



TERMS OF REFERENCE

Consultant (Trainer) for Psychological First Aid (PFA) and Safeguarding

Title:	Psychological First Aid (PFA) and Safeguarding Training
Duration:	October 2024 – June 2025
Estimate Start Date:	October 23, 2024
Reporting to:	Project Manager

Organization Summary

RISE Life Management Services, a Jamaican Civil Society Organization (CSO), was established in 1989 as Addiction Alert, offering the island’s first outpatient treatment centre for addictive disorders. Due to the evolving needs of the nation’s at-risk populations, the organization expanded its programs and changed its name to RISE Life Management Services in 2005. RISE stands for “Reaching Individuals through Skills and Education”. The various projects and programmes implemented by RISE also align with key goals of Jamaica’s national development plan, Vision 2030, and with several of the international Sustainable Development Goals.

Mission: To empower young people and vulnerable populations in Jamaica to make healthy lifestyle choices and realise their full potential through projects delivered in a supportive and rehabilitative environment; and to support Jamaica’s national development by building the capacity of civil society organizations.

Project Background

With funding from USAID, Winrock International is implementing the USAID Supporting Victims of Violence (SVOV) Activity alongside Backbone Partners RISE Life Management Services and Eve for Life. This four-year initiative aims to increase awareness of and improve access to trauma-informed services for survivors, witnesses, and perpetrators of violence, enhancing resilience among youth, families, and communities vulnerable to crime and violence.

The SVOV activity focuses on two primary objectives:

- Expanding survivors' and witnesses' access to integrated direct services.
- Strengthening government and civil society institutional capacity to support victims, witnesses, and perpetrators through coordinated and effective interventions to address and prevent interpersonal and collective violence.

The activity utilizes community-led and survivor-informed approaches tailored to the intersectional challenges faced by people affected by violence, emphasizing sustainable solutions and combining structured capacity building with direct service provision offered by local entities. Targeting ten communities across Jamaica, the focus is primarily on individuals aged 10-29 years. The communities are Grange Hill and Little London in Westmoreland; Flankers, St. James, Palmer’s Cross and York Town in Clarendon; Braeton, St. Catherine; and Kencot, Lawrence Tavern, Tower Hill and Rennock Lodge in Kingston and St. Andrew. RISE Life Management Services will be leading implementation in five of the communities, namely: Grange Hill, Kencot, Palmer’s Cross, Rennock Lodge, and Tower Hill.

Objective of the Consultancy

The purpose of this consultancy is to provide training in Psychological First Aid (PFA) and Safeguarding for community members, community-based groups, faith-based organizations, and youth leaders. This training is part of a comprehensive suite of activities designed to provide gender equitable and socially inclusive support to youth in Jamaica, equipping them with essential knowledge and skills to address and mitigate the impacts of violence and trauma.



SCOPE OF WORK

The Consultant will be responsible for:

Content Development:

Develop comprehensive training materials on:

- PFA: Providing theoretical knowledge and practical skills on how to support individuals in distress.
- Safeguarding: Focusing on best practices for safeguarding vulnerable individuals to ensure their protection and wellbeing.

Training Delivery:

Conduct ten (10) sets of 2.5-day workshops in each community, totalling 20 in-person and 5 online sessions. Each workshop would be executed as follows:

- One full-day in-person session on PFA.
- One half-day theoretical session online on PFA.
- One full-day in-person session on Safeguarding.

Participants:

- Workshops to be delivered to a total of 200 participants over 9 months, with 20 participants in each workshop.

Reporting and Evaluation:

Collaborate with the MEL Officer to develop an appropriate monitoring and evaluation framework.

- Provide detailed reports on each training session, including participant feedback and recommendations.

DELIVERABLES

Deliverable	Deliverable Date	Payment Schedule
<p>Initial Planning and Strategy Development</p> <ul style="list-style-type: none"> • Development of comprehensive roadmap/action plan for all 10 workshops for 20 participants each. • Curation of comprehensive training manuals and resources for both PFA and Safeguarding. • In collaboration with the MEL Officer, develop pre-training and post-training assessment tools. 	<p>Within 2 weeks from contract start</p>	<p>30%</p>
<p>Delivery of at least 5 workshops by February 2025</p> <ul style="list-style-type: none"> • Collaborate with the Project Officer to facilitate the timely exchange of information required for conducting training sessions. • Prepare and submit comprehensive reports for each workshop session, including participant evaluations and 	<p>March 7, 2025</p>	<p>25%</p>



Deliverable	Deliverable Date	Payment Schedule
actionable recommendations for improvement.		
Delivery of remaining 5 workshops by June 2025 <ul style="list-style-type: none"> • Collaborate with the Project Officer to facilitate the timely exchange of information required for conducting training sessions. • Prepare and submit comprehensive reports for each workshop session, including participant evaluations and actionable recommendations for improvement. • 	July 7, 2025	25%
Completion of comprehensive final training consultancy report	Within 2 weeks of final training session	20%

QUALIFICATIONS AND EXPERIENCE

Educational Background:

- Bachelor’s degree or higher in Psychology, Social Work, Mental Health, Public Health, or a related field.
- Specialized training or certification in PFA.
- Certification or advanced training in Safeguarding.
- Certification in trauma-informed care, crisis intervention, or similar areas relevant to PFA.

Experience:

- At least 5 years’ experience in mental health or social services.
- Proven experience in PFA, especially in crises.
- Experience in conducting PFA and Safeguarding workshops.
- Proficient in creating tailored training materials for diverse groups, including youth and educators.
- Capable of designing, implementing, and evaluating PFA and Safeguarding programs.
- Skilled in working with diverse and vulnerable populations, such as children, women, and marginalized communities.
- Awareness of nuances associated with gender equity and social inclusion in urban and rural Jamaica.
- Strong interpersonal skills and ability to effectively to effectively communicate on PFA issues in both oral and written form.
- Proficient in report writing, documentation, and presenting findings.
- Experience in working or collaborating with community-level development initiatives is an asset.

Additional Skills and Attributes:

- Able to assess needs, analyze data, and provide actionable recommendations.
- Committed to high ethical standards, confidentiality, and data protection.
- Capable of adapting training strategies to various needs and willing to work in different settings.



- Willingness to travel and work in various settings, including rural and urban communities.

HOW TO APPLY

Interested applicants must submit their Curriculum Vitae, Expression of Interest and Cost Proposal to the following email address: **info@risejamaica.org**, bearing the subject: **SVOV PFA and Safeguarding Training Consultancy** by the deadline: **September 27, 2024**.