

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Individual Consultant – MHPSS Expert for Burnout Management Programmes for Government Frontline Responders	
Hiring Office:	United Nations Population Fund, Sri Lanka
Purpose of consultancy:	<p>UNFPA is the lead UN agency working to ensure that every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. In the aftermath of Cyclone Ditwa, government frontline responders in Badulla, Nuwara Eliya, and Kandy districts have been exposed to prolonged high workloads, emotional strain, and stressful working conditions while leading emergency response and early recovery efforts.</p> <p>Frontline officials from the Regional Directorate of Health Services (RDHS), Medical Officers of Health (MOHs), District Secretariats, and Divisional Secretariats played a critical role in coordinating health, protection, and administrative responses during the emergency. Continuous exposure to crisis situations, extended working hours, and responsibility for life-saving decisions have increased the risk of burnout, emotional exhaustion, and psychosocial distress.</p> <p>To address these challenges, UNFPA plans to implement a series of interactive burnout management and Mental Health and Psychosocial Support (MHPSS) sessions targeting government frontline responders involved in the Cyclone Ditwa response. UNFPA seeks to engage a qualified consultant to design and facilitate six (06) highly participatory burnout management programmes (two per district), using experiential and creative approaches such as drama therapy, movement-based relaxation, guided reflection, and stress-release techniques to support emotional recovery, resilience, and wellbeing.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will design and implement a structured yet flexible burnout management and MHPSS programme tailored to government frontline responders engaged in emergency response and coordination.</p> <p>The consultant will be responsible for the following tasks:</p> <ol style="list-style-type: none"> 1. Design an interactive burnout management and psychosocial wellbeing programme specifically tailored to government frontline responders involved in emergency response. 2. Develop detailed session plans incorporating experiential and participatory approaches such as: <ul style="list-style-type: none"> ○ Drama therapy and role-based expression ○ Movement and body-based relaxation techniques ○ Guided mindfulness and breathing exercises ○ Group reflection and peer sharing ○ Practical stress-management tools for daily work environments 3. Conduct six (06) interactive burnout management events, organized as follows: <ul style="list-style-type: none"> ○ Badulla District – 02 programmes ○ Nuwara Eliya District – 02 programmes ○ Kandy District – 02 programmes 4. Facilitate sessions for mixed groups of participants from: <ul style="list-style-type: none"> ○ Regional Directorate of Health Services (RDHS) ○ Medical Officers of Health (MOHs) ○ District Secretariats ○ Divisional Secretariats 5. Create a safe, inclusive, and supportive environment that allows participants to decompress, express emotions, and rebuild coping mechanisms. 6. Adapt facilitation methods to suit participants from both health and administrative backgrounds. 7. Collect participant feedback and assess the effectiveness of each session. 8. Submit a consolidated post-event report summarising key outcomes, participant feedback, lessons learned, and recommendations.

Duration and working schedule:	<p>The consultancy will be for a period of two (02) months, implemented during the post-emergency recovery phase following Cyclone Ditwa.</p> <p>Programme preparation and design - 4 days</p> <p>Delivery of six (06) interactive burnout management programmes - 6 days (1 day per session)</p> <p>Final reporting - 2 days</p> <p>12 days over a two (02) month period</p>
Place where services are to be delivered:	RDHS Offices and District Secretariats in Badulla, Nuwara Eliya and Kandy districts
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Programme design, methodology, and session plans – within two (02) weeks of contract signing</p> <p>Delivery of six (06) interactive burnout management programmes (two per district)</p> <p>Final consolidated report – within two (02) weeks of completing the final programme</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work under the technical guidance of UNFPA and provide regular progress updates. Participant feedback and observations will be documented and reflected in the final report.
Supervisory arrangements:	Sarah Soysa, National Programme Analyst-SRH
Expected travel:	Badulla, Nuwara Eliya and Kandy districts for 06 programmes
Required expertise, qualifications and competencies, including language requirements:	<p>Academic / Professional Qualifications</p> <ul style="list-style-type: none"> • Master's degree in Psychology, Mental Health, Social Work, Drama Therapy, Expressive Arts Therapy, or a related field. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 6- 7 years of experience in MHPSS, burnout management, or psychosocial facilitation. • Demonstrated experience in conducting experiential and interactive sessions, including drama therapy or body-based approaches. • Experience working with government officials, frontline responders, or humanitarian personnel. • Prior experience working with UN agencies or humanitarian organizations is an asset. <p>Required Competencies</p> <p>Values:</p> <ul style="list-style-type: none"> • Integrity • Commitment to UN values • Cultural sensitivity • Adaptability <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Accountability • Analytical and strategic thinking • Teamwork and interpersonal effectiveness • Communicating for impact <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Strong facilitation and group management skills • Excellent oral and written communication skills • Ability to create safe, inclusive, and supportive spaces • Strong documentation and reporting skills

	<p>Language Requirements</p> <ul style="list-style-type: none"> • Fluency in spoken and written English • Fluency in Sinhala and/or Tamil is required
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The consultant will not be based in the UNFPA office and will be paid in full upon delivery of all services. The consultant will be paid DSA for travel as required
Other relevant information or special conditions, if any:	-