

TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT (PSYCHOLOGIST) AND RELATED SERVICES FOR STAFF MEMBERS

Background

The Economic Community of West African States (ECOWAS) Commission is an Institution committed to promoting regional integration and development within the West African sub-region.

ECOWAS Commission recognizes the importance of providing support to its staff members to cope effectively with work-related or personal problems that may affect their well-being and job performance. As part of its efforts to enhance the well-being and capacity of its staff, the Commission seeks to engage the services of a qualified psychologist.

Based on the above, ECOWAS Commission is seeking the services of a qualified and experienced psychologist to provide mental health support and related services to its staff members. The aim is to enhance the overall well-being and resilience of the workforce, ensuring a healthy and productive work environment.

Objectives

The primary objective of this consultancy is to provide psychological support services to ECOWAS Commission staff, with a focus on promoting mental well-being, resilience, and coping strategies in the workplace environment. The consultant (psychologist) will offer counselling, psychological assessments, and other relevant services to address the mental health needs of staff members.

Scope of Work

The recruited psychologist will be responsible for the following tasks:

- Conduct individual counselling sessions for staff members facing personal or work-related stress, personal challenges, or other psychological issues.
- Facilitate group therapy or support sessions for staff on topics such as stress management, conflict resolution, resilience building, and other relevant topics.
- Perform psychological assessments as needed and provide recommendations for intervention.
- Collaborate with the HR Directorate (In House Clinic) to identify and address organizational factors contributing to mental health issues.
- Develop and implement mental health awareness programs for staff.
- Provide advise and guidance to ECOWAS Commission management on creating a supportive and mentally healthy work environment.
- Maintain confidentiality and adhere to ethical standards in all interactions with staff members.

Deliverables

The consultant shall deliver the following outputs:

- Individual counselling reports (as needed) detailing sessions conducted and progress made by staff members.
- Documentation of group therapy or support sessions, including attendance records and topics covered.
- Workshop materials and presentations on mental health awareness and self-care strategies.
- Recommendations and suggestions for promoting mental well-being within the ECOWAS Commission.

Type and Duration of the contract

The psychologist will be offered an individual consultant contract based on the ECOWAS model.

The psychologist to be recruited will have a 3-year renewable contract based on a satisfactory evaluation and availability of budget.

Qualifications and Experience

The ideal candidate should possess the following qualifications and experience:

- A minimum of 10 years' experience as a licensed psychologist in providing psychological counselling or therapy services, preferably in a multicultural or international setting.
- Master degree or equivalent academic qualifications in psychology or a related field.
- Experience working with diverse populations and addressing a range of mental health issues.
- Strong communication and interpersonal skills, with the ability to establish rapport and trust with clients.
- Experience in socio-cultural context of West Africa and familiarity with the challenges faced by professionals in an intergovernmental organization would be an asset.
- Language: Proficiency in one ECOWAS languages. Be comfortable in at least two (02) ECOWAS languages will be an asset.

Submission of Proposal

Interested candidates are invited to submit a comprehensive proposal that includes the following:

- Signed detailed CV highlighting relevant experience with proof of experience and degrees.
- Cover Letter

Selection Criteria

The selection will be based on the following criteria:

- Relevant qualifications and experience.
- References from previous clients.

Reporting and Coordination

The resource person will report and collaborate with the relevant Department/Directorate to ensure the alignment of objectives and timely completion of deliverables.

Confidentiality

The consultant shall maintain strict confidentiality regarding all information obtained during the consultancy, in accordance with professional ethical standards.

Amendment of Terms

The ECOWAS Commission reserves the right to amend these Terms of Reference as necessary and to negotiate changes with the selected consultant if required.

Budget

HR 2024 approved budget.