in defining job profiles for national technical managers and contributes to their recruitment.
- S/he ensures that each MHPSS team member benefits from a performance appraisal at least once per year and at a minimum before leaving his or her duties.
- S/he arranges and supervises coordination mechanisms.
- S/he learns PUI's institutional policies and internal processes, regarding the mission and ensures that they are understood and enforced within his/her team.
- S/he supports the MHPSS PM drawing up job descriptions for the members of the teams, has them approved by the HoMP, and plays an active role in recruitment tools design and process (interviews, tests, etc.).
- S/he participates in the decision to terminate the employment contract of members of the teams in conjunction with the PM.
• S/he introduces coordination mechanisms with the MHPSS Team, specific to his/her team and organizes team supervision.
• S/he participates in MHPSS team members individual action plans and capacity building plans

5. REPRESENTS PUI
• S/he attends coordination meetings as an active contributor. S/he leads strategic development workshops with MHPSS staff as necessary.
• S/he represents PUI to key national, local and international players (NGOs, health authorities and institutional stakeholders) and ensures good relationships and collaboration are maintained with each of them (ensuring compliance with PUI’s principles of neutrality and independence).
• In the event of a visit by a donor, s/he plays an active role in preparing and participating to the visit.
• He actively participate to technical Working Groups and cluster meetings as requested in the fields of MHPSS and Protection

6. ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF MHPSS PROGRAMS
• S/he contributes to analysing bids made by suppliers for purchases with stringent technical specifications.
• S/he provides all the information needed to produce a cash flow forecast for his/her own department to the Administration and Finance Coordinator on a monthly basis.
• S/he ensures up-to-date budget monitoring for the department for which s/he is responsible on a monthly basis and participates in analysing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

7. ENSURE THE SAFETY OF PROPERTY AND PEOPLE
• S/he contributes to gathering information relating to safety in his/her area of operation and disseminates this on a regular basis or ad hoc in the event of an emergency.
• S/he ensures that projects, methodologies, and selection criteria do not endanger beneficiaries, PUI members, or anyone else

Focus on 3 priority activities related to the context of the mission
• Evaluate, monitor and support the launch of the MHPSS interventions with the MHPSS Teams and project manager.
• Ensure the quality of the MHPSS interventions, ensure quality and analysis of MHPSS data collection
• Develop the MHPSS strategic intervention at the country level

Team Management

Number of staff to manage and their position (expatriate / local staff)
• Hierarchical management: 0
• Functional management: 1 MHPSS PM, 1 MHPSS Supervisor and 1 Protection Technical Advisor

This position is managed by the Head of Mission for Programs

Required Profile

<table>
<thead>
<tr>
<th>Required knowledge and skills</th>
<th>REQUIRED</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAINING</td>
<td>Clinical Psychologist (or Psychiatrist) with at least 3 years of clinical experience and implementing MHPSS programs</td>
<td>Project management Knowledge of IASC guidelines Knowledge of mhGAP interventions (including PM+, IPT…) Trained in psychological intervention as Cognitive and Behavioral Therapy</td>
</tr>
<tr>
<td>PROFESSIONAL EXPERIENCE</td>
<td>Humanitarian (previous experience with NGO) International (previous working experience abroad) Technical (in managing MHPSS related projects)</td>
<td>Experience in negotiating with local authorities, partners and staff Experience and knowledge in the Protection sector</td>
</tr>
<tr>
<td>Knowledge and Skills</td>
<td>Good written communication skills</td>
<td>Knowledge of programs management</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Languages</td>
<td>English</td>
<td>Spanish</td>
</tr>
<tr>
<td></td>
<td>Pack Office</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>Software</td>
<td>Pack Office</td>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work independently, take the initiative and take responsibility
- Strong commitment in humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Organisation and ability to manage priorities
- Proactive approach to making proposals and identifying solutions
- Ability to work and manage professionally and maturely
- Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

**Conditions**

**Status**

- EMPLOYED with a Fixed-Term Contract

**Salary package**

- **MONTHLY GROSS INCOME**: from 2,200 up to 2,530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

**Costs Covered**

- **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines etc.
- **INSURANCE** including medical coverage and complementary healthcare, 24/7 assistance and repatriation
- **HOUSING** in collective accommodation
- **DAILY LIVING EXPENSES** «Per diem»
- **BREAK POLICY**: 5 working days at 3 and 9 months
- **PAID LEAVES POLICY**: 5 weeks of paid leave per year + return ticket every 6 months