

## Terms of Reference

### *PSYCHOSOCIAL SUPPORT SPECIALIST*

#### Background on acted

Acted is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, and towards sustainable development. Our teams in the field implement some 340 projects in 34 countries covering the following sectors: emergency relief, food security, access to health, education and training, economic development, microfinance, advocacy, institutional support, regional dialogue, and cultural promotion.

#### Work in Libya

Acted has been present in Libya since 2011, through its bases in Tripoli, Benghazi, Derna and Sebha, and implementing a robust portfolio of over 66 humanitarian assistance and development projects focused on Civil Society Organisations (CSO) capacity building, Child Protection, general protection, livelihoods, Micro-, Small and Medium-sized Enterprises (MSME) support, Multi-Purpose Cash Assistance (MPCA), rehabilitation (including QIPs) and kit distribution activities across Western, Eastern and Southern Libya. The establishment of strong field presence has allowed Acted to develop a cross-regional level of acceptance and to reach over 853,585 beneficiaries, by ensuring continuous service provision for vulnerable populations.

Acted has become the leading actor in the East through its protection programming piloting its first protection activities in Benghazi in 2016. In 2020, Acted was one of the few actors which first reached Derna after the 2016/2019 conflict. Continuously, since 2020, Acted has expanded its protection activities by strengthening access to safe and quality education and protection services for vulnerable children in Derna through ECHO, SDC and Education Cannot Wait (ECW) funding. Finally, to complement education, protection and child protection activities, Acted has integrated MPCA as well as rehabilitated public infrastructure such as parks and schools through Quick Impact Projects (QIPs) throughout Northeast Libya, including in Benghazi and Derna. In response to the flood affected communities in Northeast Libya, Acted is implementing a multi-sectorial response focusing on immediate relief activities as well as medium to long-term support through Shelter/NFIs activities, WASH, Protection, Child Protection, MPCA, rehabilitation and Education in Emergencies activities.

#### Service Purpose

ACTED is seeking a consultancy on Mental Health and Psychosocial Support in Emergency settings. The PSS Specialist Consultancy is open to national and international Consultants. Under operational and technical guidance of the Technical Child Coordinator, the PSS consultant supports Program staff in order to better allow field staff to deliver quality and appropriate PSS and recreational activities for conflict affected children and other vulnerable populations, including internally displaced individuals, returnees, migrants and refugees, and children and persons with disabilities. The PSS consultant will be responsible for conducting a programmatic and technical evaluation of ACTED Libya's PSS capabilities and generating a way forward report, which includes suggested resources and a training plan to be implemented across child protection and protection teams in ACTED Libya. The PSS specialist should have knowledge and practical skills to support the psychosocial support workers and the PSS Specialist

in the field to carry out focused psychosocial support activities with children experiencing psychosocial difficulties, including emotional difficulties resulting from the human made and/or natural disasters, The objective is to support ACTED improve the quality of the PSS activities in different locations in order to provide an appropriate and quality service to affected populations.

#### Overall Activity Requirements:

1. Review and adapt Unstructured and Structured Psychosocial Support Curriculum and Positive Parenting Curriculums and make recommendations for the use of appropriate modules and materials in line with cultural and context specific to Libya.
2. Review and improve current MHPSS and Positive Parenting tools applied to measure impact and related training materials.
3. Guide the Individual Psychosocial Support according to emerging cases in line with international standards
4. Contribute to the design of the Monitoring and Learning (M&E) tools as well as Supervision tools.
5. Draw up a final report regarding findings of the intervention, including various trainings facilitated if any

#### Duration of the consultancy:

The consultant will provide services for 2 months.

#### Specific conditions

- ACTED standard and security guidelines will have to be strictly followed throughout the consultancy;

#### Qualifications

- Education: University degree in psychology
- Proven experience in working in the field of social work, psychology and/or Education in Emergency;
- Experience working with INGOs/NGOs is highly desirable
- Experience working with vulnerable beneficiaries
- Proven experience of interventions with children affected by trauma, victims of conflict or natural catastrophe.
- Proven track of supervision of projects, including M&E
- Experience in capacity building and training local staff in person.

#### Location of intervention

The consultancy will be conducted remotely and/or in person depending on the location of the staff; in close support with ACTED Coordination team.

#### Submission of proposal

Applicants who are interested and meet the qualifications are invited to submit Expression of Interest package that includes a detailed CV, proposal on how the consultant intend to achieve the deliverables and a price quotation.

#### Deadline:

Due to the urgency of the consultancy, Expression of Interest will be reviewed on a rolling basis and consultants will be invited for an interview. **Deadline is – 13/05/2024.**

#### Documents required:

- The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder.
- ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder.
- ACTED's General Conditions for Purchase signed & stamped by the Bidder.
- An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (detailed with prices in EURO)
- Detailed workplan
- bank account details.
- Proof of working experience (similar contracts signed)
- Detailed CV

**OFFER FORM ACTED [LIBYA]**

Tender N° (filled in by ACTED): *T/14FRS/NGM/PSP/PROG/DER/29042024*

Order ID (filled in by ACTED): *OF/14FRS/NGMPSP/Derna/Programs/05042024*

Date (filled in by Bidders):

**To be Filled by Bidder (COMPULSORY)**

<b>Company's Name</b> (as per registration documents)	
<b>Company Authorized Representative's Name</b> (as per registration documents or duly signed Power of Attorney)	
<b>Company Registration Number</b>	
<b>Registration body</b>	
<b>Company's mailing address</b> Shop/Office/Building No Street name City Governorate/province/district Country	
<b>Commercial representative for the bid</b> (if different from authorized representative)	
<b>Phone contact number</b> Landline Mobile No	
<b>Email address</b>	

I undersigned (to be filled in by Bidders)

\_\_\_\_\_ agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS (ACCOMMODATION, TRAVEL, PER DIEM, APPLICABLE TAXES, ETC.).**

**PLEASE ATTACH ANY TECHNICAL PROPOSAL AS PER THE TERMS OF REFERENCE.**

**Lot 1:** Consultancy services on Mental Health and Psychosocial Support in Emergency settings in Libya

To be filled in by ACTED		To be filled in by the Bidder					
N°	Deliverable	Proposed methodology (if applicable and different from the terms of reference)	Country of Residence (if travelling to field location is required)	Unit Price excluding taxes (currency) (2)	Unit Price including all costs & taxes (currency) (3)	Total Price excluding taxes (currency) (1) x (2)	Total Price including all costs & taxes (currency) (1) x (3)
1	<p><i>Consultancy services on Mental Health and Psychosocial Support in Emergency settings in Libya</i></p> <p><i>(for the detailed description, please refer to the Terms of Reference above, Section: «Overall Activity Requirements»).</i></p>						
<b>Total price [EUR]</b>							

**DELIVERY CONDITIONS:**

	<b>DELIVERY CONDITIONS REQUESTED BY ACTED</b>	<b>DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)</b>
<b>DELIVERY DATE</b> (either X days/months from contract signature or fixed date DD/MM/YYYY)	<i>2 months from the contract signature date</i>	
<b>TRANSPORTATION MEAN</b> (if travelling to field location is required) Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year or flight number	<i>Derna, Libya</i>	

**BIDDER'S CONDITIONS:**

	<b>GENERAL CONDITIONS RECOMMENDED BY ACTED</b>	<b>GENERAL CONDITIONS OFFERED BY THE BIDDER (if different)</b>
<b>VALIDITY OF THE OFFER</b>	<i>3 months min; ideally 6 months</i>	
<b>TERMS OF PAYMENT</b>	<i>1 month after receipt of the invoice, via wire transfer</i>	

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_