

JOB DESCRIPTION

Preliminary Job Information

Job Title	MENTAL HEALTH & PSYCHOSOCIAL SUPPORT COORDINATOR
Reports to	DEPUTY HEAD OF MISSION FOR PROGRAMS
Country & Base of posting	NIGERIA / MAIDUGURI
Duration of Mission	6 months renewable

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our 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. 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 on average 200 projects per year in 8 complementary sectors: health, food security, nutrition, protection, rehabilitation and construction of infrastructures, access to water, hygiene and sanitation and economic recovery. PUI is providing assistance to around 7 million people in 22 countries – in Africa, Asia, Middle East, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country) and in order to respond to the health, food security, nutrition and livelihood needs, PUI opened its Nigerian mission in 2016.

General Context :

With the largest population in Africa (between 178 and 200 million inhabitants), Nigeria is ranked as one of the strongest economy of the continent relying on oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from important development disparities between North and South provinces of the country, social and economic inequalities, and from a high rate of corruption at every level of the economic and administrative systems. Moreover, Nigeria is a very diverse country, hosting multiple ethnic groups and religion.

The on-going conflict in the North-East States of the country (states of Borno, Adamawa and Yobe) and widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence from armed-opposition groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) targeting civilian populations in NE Nigeria. In October 2019, there were 2 019 000 internally displaced persons (IDPs) in the country according to the UNHCR and 7.1 million people were considered to be in a humanitarian emergency situation. Three years of conflict have seriously deteriorated living conditions in Borno, Adamawa and Yobe States and have depressed agricultural production, exacerbating populations' critical needs for life-saving assistance.

The conflict in the North-East

In 2001, the group called Boko Haram initiated social action and education activities in response to a corrupt state that leaves out a large part of the population. Over the years, the group began to carry out violent actions and to start a real armed rebellion against the government of Nigeria. In 2015, the Nigerian army received military support from neighboring countries (Cameroon, Niger, Benin and Chad) and a Western military coalition (United States, France, United Kingdom) to support their actions against armed-opposition groups in NE Nigeria. In August 2016, a schism was observed between JAS (Jama'atu Ahlis Sunna Lidda'Awati Wal-Jihad - the historical branch) led by the historical member of the group: Abubakar Shekau and ISWAP, the current Caliphate province in West Africa led by Al Barnawi, appointed by Al Baghdadi of Raqqa. Since then, the State of Borno has been under the influence of these two armed groups and civilian populations subject to extreme violence and the devastating consequences of the conflict.

Since 2015, the Government of Nigeria (GoN) and his allies in the Multinational Joint Task Force (MJTF) have retaken control of some of the AOGs' controlled aread, starting with Maiduguri MMC and others towns, but the conflict continues, reducing humanitarian actors' access to civilians. This large-scale violence in north-eastern Nigeria and on its borders is causing massive internal displacement, particularly in Borno State, and has resulted in one of the world's largest protection crises, in which civilians face serious risks to their lives, safety, well-being and human rights.

Humanitarian consequences:

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State revealed severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

In 2019, AOG's areas of influence increased, while military reach decreased in the Northeast, according to INSO. Many LGAs are empty because people have fled to towns where there is a military presence.

As of January 2019, close to 3.4 million displaced and returnees have been registered in Northern Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. According to IOM, in 2019, internal displacement continues to be very frequent and as of August 2019, IOM estimates the number of IDPs in the Borno, Adamawa, Yobe region at 2,018,513 (of which at least 1.32 million IDPs are in Borno State), showing a slight but definite upward trend. OCHA has estimated that 800,000 people are still in inaccessible areas; these are arguably the most vulnerable populations. About 55% of the displaced are children, and the number of women and child-headed households is increasing as male heads of household have either disappeared, been killed or are afraid to return to their families. Sexual and gender-based violence (SGBV) is prevalent, and many people have suffered the trauma of violent experiences. Given the active hostilities between various groups, reduced access to basic services, disruption of livelihoods and increased attacks by armed groups against civilians, internal displacement is not expected to slow down. Finally, given the recent deterioration in the overall security and humanitarian situation, further influxes into the security zones are still expected in the coming year. Millions of people in north-eastern Nigeria depend on humanitarian assistance for survival. Despite significant improvements in 2017 and 2018, the food security and nutrition situation remains fragile in the north-east, with almost 3 million people in the BAY states in need of food aid in September 2019. More than 5 million people are in need of health assistance, as two thirds of the health facilities in the BAY states have been damaged by the conflict. Basic survival needs are compounded by barriers to access and security.

Humanitarian access is often impeded or restricted due to ongoing hostilities, threats of attack, improvised explosive devices and unexploded ordnance, and impassable roads and bridges. The humanitarian community also faces movement restrictions imposed by parties to the conflict. Many areas in Borno State are considered high-risk areas for humanitarian actors, limiting access to vulnerable communities.

