

Mental Health and Psychosocial Support Consultant /Terms of Reference	
Country / Region	Armenia
Start date	19 th of April 2021
Duration	7,5 months
Source of funding	CDCS
Author(s)	MHPSS HQ Advisor and Emergency Officer

1.INTRODUCTION

1.1.CONTEXT

1.2.PUI ARMENIA MISSION HISTORY

1. Presentation of Première Urgence Internationale

PUI is a non-governmental, non-profit, non-political and non-religious international aid organization. PUI teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. PUI aims to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations.

The association leads in average 200 projects by 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 6 million people in 22 countries – in Africa, Asia, Middle East, Caucasus, Europe and Latin America.

2. Operational presence of PUI in zone

Following the conflict escalation in Nagorno-Karabakh at the end of September 2020, PUI decided **in October to organize a first exploratory mission** in order to meet state authorities and humanitarian actors in Armenia, and thus evaluate the support that the organization would bring to this response.

In light of the fast evolution of the context and the ceasefire signed between Armenia and Azerbaijan, PUI decided **to organize a second needs-assessment in Armenia, focusing on MHPSS which was identified as a need during the first exploration mission.**

PUI launched its first MHPSS project and humanitarian mission in Armenia on the 1st of March.

1. OBJECTIVES OF THE MHPSS CONSULTANCY

1.1 GENERAL OBJECTIVE

Ensure the quality of our Mental Health and Psychosocial Support interventions on PUI's Armenia mission

1.2 SPECIFIC OBJECTIVES

During the 7.5 months of the consultancy, it will be more specifically about providing technical support and monitoring MHPSS interventions on the CDCS project of the Armenia mission in order to improve the quality of MHPSS activities in accordance with the intervention framework of the internal MHPSS sector of PUI and with the international recommendations of the sector.

This technical support will be accomplished through:

- Regular technical exchanges with the MHPSS coordinator in order to advise and bring technical MHPSS expertise on the project and ongoing activities
- Regular exchanges with the mission leader in the framework of the operational follow-up and during the development of MHPSS strategy, as well as for possible new project proposals in MHPSS
- Occasional exchanges with the emergency manager regarding operational monitoring, mission development and potential interactions with the media.
- Support for the development of PUI technical tools adapted to MHPSS activities in Armenia and adapted to the Armenian context to ensure that minimum standards in the sector are met
- Support to propose and deploy MHPSS training contents to strengthen the capacities of PUI field teams and different partners
- Support for the development and monitoring of the partnership strategy with key MHPSS networks and actors on the Armenia mission
- Development of a MHPSS sectoral intervention framework for PUI in Armenia, based on PUI's global MHPSS framework and in coherence with other existing sectoral intervention frameworks
- Support for project proposals/reports.

2.METHODOLOGY

The methodology adopted by the consultant for the identified mission can be discussed with the head of the technical department, but it will include

- to be in regular contact and have frequent exchanges with the technical human resources of the mission and the SUDOP at PUI headquarters
- to make field visits in Armenia in order to offer direct support to the teams (depending on the budget)
- To propose tools and training contents for the MHPSS interventions of PUI according to the projects and activities of the mission
- Work in coordination with the MHPSS referent at the headquarters and the JTS manager and in coherence with the other PUI sectoral intervention frameworks, to frame the MHPSS strategy in Armenia in line with the PUI MHPSS intervention framework

2.1. KEYS DOCUMENTS

The consultant will rely on a set of key documents to conduct the various activities, including:

- Existing PUI framework documents: existing policies, existing intervention framework and in particular the health intervention framework, SERA framework
- Project and project monitoring documents from the Armenia mission
- The PUI's technical document templates for developing and capitalizing on MHPSS tools (program sheet, activity sheet, etc.)
- PUI's procedural documents related to the organization of field visits

3.ORGANISATION OF THE CONSULTANCY

3.1. TECHNICAL TEAM CHARACTERISTIC

First, the consultant will be expected to collaborate regularly and closely with the Armenia mission field teams. The consultant will be required to work particularly with the MHPSS technical resources on the mission. In addition, the consultant will also be expected to work closely with the other operational, technical and support teams of the prioritized missions: head of mission, support coordinators, psychologists if relevant, etc. as well as the 4 key partners of the project

In addition, in order to carry out the MHPSS consultancy, the consultant will have to collaborate regularly with the Technical and Capitalization Service (STC) team at PUI headquarters. This STC team is composed of a service manager and 8 technical referents: 1 MHPSS referent, 3 Health/Nutrition referents, 1 Pharmacy referent, 1 WASH referent, 1 SANME referent, 1 Protection and Gender referent and 1 Cash Transfers referent.

