

Service Provider for specialized clinical supervision/Terms of Reference	
Country / Region	Armenia
Start date	7 th of May 2021
Duration	7 months
Source of funding	CDCS

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 WANTED SERVICE

1.1 GENERAL OBJECTIVE

Provide specialized training, capacity building and clinical supervision to PUI local MHPSS services providers in Armenia.

1.2 SPECIFIC OBJECTIVES

PUI is looking for one service provider that will put at its disposal qualified mental health professionals in order to:

1. Co-develop a capacity building plan based on the identified needs including co-training and supervision contents, as well as clinical tools and methods that will be deployed on the field.
2. Support PUI in the harmonization of clinical practices and tools between MHPSS partners. 3 training sessions of one week each will be provided during project duration (3 weeks total).
3. Strengthen local clinical practices by providing monthly case discussions and clinical supervisions (via skype/zoom/teams) to the identified psychologists of MHPSS service providers partners in Armenia.

2. METHODOLOGY

The methodology adopted by the service provider for the identified mission will be discussed with PUI Technical staff that can include PUI MHPSS Coordinator, PUI MHPSS HQ Consultant and PUI MHPSS service providers on the field.

The methodology will include (non-exhaustive list):

- For objective 1: the development of co-training contents that will be jointly led by PUI and the service provider directly in Yerevan (2 days trainings and 3 days of in-field supervision) and the provision of supervision sessions & tools and the follow-up of the psychologists.
- For objective 2: the implementation of a mentorship system with local MHPSS service providers on the field via monthly case discussions and clinical supervision that includes effective strategies of interventions that were discussed during the previous trainings.

2.1. KEYS DOCUMENTS

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

- Existing PUI framework documents: existing relevant policies, existing and to-be-developed intervention framework and in particular MHPSS, MEAL framework
- The PUI's technical document templates for MHPSS case management, and any other template developed by PUI technical team or the service provider itself, after PUI approval.

3. ORGANISATION OF THE CONSULTANCY

3.1. TECHNICAL TEAM CHARACTERISTIC

Firstly, the service provider will be expected to collaborate regularly and closely with the PUI Armenia mission operational teams. The service provider will be required to work particularly with the PUI MHPSS Consultant for clinical case discussions and supervisions.

In addition, the service provider will also be expected to co-animate ToTs, training and supervision sessions that will be organized by PUI technical teams.

Finally, the service provider will also collaborate closely with other departments and services at field and HQ level such as the support department (finance, HR and logistics).

3.2. LOGISTIC, SECURITY AND ADMINISTRATIVE ORGANIZATION

At HQ level:

- *The service provider must guarantee the availability of technical specialized mental health professional in order to collaborate with PUI MHPSS Consultant and PUI emergency Desk if necessary.*

On the field:

- *The service provider must guarantee the availability of technical specialized mental health professional for the mentioned objectives.*
- *PUI will support the costs of the monthly supervision sessions costs and the organizational costs of the in-field trainings.*
- *PUI will also cover the travel costs (plane tickets) of the designated professional that will deliver the in-field trainings and supervisions.*
- *The schedule of the trainings, the supervisions and the field travel will be discussed between PUI and the services provider during the agreement negotiation phase.*

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3.3 MONITORING SYSTEM

The work and progress of the service providers will be monitored through:

- Regular updates with PUI MHPSS Coordinator, Head of Mission and PUI MHPSS Consultant.
- Full collaboration during the in-field trainings and supervision with PUI psychologist, PUI MHPSS Coordinator, PUI MHPSS Consultant and Head of Mission
- Exchanges and planned restitutions concerning the deliverables expected during the field visits and along with the monthly supervisions
- Any other monitoring tools that will be designed by PUI technical resources.

3.4. TIMELINE

The services will start on May 7th 2021 and will last 7 months (until the end of November 2021).

Specific Objectives	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
The development of co-training and supervision plans and contents that will be led by the service provider directly in Yerevan (2 days trainings and 3 days of in-field supervision).	X		X			X	
The implementation of a mentorship system with PUI MHPSS service providers on the field via monthly cases discussions and clinical supervision that includes effective strategies of interventions that were discussed during the previous trainings.	X	X	X	X	X	X	X

4. EXPECTED DELIVERABLES

- Training reports and workshop reports
- Training attendance sheets signed
- Monthly supervisions and case-discussions attendance sheets signed
- Supervision Report (includes: name, contact information, objective and supervisee follow-up details)
- Monthly invoice with details of the supervision
- Signed travel request, plane ticket details and invoices, boarding pass

5. BUDGET

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

6. APPLICATION

Interested parties should submit in French or English:

- A technical proposal (signed and stamped) presenting:
 - The presentation of the service provider structure, including the number of available resources for the service (psychologists + psychiatrists)
 - The CV and the diploma of the available resources for the service (bachelor degree or master degree or PhD)
- A financial offer including a detailed budget by headings
- The copy of the official registration documents of the service provider in its operational country

The applicants will be expected to read, understand, approve and sign PUI ethical framework and policies (PUI alert mechanism, PUI anti-fraud and corruption policy, PUI Charter, PUI Child protection policy, PUI Code of Conduct, PUI PSEA Policy and PUI terrorism money policy).

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Applicants should send all documentation in electronic pdf format to:

Tinou-paï Blanc: tpblanc@premiere-urgence.org

Cc: Mélissa Robichon: mrobichon@premiere-urgence.org

The deadline for submissions will be **April 29th, 2021**.