

CALL FOR PROPOSAL

Staff Mental Health and Wellbeing Consultant

Türkiye Earthquake Responses

29th July 2024



- **BACKGROUND**

Save the Children is responding to meet immediate and lifesaving needs in the regions in Türkiye and Syria devastated by the 6th February earthquake. The earthquake has left over 23,000 dead, tens of thousands injured, and many more homeless during a bitter winter period. In addition to the immediate physical and psychological impacts on children, families and communities, the earthquake has directly affected humanitarian staff, many of whom have lost family members, friends and colleagues, in addition to homes and property.

- **PURPOSE OF THE CONSULTANCY**

Save the Children Türkiye Country Office is seeking an Individual Consultant, Team of Consultants or Consultancy Firm to support with the following:

- Contribute to developing a blueprint for Staff Support and Staff Wellbeing policies and plans in contexts of escalated crisis and humanitarian response across the region.
- Provide a range of group and individual supports to staff in Türkiye Country Office affected by the stressful events.
- Strengthen HR and Country Management capacity to protect and promote mental health in the workplace and manage critical incidents.

- **KEY TASKS AND DELIVERABLES**

1. Advise Human Resource Departments within Türkiye Country Office on the development of staff support and staff wellbeing strategies, policies and plans in contexts of escalated humanitarian crisis.
2. Design and conduct a range of group staff support interventions, remotely or face to face where feasible, focused on mental health in the workplace; self-care and personal wellbeing planning; stress management and positive coping; trauma, grief and loss; positive coping; seeking help.
3. Provide remote individual counselling support to staff on needs basis, with referrals to specialized mental health care when and as required.
4. Support Regional and Country Office HR Departments and Senior Leadership in the management of critical incidents as required, including through producing a set of guidelines.

5. Design and conduct a series of orientation and leadership development sessions for regional and Country Office HR Departments and Managers around protecting and promoting mental health and wellbeing at work.

The deliverables and tentative timeline for this assignment are outlined below.

Milestones	Timeline	Key deliverable
Initial and periodic review of staff wellbeing policies and plans	Month 1 Month 6 Month 12	Recommendations around the strengthening of staff wellbeing policies and plans
Design and delivery of remote group staff support sessions around mental health in the workplace	Month 1 -12	Apr. 24 sessions delivered
Provide remote individual counselling support to staff on needs basis	Month 1 -12	Apr. 750 sessions delivered
Support critical incident response	Month 1 and as required	Set of guidelines produced + ongoing support as required
Design and delivery of remote orientation and leadership development sessions for managers	Month 4 – 6	Apr. 12 sessions delivered

• ROLES AND RESPONSIBILITIES

The Consultant/Team of Consultants/Consultancy Firm will be responsible for:

- Coordinating closely with TCO HR Director, and other staff as indicated by Save the Children.
- Ensuring timely fulfillment of all deliverables as per these ToRs.
- Ensuring the highest professional standards in the fulfillment of the assignment, including as related to ethical requirements in the provision of individual and group mental health and wellbeing supports.

Save the Children –will be responsible for:

- Facilitating, coordinating and supporting the consultant's work, and assisting in addressing any challenge that may arise in relation to that during implementation.

- **SELECTION CRITERIA**

ESSENTIAL CRITERIA

- Bidder's main line of business activity shall be education, consultancy and psychological & psychiatric consultancy (SCI has the right to request further documentation such as trial balance)
- Please provide necessary documentation for proof of your registration in country (Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted)- (if the offeror is a company – establishment)
- Full compliance with the technical and administrative terms of reference. Please provide confirmation letter and/or submission of signed and stamped ToRs.
- Applicants must hold a psychology or psychiatry degree (preferably with a master degree in clinical psychology / psychiatry) with clinical background and experience in individual and group sessions.

CAPABILITY CRITERIA (50%)

The Consultant/Team of Consultants/Consultancy Firm, should fulfil the following requirements:

- Advanced university degree in Counselling or Clinical Psychology
- Licensed to practice as counsellor or psychotherapist.
- Proven multi-year experience (3 years+) in providing group and individual staff mental health and wellbeing supports in the context of humanitarian responses.
- Proficient in English, Arabic and Turkish, with superior communication and interpersonal skills.
- Culturally competent to provide counselling and mental health supports in the contexts of Türkiye.
- Commitment to highest standards of professional practice.

FINANCIAL CRITERIA (40%)

- Proposals should be sent in a detailed breakdown. Proposals should be all inclusive (VAT and other costs shall be included and detailed). Also, include if there is any additional cost which may occur. (%40).

SUSTAINABILITY CRITERIA (10%)

- The bidder has their own sustainability policy or policies.
- The Bidder is registered / has its primary operations in close proximity to the programming location.
- The bidders workforce is staffed from the local community / region.
- The bidder is actively involved in the support and development of the local community through outreach programmes or similar.

• HOW TO APPLY

Interested candidates are invited to submit a technical and financial proposal by 07th August 2024. The proposal shall include:

- Expression of interest/cover letter. This should include:
- Details of relevant competence to undertake this consultancy.
- Past experiences in relation to the objectives and scope of this consultancy.
- Description of the approach you would use to undertake this consultancy including timeline and estimated number of days required for task completion.
- Full curriculum vitae for all professionals involved.
- Details of two reference clients/supervisors for which you have provided services/fulfilled tasks similar to our requirements. References will only be taken up for shortlisted bidders.
- Financial proposal (indicating number of days for each milestone; rate per day in USD; kindly indicate separately per diem rate in case of Country/Field travel.

Full application pack as stated above should be submitted through applicant official email address to: [formal.turkey@savethechildren.org] by 17:00 turkey time 07th August 2024.

Please contact with procurement.turkey@savethechildren.org for inquiries with deadline of 05th August 2024, 17:00 (GMT +3).

COMPANIES WHO WOULD LIKE TO APPLY TO THE TENDER PROCESS SHOULD SIGN AND STAMP THE DOCUMENT.

Company Representative:	
Signature and Stamp:	
Date of sign off:	