

Request for Proposal (RFP)

Opening Date: March 06, 2024

Closing Date: March 19, 2024

Subject: Service Consultancy – Mental Health and Psychosocial Support (MHPSS)

The Organization:

Afghanaid is a British humanitarian and development NGO established in 1983. It is headquartered in Kabul and is currently working in four provinces: Badakhshan, Samangan, Ghor, and Daykundi. We also work through partners in nine others: Herat, Faryab, Jawzjan, Sar-i-Pul, Balkh, Bamyan, Takhar, Khost and Paktya. For nearly four decades, Afghanaid has developed its thematic expertise and the capacity of its staff in correspondence with the evolving needs of the country, international best practices, and opportunities for innovation. Our work supports four pillars of sustainable development: providing basic services; strengthening sustainable livelihoods and food security; climate change and disaster risk reduction, and emergency humanitarian assistance. Three guiding principles are mainstreamed in all our work to ensure its contribution to sustainable development: gender and inclusion, good governance and community development, and conflict mitigation and peacebuilding.

The Consultancy Assignment:

The project will contract a locally-based MHPSS (Mental Health and Psychosocial Support) Counsellor to provide both one-on-one and group counselling sessions for project participants. Additionally, the counsellor will facilitate discussion sessions with women's circles, enabling members to share their problems and offer mutual support. These MHPSS activities are designed to be delivered to all 40 SHG (Self-Help Group) leaders as well as group members, providing a culturally acceptable reason for women to gather outside their homes. The project team will conduct regular monitoring phone calls with participants to solicit their feedback on these activities throughout the implementation phase. This will help monitor the quality of the service provided by the contractor.

The Overall Objectives of the Assignment:

The MHPSS Counsellor will typically be responsible for providing mental health and psychosocial support services, enhancing mental well-being trainings for SHG (Self-Help Group) leaders, and extending these services to all SHG members affected by humanitarian crises. This involves offering individual and group counselling, conducting psychosocial assessments to identify mental health needs, and developing and implementing MHPSS interventions such as trainings. The MHPSS counselor will be responsible for providing an overview of the importance and objectives of psychological first aid, emphasizing its role in offering immediate, humane, and practical support to individuals affected by crises or traumatic events.

The women participants, among the total of 160 SHGs leaders in the Ignite II project, will be supported in forming women's support circles, each comprising 4 women. These circles will serve as the groupings in which women will receive training on mental health and psychosocial support (MHPSS) activities.

The Overall Responsibilities of the consultant:

Facilitate MHPSS needs assessments and other preparation steps, and develop training materials for SHGs to enhance access to community-based psychosocial and protection services. As we all know, mental health training covers a broad range of topics to enhance understanding, support, and care for individuals dealing with mental health problems. Training can be beneficial for various participants, including healthcare staff and beneficiaries. Therefore, the MHPSS Counsellors need to be prepared and develop training materials on the key mental health topics below:

- Conducting assessments to understand participants' mental health and psychosocial needs.
- Providing individual or group counselling sessions to leaders or members of SHGs to address emotional, psychological, and social issues.
- Implementing evidence-based therapeutic techniques to assist clients in managing their mental health.
- Providing psycho-education to participants to enhance understanding and coping skills.
- Advocating for participants' rights and access to mental health services.
- Collaborating with other mental health professionals, healthcare providers, and support services to ensure comprehensive care.
- Engaging in communication, expressing concern, and building relationships.
- Teaching stress management and relaxation techniques.
- To train individuals in the principles and practices of psychological first aid.
- To develop resources that facilitate the delivery of psychological first aid in crisis situations.
- To ensure the readiness of personnel to provide psychological first aid in emergency settings.
- To promote community engagement and participation in psychological first aid initiatives.
- To establish partnerships with stakeholders for effective collaboration and coordination.
- To evaluate the impact and effectiveness of psychological first aid interventions

Service Provider's Deliverables:

- Design a detailed work plan within the predefined time frame and in agreement with Afghanaid team in Samangan and in cooperation with the Programme Manager.
- Facilitate MHPSS needs assessments, surveys, and research efforts in communities targeted by the project to enhance access to community-based psychosocial and protection services.
- Develop and implement MHPSS interventions tailored to the specific needs of the target population.
- Provide individual and group counselling to individuals and families affected by humanitarian crises.
- Develop awareness messages/campaigns related to MHPSS (community-based approaches, sports and cultural practices, creativity, and psychosocial well-being), to be disseminated to the affected population and host communities.
- Conduct monitoring and evaluation of MHPSS interventions.
- Facilitate a 44-day training program, with each day lasting 3 hours, for 160 led women.
- Maintain accurate and confidential records of all MHPSS services provided.
- Collate relevant findings and assess beneficiaries' MHPSS needs, proposing relevant psychotherapy as required.
- Serve as a trusted advisor and provide expert guidance on all aspects of MHPSS support.
- Considering the nature of work, the counsellor will take all possible measures to ensure sensitivity and confidentiality, and to guarantee that privacy is fully safeguarded to avoid any unwanted/unexpected stigma or threat to beneficiaries' safety.
- Training programs and materials for psychological first aid.
- Deployment protocols and procedures for responders

