

## **Consultancy Vacancy**

### **Terms of Reference for a workshop on staff psychological and emotional well-being**

#### **1) Rationale and context of the assignment**

ProtectDefenders.eu is the European Union Human Rights Defenders mechanism, established to protect Human Rights Defenders at high risk and facing the most difficult situations worldwide. It is led by a consortium of 12 NGOs active in the field of Human Rights.

The management and implementation of the grants programmes is at the core of ProtectDefenders.eu. Since the beginning of the project, it is estimated that:

- 1404 grants were allocated under the emergency grants programme,
- 207 grants were allocated under the programme providing support to local human organisations,
- 493 grants were allocated under the temporary relocation programme.

The grant making system is delivered through the grant teams of the consortium and the PD.eu secretariat. The grants officers play a vital role at every stage of the grant lifecycle and are crucial for delivering comprehensive response and maintaining efficient communication with the applicants and potential beneficiaries of the mechanism.

ProtectDefenders.eu recognizes the positive and negative psychological outcomes of work within the emergency context. The Consortium would like to take a step further and organise a training workshop for its staff to incorporate psychological and emotional health education in their daily work, promote well being and encourage supportive workplace relationships.

#### **2) Scope of the work**

Under the supervision of ProtectDefenders.eu, the consultant will be recruited to develop the design and undertake the facilitation of the above mentioned workshop. The design of

the workshop agenda and methodology will need to be calibrated with the needs and expectations of the participants, and should encourage active participation and open discussion. After the meeting, the consultant will prepare a manual to elaborate on the workshop learnings and broader recommendations on how to reduce the negative psychological impact on the staff working within the emergency context.

### **3) Responsibilities**

The consultant shall:

- Develop the agenda, detailed programme and methodology using a participatory approach for the workshop. The design of the workshop programme will be done in close relationship with the PD.eu secretariat and based on the inputs from the Consortium partners if needed (survey or consultation with concerned staff should be considered in the articulation of the programme).
- Facilitate the workshop (up to 4 hours) in Brussels.
- Towards the end of the workshop, achieve an agreement among the participants on the key lessons learned and recommendations.
- Complement the workshop outcomes by a more comprehensive manual with key recommendations for the Consortium to be drafted after the meeting.

### **4) Deliverables and timeline**

It is expected that the consultant will deliver the following outputs during the assignment:

A) A detailed programme and methodology for the workshop.

B) A manual (around 20 pages excluding annexes) including:

- Introduction
- Brief information about the workshop, its methodology, process and facilitation

- Key findings and lessons learned from the workshop
- Conclusions and broader recommendations, examples of good practices and practical strategies for implementation
- Further resources (relevant toolkits, literature etc.)
- Annexes

The timeline for the consultancy is tentatively as follows:

Start of the assignment – Ideally 20 March 2020

Submission of a final workshop programme and methodology  
- 25 March 2020

Facilitation of workshop – 16 April 2020 in Brussels

Submission of final manual – 16 May 2020

### **5) Duty station**

The consultant will work home-based. Consultant is expected to use online communication tools to establish contact with the Constortium Partners if needed. Visit to the Secretariat of ProtectDefenders.eu can be considered. The Consultant is expected to facilitate the workshop on 16 April in Brussels.

### **6) Qualifications and experience required**

- Advanced University degree in Psychology, Mental Health, Human Resources Management, Occupational Risks Prevention or related field.
- Minimum five years of work or academic experience in a professional capacity in Psychology, Mental Health or related field and within the emergency context.
- Demonstrated strong ability to design, manage and facilitate the workshops, seeking to encourage participation in an open and safe environment.
- Strong ability in managing confidential and sensitive issues.
- Strong ability to write and edit. Ability to express clearly and concisely ideas in written materials and presentations.
- Excellent writing, editing, and oral communication skills in English.

- Good understanding of non-governmental organisations, human rights organisations and/or grant making programmes would be appreciated.

## **7) Duration**

Ideally starting on 16 March 2020, for a maximum of 5,5 days.

## **8) How to apply**

Applicants are requested to send their submissions at [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu), with the subject line "Workshop consultant" by 15 March 2020.

Applications **must** include:

- CV
- a maximum 3-page document proposing a workshop programme, methodology and a plan of action
- a financial offer containing a budget detailing the daily rate and other eligible expenses for the consultancy.