The Humanitarian Needs Overview (HNO) 2019 estimated that some 7.1 million people are in need of humanitarian assistance in Nigeria in the three north-eastern states (Borno, Yobe and Adamawa), with most of the needs concentrated in Borno State. In determining the scale of the response for 2019 (over US\$1 billion in consolidated appeals), humanitarian partners agreed to focus on those states assessed as most affected by violent conflict, destruction of infrastructure, massive displacement, ongoing insecurity and related factors. The most critical areas in need of humanitarian assistance are in Borno, Adamawa and Yobe States, where millions of people are in urgent need of life-saving assistance.

This conflict and the lack of basic services that preceded it have created acute humanitarian and protection needs for those affected by the crisis, including refugees, internally displaced persons (IDPs) and local communities. Recent studies reveal severe acute malnutrition rates and very high food insecurity for people in the north-eastern part of the country in Borno State. Some landlocked geographical areas may even face starvation.

PUI's strategy/position in the country

For the year 2020 our operational strategy is based on the following objectives :

- Increase basic humanitarian assistance coverage to those in need within Borno State
- Contribute to developing a deeper understanding of the humanitarian needs within communities Food and nutrition insecurity is reduced for crisis-affected populations
- Self-reliance is strengthened within accessible and safe regions
- The overall protection environment of targeted communities is enhanced
- Vulnerable and conflict-affected individuals with specific protection needs and risks can access specialized protection services
- Contribute to the reduction of morbidity and mortality especially for women, children

And the main programmatic objectives of the mission for 2020 can be synthesized as follows:

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health, Nutrition and Protection activities.
- Further develop the integrated multi-sector response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH... to the response portfolio (either directly or through coordinated approach with external actors)

Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects

History of the mission and current programs

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in Maiduguri. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II Ward in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CDCS, in line with PUI's global strategy. In 2019, PUI will further develop its comprehensive response in Maiduguri and Monguno, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community.

Configuration of the mission	
BUDGET ESTIMATE 2020	16.2 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	24
NUMBER OF NATIONAL STAFF	~300
NUMBER OF CURRENT PROJECTS	4
MAIN PARTNERS	ECHO, OFDA, WFP, FFP
ACTIVITY SECTORS	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition Protection - Community Outreach Mental Health & Psychosocial Support

Job Description

Overall objective

The Mental Health & Psychosocial Coordinator (MHPSS Co) 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 Nigeria, 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 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. DEVELOPING MHPSS INTERVENTION IN NIGERIA 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 Deputy Head of Mission Program (DHoMP), the coordination team and project managers on new directions on MHPSS policies at a national level and within PUI.

Monitoring MHPSS needs at the state level

- ▶ 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 and proposes new services to his/her supervisor, 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 DHoMP and HQ MHPSS advisor in line with internal approval timescales (situation report) and external contractual deadlines (project reports).

Participating to needs assessments

- ▶ S/he participates in and/or supervises exploratory missions in conjunction with the DHoMP and the MHPSS Team
- ▶ S/he submits suggestions to his/her supervisor 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.

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 (Health Co, Mission Pharmacist), 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 health 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 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 encourage the sharing of experience and knowledge within MHPSS teams
- ▶ S/he contributes actively to capitalize 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 or protection 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 DHoMP 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 expatriate/national technical managers
- ▶ , 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 PMs drawing up job descriptions for the members of the teams, has them approved by the DHoMP /Field Co/Deputy Field Co, and plays an active role in recruitment tools design (interviews, tests, etc.).
- ▶ S/he participates in the decision to terminate the employment contract of members of the teams in conjunction with the relevant PM and Field Co.
- ▶ S/he introduces coordination mechanisms with the MHPSS Team, specific to his/her team and organises 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

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 increase in quality of the MHPSS interventions with the MHPSS Teams and project managers.
- ▶ 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 : MHPSS PM (Maiduguri) and MHPSS DPM (Monguno)

This position is managed by the Deputy Head of Mission for Programs (Head of Mission when DHOMP is not present).

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Clinical Psychologist (or Psychiatrist with at least 3 years of experience implementing MHPSS programs)	Project management Knowledge of mhGAP intervention (including PM+, IPT...) Trained in psychological intervention as CBT-EMDR
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian (previous experience with NGO) ▶ International (previous working experience abroad) ▶ Technical (in managing MHPSS related projects) 	<ul style="list-style-type: none"> ▶ Experience in working in consortium ▶ Experience in negotiating with local authorities, partners and staff
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good written communication skills ▶ Knowledge of programs management 	▶ Knowledge of procedures of institutional donors OFDA, ECHO, UN agencies, etc.)
LANGUAGES		
<ul style="list-style-type: none"> ▶ English ▶ French ▶ Other 	X	X X Hausa
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X	

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 + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leave per year + return ticket every 6 months