**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA CO Office |
| Title: | Psychologist |
| Purpose of consultancy: | **Background**  LLC L’OREAL Ukraine and UNFPA Ukraine launched an educational program “Beauty for a Better Life (BFBL)” to help marginalized women, including survivors of gender-based violence to obtain free professional education. This activity is a part of the national UNFPA Project “EMBRACE (Enhancing National and Regional Mechanisms to Build Responsive, Accountable & Cost-Effective System of GBV Response and Prevention)” and aims at economic empowerment of the survivors of violence, as well as other women in vulnerable conditions.  The training course is specifically designed to teach women the basics of hairdressing skills and give them the opportunity to acquire a new specialty, and work in future. The course will take place in Lviv. The course guarantees that all students will have the skills they need to start a career in the salon business and gain financial independence in future.  The group will start in February 2022 and will last for 6 months.  **Rationale**  As stipulated in the cooperation agreement signed with L’Oréal Ukraine, UNFPA CO provides a part-time psychologist support to the training group. Psychologist will visit the group occasionally to help trainers communicate with marginalized women, will provide psychological counselling to the group of needed, and will help to maintain motivation among women to study.  **Purpose**  UNFPA Ukraine is seeking the services of a professional psychologist for providing psychological and case management assistance to the course participants, ensuring proper referral for difficulties cases, ensuring the motivation of the training school participants to attend and complete the full course. |
| Scope of work:  *(Description of services, activities, or outputs)* | * Support in women recruitment. Ensure that the course participants which will be recruited belong to one of the vulnerable categories of woman (with focusing on GBV survivors) * Make phone calls to invite women for interviews   Time: TBC, depending of the number of applications   * Developing and agreeing with selection panel the criteria for vulnerable women; * Organizing and conducting screening interviews with preselected women. Provision of the list of selected participants for the course.   Time: 1,5 working day   * Support the group of vulnerable women during their studies in the hairdressing school. Ensuring that the 80% of the school participants to attend and complete the full course; * Support of school participants in keeping high level of positive motivation to attend and complete the full course; * Work with the cases of motivation loss (Additional writing explanations might be required for all unsuccessful cases); * Support in establishing good relationship and atmosphere within the group * Support in establishing good connection between group participants and trainers * Provide psychological and case management assistance to the course participants if required * Consult trainers how to work with difficult cases. Ensuring proper and effective referral linkages for difficult cases * Immediately inform the project manager about any difficult or extreme situations which happen during the training * Prepare documentation related to the work done, cases, prepare and submit reports to the project manager; * Organise motivational events/group work after project completion (up to 5 hours); * Provide psychological support after project completion (up to 10 hours); * Provide written recommendation after the project completion, including lessons learned best practises; identify positive as well as negative lessons. Document practices and procedures that led to project successes, and make recommendations for applying them to similar future projects. |
| Duration and working schedule: | The consultancy should begin as of the date of signing the consultancy contract and continue for 6 month since that date, unless otherwise agreed between UNFPA and the consultant in writing. Any delays or obstacles in the performance of works should be immediately communicated to UNFPA by the consultant in writing, with the description of reasons and suggested solutions. |
| Place where services are to be delivered: | Kyiv, UNFPA CO office Ukraine |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Measurable outputs of the work assignment:  Deliverables:   1. Conduct phone calls and invite all participants to the interview 2. Conduct interviews with potential participants. 3. Provide psychological support to women – once a week for up to 6 hours since launch of the school. Weekly reports to be provided by e-mail. Report should include the narrative description of the work done, current situation in the group re attendance, atmosphere, and comments from trainers, participant’s mood, and any extraordinary cases. Final report and recommendation should be provided in two weeks after the project completion.   The payment will be done upon the delivery of task 1 and 2, and then monthly upon submission of weekly reports.  Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day UNFPA instructs that payment(s) be effected. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | All duties should be provided in time, with no delays.  All Reports should be provided weekly. |
| Supervisory arrangements: | The work will be supervised by UNFPA GBV Programme Associate Anna Tsytsak |
| Expected travel: | The psychologist will work in L’viv, Ukraine. |
| Required expertise, qualifications and competencies, including language requirements: | Job requirements:   * Bachelor’s or master's degree in psychology * Minimum three years of practical experience as a psychologist * Experience of group work * Experience of conducting interviews * Experience of working with marginalized women, including survivors of gender-based violence   Languages:  Excellency in oral and written Russian and Ukrainian. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | NA |
| Other relevant information or special conditions, if any: | Any remarks, proposals, complaints or claims to the consultant regarding services being provided in line with these terms of reference should be submitted to the consultant in writing within 10 days of submission of consultancy deliverables or reports by the consultant.  The scope of works to be performed by the consultant under these terms of reference, as well as other conditions of the consultancy, could be modified, if required, through a written agreement between the consultant and UNFPA.  **Intellectual property**  All information pertaining to this project (documentary, pictures, digital, cyber, project documents, etc) belonging to UNFPA, which the consulant may come into contact with in the performance of his/her, duties under the assignement shall remain the property of UNFPA which shall have exclusive rights over their use. Except for purposes of this assignement, te information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and international Copyright Laws applicable.  **Application Process**  The consultant will be identified via open-call competitive selection process.  To be considered for the role, one needs to submit to [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org) by **13 January 2022** an application comprised of the following documents:   * Professional CV; * Motivation letter; * Technical proposal (The methodology should include forms of work for a group of women who may have had a traumatic experience in the past and begin training in a new professional area. How would you build work with such a group as a psychologist?).   Only complete applications received by the deadline will be evaluated.  In the subject of the letter, please state: *Psychologist for BFBL project in Lviv* |
| Signature of Requesting Officer in Hiring Office:  Date: | |