



## **Consultancy Vacancy Announcement**

**Position Title: Consultancy to provide psychosocial services to refugees and host community**

**Announcement Period: 27<sup>th</sup> March 2025 – 3<sup>rd</sup> April 2025.**

**Duty Station: 1 position (Garissa)**

**Duration of Consultancy: 6 months renewable contract**

**Terms of Reference**

### **1.0 INTRODUCTION**

#### ***1.1 Refugee Consortium of Kenya (RCK)***

RCK is an NGO that was established in 1998 in response to the increasingly complex refugee situation in Kenya. RCK's mission is to protect and promote the wellbeing, voice, and dignity of the displaced and host population. We achieve this through our five strategic pillars that includes the legal aid and governance, peace and social justice, women and girls' empowerment, mental health and psycho-social support, and organization development. Our delivery pathways include strategic approaches of advocacy and thought leadership; innovation and learning; capacity building and support; partnerships and localization; and strategic communication to attain our overall organizational goal.

#### ***1.2 Background***

RCK has secured funding to support its 2023-2027 Strategic Plan from various donors. The organization plans to hire psychosocial counsellors as consultants to support in offering counselling services to displaced populations and host communities (DPHCs) as per its mandate. The consultants are expected to work closely with the RCK staff in delivery of project goals and objectives.

## **2.0 Scope of the Consultancy**

The consultant shall ensure:

- Identification and maintenance of referral pathways and networks with other agencies for an integrated and comprehensive mental health and psychosocial services.
- Provision of psychosocial counseling through individual, group, family and couple therapy.
- Adequate support for multi-sectoral interventions within projects, in accordance with other Technical Officers.
- Contribution to the capitalization of projects and promotion of technical learning from projects within RCK's scope. This is by developing case studies, best practices, lessons learnt and other knowledge-based products.
- Stakeholders are capacity build on counselling.

## **3.0 Description of Tasks**

- Provide psychosocial counselling to primary beneficiaries amongst the displaced and host populations in individual and group settings.
- Sensitize displaced and host communities on mental health and related issues.
- Support program monitoring to ensure data is used to inform programming as needed to contribute to high-quality implementation of project programming.
- Conduct community dialogue forums for enhanced mental health and psychosocial support.
- Coordinate debriefing and supervision session for staff to address secondary trauma.
- Coordinate and participate in learning sessions through radio shows, social media live streams, and production and dissemination of information, education and communication (IEC) materials.
- Collaborate closely with other pillars in terms of case management and follow-up of clients, and trainings of different stakeholders like the translators, Court Users Committee, law enforcement and health professionals, and enhance women's skills on entrepreneurship, among others.
- Assist in the development of training materials and facilitate in internal and external capacity building activities on mental health and related topics.
- In conjunction with the MHPSS Manager and/or Field Coordinator(s), coordinate the assessment, planning and implementing of psychosocial programs.

- Conduct surveys and studies relating to psychosocial status and patterns of population groups as directed.
- Prepare quality monthly internal and donor reports within schedule.
- Coordinate services to beneficiaries with other organizational entities involved in psychosocial and mental health services.
- Conduct home visits to assess individual psychosocial needs.
- Provide support to CBCs in the tracking of cases and maintaining records and database of clients.
- Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

#### 4.0 **Expected Deliverables and Outputs**

The shortlisted consultant is therefore expected to achieve the following deliverables:

**Deliverable 1:** Provide **monthly** work plan in line with RCK operational and Strategic Plan, project objectives and agreed on targets.

**Deliverable 2:** Provide satisfactory quarterly and bi annual consultancy reports as per the donor reporting dates and RCK operational requirements.

**Deliverable 3:** End of consultancy report.

**Deliverable 4:** Training reports and attendance lists.

**Deliverable 5:** Quarterly project reports and other reports required by the donor.

**Deliverable 6:** Updates/briefs of meetings, events, workshops, trainings and forum attended

#### 5.0 **Consultancy Time Frame**

This consultancy covers a period of 6 months starting 14<sup>th</sup> April 2024. The consultancy is renewable subject to performance and availability of funds as supported by the donor. The project is anticipated to end 31<sup>st</sup> July 2026.

#### 6.0 **Requirements of the Consultant**

##### 6.1. **Qualifications**

1. Bachelor's degree in Counseling Psychology or a Higher Diploma in Counseling.
2. Strong analytical and report writing skills.
3. Proficiency in English and Kiswahili.

4. Technology Awareness. Fully proficient computer skills and ability to use relevant software applications, in particular Microsoft Office, information databases, internet/intranet services, library sources etc.

## 6.2 Experience

1. Two years' experience with an NGO or related environment; experience with the nature of work RCK's activities is an added advantage.
2. Excellent project management skills including demonstrated ability to set and manage priorities and multiple tasks.
3. Sound experience in facilitating capacity building projects; and working experience in the field of refugee protection and management.

## 6.3 Language:

Proficiency in English and Kiswahili

## 6.4 Behavior Competencies:

- *Professionalism:* In-depth theoretical knowledge of and significant experience in relevant fields of counseling, strong analytical, problem solving and drafting skills. Discretion and sound judgment in applying counseling expertise to sensitive children related matters, complex legal and psycho social issues.
- *Communication:* Strong interpersonal and communication (written, spoken and presentational) skills.
- *Teamwork:* Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- *Managing Performance:* Ability to supervise, coach, mentor and develop junior staff as required.

## 7.0 Reporting Line

- The consultant shall report directly to the MHPSS Manager and/or the Field Coordinator.
- Shall work closely with the Pillar Programme Managers, and with peer lines to Project Officers based in Nairobi, Dadaab, Mwingi, Mombasa, Garissa and Kakuma.
- He/She will refer any matters of the contract to Director of Finance and Administration and the Human Resources Officer.

- S/he may be assigned interns, volunteers, CBCs, translators and monitors.

## **8.0 Submissions of the Proposals**

Applicants should send a brief cover letter explaining their qualification and motivation for the position; and how their experience is relevant to the position. All applications should be sent to careers@rckkenya.org by 3<sup>rd</sup> April 2025 with the title, “Provision of Psychosocial Services Consultancy” on the subject line. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

### **Companies are not eligible to apply as consultants for this call.**

Interested consultancy persons are invited to submit their bids in the following format:

- Brief Biography of the candidate (maximum 0.5pages).
- The candidate’s interpretation of the TOR.
- A detailed full-fledged proposal detailing how the candidate proposes to undertake the whole exercise.
- Methodology.
- Availability.

Only shortlisted candidates will be contacted. RCK reserves the right to select and work with the suitable candidate as it deems fit.

**Equal Opportunity Employer:** We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, or disability status. We will ensure that individuals with disabilities are provided reasonable access to participate in the job application or interview process, to perform essential job functions.

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