Methodology:

The consultant is encouraged to apply a mixture of methods to assess Mental Health and Psychosocial Support (MHPSS) needs and develop corresponding resources and guidelines. Indicative methods should consider effective ways to ensure support to 160 led women SHGs members. These SHGs will serve as the groups for organising the delivery of Mental Health and Psychosocial Support (MHPSS) interventions.

Payment:

Payment terms and conditions will be outlined in the consultancy agreement between the Afghanaid and the selected consultant. The consultant should provide a cost estimate for their services, including any supplementary expenses during the consultancy assignment.

Working Days and Hours:

This is a two-month contract with an effective start date of April 01, 2024, and continuing to May 31, 2024, and will be carried out based on the developed work plan.

Reporting Line:

The MHPSS Counsellor will report to the Ignite II Project Team and Project Manager.

EXPERTISE REQUIRED

The firm or consulting team engaged for the impact study must provide evidence of the following qualifications and competencies:

Essentials:

- BSc in Psychology, Social Psychology, Social Work, Counselling, or Clinical Nursing; Master's Degree preferred.
- At least two years' experience providing MHPSS services in humanitarian/development settings.
- Demonstrated in-depth knowledge of the principles and practices of MHPSS.
- Strong clinical skills in individual and group counselling.
- Excellent communication and interpersonal skills.
- Fluency in the local language.
- Prior experience working with an NGO or INGO is desirable.

Desirable:

- Understanding of political and cultural sensitivities, with experience working and/or residing in Afghanistan
- Proficiency in Dari/Pashto languages
- Willingness to offer a charitable discount for consultancy services.

REQUIREMENTS FOR RFP:

1) Contact Information

Provide a Primary Contact Person, Company Name, Address, Phone Number, E-mail Address.

2) Background and Experience

- In detail, describe your methodologies for providing the deliverables listed in the ToR/assignment.
- Describe your organization's expertise and experience related to assignments with other NGOs by providing your clients' names, project details, location, total contract value, and other relevant information.
- Detailed background and qualifications of your team experts who will execute the assignment.

3) Key Staff/Lead Consultant

- Identify key staff that will be dedicated to providing this consultancy.
- Describe the education and experience of key staff relevant to the requested services.
- Team composition and time allocation

4) Consultancy Cost:

Provide a detailed budget for the consultancy services and a breakdown of consultancy costs for the overall assignment in USD.

CONTACT DETAILS & SUBMISSIONS

National/International firms that meet the above requirements should submit their proposals to jobs@afghanaid.org.uk by **4:30 pm (Kabul time) on 19th March 2024**, including the following as the subject line: **"RFP No. AAD-05-2024 Proposal for Service Consultancy on Mental Health and Psychosocial Support (MHPSS)"**. Applications without the proper subject line or submitted after the deadline will not be considered. Each proposal should include essential components such as a company profile, technical proposal outlining how the proposed system meets Afghanaid's needs, financial proposal detailing costs and fees, and references of similar projects completed.

The application should include the following:

- A letter of interest including complete contact details, previous relevant experience and references
- Company profile/ Consultant CV
- Technical proposal outlining how the proposed system meets Afghanaid's needs
- Financial proposal detailing costs and fees

If you have any questions regarding this request for proposal, please email hmayar@afghanaid.org.uk no later than **4:30 pm (Kabul Time) on 13th March 2024** so that we have time to respond to your request before the deadline for applications. Afghanaid welcomes questions pertaining to the scope of work, technical specifications, financial considerations, or any other aspects of the proposal. Clear communication is essential to ensure that potential vendors have a comprehensive understanding of the requirements and can submit well-informed proposals.

Electronic copies of the Proposals/Quotations in response to this request are to be submitted by **4:30 pm (Kabul Time) on 19th March 2024**.

Only qualified applications meeting the above criteria will be shortlisted. Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within 2 weeks of the deadline, then you have not been successful for shortlisting.