Finally, the consultant will also collaborate closely with other departments and services at headquarters such as the operations department and the geographic clusters in relation to the prioritized missions, as well as the HR department.

3.2. LOGISTIC, SECURITY AND ADMINISTRATIVE ORGANIZATION

Remote:

- *The consultant must guarantee the availability of a professional email address to communicate with the missions and headquarters during the consultancy.*
- *The consultant will be expected to make him/herself available half a day per week for the 8 months. The half-day should be fixed and discussed to suit the different parties.*

On the field :

- *The consultant will have to be available to conduct a field visit at the beginning of the project (minimum) to accompany and train the teams. A second or third visit will be defined according to the available budget.*
- *For each field trip during a technical support visit, the consultant will have to follow the PUI field visit procedure.*
- *PUI will support in terms of the airfare, visa applications and travel arrangements.*
- *The availability of personnel (translator, driver, additional personnel, etc.) and the training needs of these personnel to carry out the field visit (depending on the budget available for the project).*
- *Availability of workspace and internet access*
- *Specific procedures (e.g., press handling or security arrangements in the area of intervention)*

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- *Working hours, living conditions and comforts, holidays, school vacation periods, weekend days, and whether there are any specific constraints on the pace of work (e.g., at least one day per week when the team is not expected to work)*

3.3 MONITORING SYSTEM

The work and progress of the consultant will be monitored through:

- Regular updates with the MHPSS referent of the STC and the follow-up of an action plan for the MHPSS consultancy
- Prioritized exchanges with the SUDOP
- Field visits and visit reports for each visit
- Exchanges and planned restitutions concerning the deliverables expected during the field visits (MHPSS tools, training content, etc.)

3.4. TIMELINE

The consultancy will start on April 19 and will last 7.5 months.

Specific Objectives	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Support for training and workshops for supervisors in Paris	x	X						
Support for training and field supervision by PUI for partners		x		X			x	
Providing technical expertise to the mission for the implementation and monitoring of activities	X	X	X	X	X	X	X	X
Support for the development of MHPSS technical tools	X	X	X	X	X	X	X	X
Support for the development and deployment of training content for PUI and partners	X	X	X	X	X	X	X	X
Coordination with STC and SUDO for operational follow-up	X	X	X	X	X	X	X	X

and project development								
Development of a MHPSS sector intervention framework of PUI in Armenia					X	X	X	X

4.EXPECTED DELIVERABLES

4.1.FIELD VISITS

- Terms of Reference for each field visit, discussed with the mission and SUDOP
- Field visit report for each field visit with a restitution

4.2 MHPSS TOOLS AND MHPSS SECTOR INTERVENTION FRAMEWORK

- MHPSS tools: In connection with each field visit and depending on the MHPSS projects supported, MHPSS tools to be defined will be developed by the consultant such as technical briefing notes, program sheets, activity sheets etc.
- MHPSS sector intervention framework: based on the existing MHPSS framework, a MHPSS sector intervention framework specific to the Armenia mission will be developed during the consultancy.

4.3 MHPSS TRAINING CONTENTS

The consultant will have to support the development of training contents adapted to the PUI MHPSS projects in order to reinforce the technical capacities of the PUI teams, for example:

5.BUDGET

The budget will be proposed by the consultant as part of the financial proposal/quote.

6. APPENDICES

At the request of applicants, the following documents may be provided

- Project proposals and Logical Frameworks of prioritized missions
- Documents from relevant MHPSS projects (partners' activity reports, minutes of monitoring meetings, etc.)
- PUI policies
- PUI sectoral intervention frameworks
- PUI Monitoring, Evaluation, Accountability and Learning Framework
- Examples of PUI briefing notes, program sheets and activity sheets
- Existing PUI MHPSS technical documents

7. APPLICATION

Interested parties should submit in French or English:

- A technical proposal presenting:
 - An understanding of the challenges of the MHPSS consultancy and the proposed Terms of Reference (ToR)
 - A technical proposal presenting the methodology adopted and the tools proposed for the support to the prioritized missions, the organization of the field visits and the achievement of the set objectives
 - The timeline presenting the details for the realization of each phase of the consultancy.
- A financial offer including a detailed budget by headings (fees, travel, other costs)
- An updated CV
- An example of similar studies
- References

Applicants should send all documentation in electronic format to **Melissa Robinchon**: mrobinchon@premiere-urgence.org Cc: Tinou-paï Blanc: tpblanc@premiere-urgence.org

The deadline for submissions will be **April 9, 2021**.