

Terms of Reference for psychosocial and meditation Consultant

1. Introduction

The Danish Refugee Council (DRC), one of the world's leading NGOs, with a focus on responding to displacement, have been registered in Bangladesh since 2013. Since 2017, in response to the Rohingya influx, DRC has launched an integrated program of support to the government in site management, shelter/NFI and protection. In 2018 DRC has implemented aid projects in support of the host communities most affected by the influx of refugees. In 2019 similar activities will be continued. DRC has more than 250 staff working fulltime in Camps and out of camps.

2. Objective of Service

The overall objective of this Service is to keep DRC's staff mental health stable and healthy during the current pandemic (Covid-19) as we all are running through a tough time with lots of anxiety and stress. In order to keep the mental health stable and healthy, 'group activity, counselling and meditation' is one of the fundamental tools to release from those anxiety and stress and keep the mental condition fresh if we put in place for all DRC staff. It will also help us to concentrate our activities and enhance our work productivity.

Scope of Work (activities)

The scope of work of this consultancy will be as follows in line with the objectives of the Service. The consultant works directly with DRC Staffs according to the schedule. The activities are given below:

1. The service will be available for all IOM funded DRC protection Staffs and Team leaders.
2. The session will be two selected day (anticipated date: December 2nd and 3rd).
3. The service will be facilitated through face to face and group discussion.
4. The service will be for (live chair yoga session, live meditation session and Get Up and Stretch session video, group work, mental health practices, anger management, self-assessment etc.)
5. Initially the service will be for 2 days then based on participation and demand DRC will review the extension if required.
6. There will be around 25-30 participants in the program.
7. Payment will be made after the service provided.

Facilities:

1. Accommodation and food will be provided for maximum two consultants (Day – Night - Day).
2. TA/DA is included in the contract price so no extra payment will be given.

Expectation, Eligibility, Evaluation, and skills:

1. High quality and related psychosocial consultancy are expected.
2. English fluency of the consultant is highly appreciated.
3. Minimum 5 years of consultancy experience in international organizations.
4. Good inter-personal and communication skill.
5. S/he has to have the experience and knowledge of similar kinds of assignments.

Proposal Submission Guidelines: Interested national Trainer/ Facilitator with the relevant experience are requested to submit their technical proposal (along with a draft module for 2 day-

long) and financial proposal and one sample of previous work related to this assignment on or before 25th November 2020, through email subject to “ Proposal on Psychosocial training”.

Technical Proposal Outline (Recommended) For Individual Trainer /facilitator

- Profile of Lead Training Facilitator (details CV)
- Draft module for 2 day-long Technical Management: Danish Refugee Council is responsible to oversee the Assignment along with the Consultants/ facilitators. The Consultants will report directly to DRC. Danish Refugee Council CBP Team Leader would be the contact point during the consultancy period. DRC reserves the right to decide any other work locations of the consultant as necessary during this period after mutual agreement/discussion.

Selection Criteria:

Criteria	Weighting
Understanding of ToR (including proposed work plan)	10%
Proposed Training Module	30%
Relevant experience and skills of the proposed team members (not more than 3)	30%
Availability and Budget Efficiency	30%

Financial and Technical Proposal: Details budget with the breakdown to conduct the assignment as following.

- Consultancy fees of the key facilitator and team members for the whole package.
- Overhead (if any)

Financial arrangement: The key facilitator/ consultant will be given the agreed money as a package excluding accommodation and food (Maximum two person). Please note that the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal.

The consultant will not be entitled to any other benefits. Payment will be made after making necessary deductions as per the DRC policy. Payment shall be ten (10) working days in BDT 100% after the presentation of an invoice and signed Certificate of Completion of Services. An invoice must be submitted for all payments. The payment will be released as per mutually agreed terms.