



2017 PSS Forum Rapporteur ToR

June 2017

ABOUT REPSSI

REPSSI (Regional Psychosocial Support Initiative) is the leading African psychosocial support organisation. REPSSI's vision is that all girls, boys and youth have the right to enjoy psychosocial and mental wellbeing. REPSSI has strong partnerships with governments (particularly the ministries responsible for social services, education and health), development partners, international organisations and NGOs in thirteen countries of East and Southern Africa¹.

BACKGROUND/CONTEXT OF TASK

REPSSI hosts a biannual Psychosocial Support forum to promote awareness and understanding of the importance of psychosocial support (PSS) and share knowledge on approaches to providing it. This forum is a high level partnership building platform that brings together stakeholders from regional economic blocks, national governments, civil society, academia, international cooperating partners, media and community implementing partners.

The theme of the fourth forum, which will take place in Arusha, Tanzania, from 4-6 September, 2017, is "Equity, Equality for all Girls, Boys and Youth".

Objectives of the Forum:

- To influence policy formulation and implementation in the work of social, health and education practitioners as they interact with girls, boys and youth.
- To share innovative trends in PSS practice and new research findings.
- To bring young people, practitioners, researchers, policy makers and international cooperating partners together to network, share promising practices, discuss challenges and develop new solutions.
- To share experiences in the application of equity and equality in PSS interventions targeted at girls, boys and youth.
- To enhance PSS capacity and knowledge for practitioners who interact with girls, boys and youth.

OBJECTIVE

- Provide rapporteur services for the PSS Forum in line with the Forum objectives
- To develop a Forum report and communiqué.

SCOPE OF WORK

- The rapporteur will be expected to capture the proceedings of the opening and closing ceremony, main plenary and breakaway sessions in line with the outlined objectives of the Forum.
- The rapporteur will produce, in consultation with the Regional Advisor and Head: Advocacy & SBCC, a communiqué detailing the recommendations, which will be the immediate output of the Forum.

¹ Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Uganda, Zambia & Zimbabwe

- The rapporteur will compile a concise report in consultation with the Regional Advisor and Head: Advocacy & SBCC, within 15 days of the conclusion of the forum.
- Collect all presentations made during the forum.

DELIVERABLES

- On the evening of the 2nd day (5th of September 2017), the rapporteur is expected to submit a draft communiqué to the Regional Advisor and Head: Advocacy & SBCC, which will be presented to delegates and members of the press at the conclusion of the forum.
- Within 15 days after the Forum, the rapporteur will produce an edited draft report on the discussions, recommendations and outcomes of the Forum. The report shall be written in a clear and concise manner. If the report fails to meet the requisite quality and standard, REPSSI retains the right to withhold the consultancy fee.

QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED

- Have a degree in media, communications, social science or related technical field.
- At least 2 years experience in rapporteuring forums and conferences.
- Good knowledge and understanding of psychosocial support, early childhood development, child protection and social protection technical language.
- Demonstrated experience in preparing high quality forum and conference reports.
- Excellent writing and editing skills to prepare written materials in a clear, concise and compelling manner.
- Strong interpersonal skills including strong verbal communication skills in English.
- Able to work independently and as part of a team.
- Committed to the principles and values of child rights.

REPORTING

The rapporteur will liaise with the Regional Advisor and Head: Advocacy & SBCC ahead of and throughout the forum to ensure that all expected outputs are achieved.

INELIGIBILITY CRITERIA

All potential consultants that fall in any of the following categories will be excluded from participating in REPSSI projects:

- If you have been convicted of an offence concerning your professional conduct by a court judgment.
- If you have been convicted of an offence concerning child abuse.
- If you have been guilty of grave professional misconduct proven by any means that the contracting authority can justify.
- If you have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the tax law of your country.
- If you have been the subject of a court judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- If you have been declared to be in serious breach of contract for failure to comply with previous contractual obligations.

All interested consultants must confirm in writing that they do not fall in any of the above categories.

HOW TO APPLY

Please send your proposal, highlighting the following:

- A brief introduction of the bidding firm or person attaching relevant CVs.
- Your understanding of the Terms of Reference, explanation of your ability to deliver on the ToR and provide evidence of similar work undertaken in the past including names of references as well as professional fees.
- Proposed work plan/ time frame and budget.

All relevant information (CV, cover letter, copies of testimonials, certificate of works, and 3 contact references) should be sent to hadmin@repssi.org and pss-forum@repssi.org by the 30th of June 2017.

Please indicate the consultancy title in the subject of your email. Successful applicants will be notified by the 15th of July 2017.