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## MENTAL HEALTH and PSYCHOSOCIAL SUPPORT CONSULTANT

### TERMS OF REFERENCE

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Organization Name	: Japan Platform
Contract Period	: 10 July – 30 August 2025
Total Number of days	: 10 days (Estimated)
Position	: Mental Health and Psychosocial Support Consultant
Reports directly to	: JPF M&E Consultant
Project Field Visit Location	: Lebanon

#### 1. Background

Japan Platform (JPF) is an international aid organization that provides humanitarian assistance to people affected by natural disasters and armed conflicts. Through its unique tripartite cooperation framework, uniting NGOs, the business community, and the Government of Japan, JPF supports timely and effective responses to crises worldwide. Since its establishment, JPF has supported more than 1,800 projects across 50 countries and regions, coordinating with over 40 member NGOs. Its approach emphasizes accountability, partnership, and localization, aiming to amplify the voices and capacities of local actors.

In Lebanon, the compounded impacts of prolonged economic collapse, weakened public systems, and regional insecurity have led to an acute deterioration in access to essential health and protection services. Vulnerable communities, including Palestine and Syrian refugees as well as marginalized Lebanese populations, face significant mental health risks due to chronic stress, displacement, and poverty.

Since September 2024, a humanitarian project funded by JPF has been implemented in several Palestinian refugee camps and gatherings across Lebanon. The project aims to improve the physical and mental well-being of vulnerable individuals through integrated health and psychosocial services.

Within this project, implementing partner is delivering child psychiatry consultations and psychosocial support services. Social workers conduct initial assessments and home visits, which inform multidisciplinary care plans developed collaboratively with psychiatrists, clinical psychologists, and allied professionals. In addition to direct service provision, the project emphasizes capacity-building of community-based actors, including training and deploying Mental Health Promoters, primarily mothers residing in the camps, to lead localized awareness-raising sessions and peer support outreach.

To support the monitoring, learning, and technical enhancement of the mental health and psychosocial support (MHPSS) components of the project, JPF is recruiting an MHPSS Expert. The expert will contribute to the project evaluation by reviewing the quality and relevance of MHPSS interventions, assessing community engagement and sustainability, and generating actionable recommendations aligned with international standards and principles such as Do No Harm, CHS, and Sphere.

#### 2. Main Objective of the Project Evaluation:

The main objective of the project evaluation includes;

- Verifying adherence to humanitarian principles and standards.
- Ensuring adherence to project proposal.
- Analyzing project impact.
- Understanding beneficiary satisfaction.
- Providing feedback for project improvement.
- Documenting lessons learned.
- Evaluating the coordination with implementing partners.
- Evaluating the accountability mechanisms in place.

### **3. Scope of Field Visit for Project Evaluation/Monitoring:**

The evaluation will be guided by an evaluation matrix aligned with OECD-DAC Criteria, Core Humanitarian Standards (CHS), and JPF's priority areas. The MHPSS Expert is expected to assess the relevance, quality, and sustainability of MHPSS services delivered at both the individual and community levels. The scope of work will include, but is not limited to, the following:

- 3.1. Evaluate the project's contribution to psychosocial well-being, focusing on child psychiatry consultations, social worker-led home visits, and outreach services for caregivers.
- 3.2. Assess the Mental Health Promoter model, including community actor selection, training, and performance in leading awareness and peer support activities.
- 3.3. Review the responsiveness, accessibility, and cultural appropriateness of services, identifying unmet needs and evaluating the integration of MHPSS into broader protection and health outcomes.
- 3.4. Examine the quality and coordination of service delivery, including multidisciplinary collaboration among psychiatrists, psychologists, therapists, and social workers.
- 3.5. Verify the achievement of planned outputs and outcomes, and assess their contribution to intended changes outlined in the project's results framework.
- 3.6. Evaluate beneficiary and stakeholder satisfaction and the degree to which the project has promoted local ownership and built capacity for sustainable MHPSS delivery.
- 3.7. Assess ethical and safeguarding practices, with attention to informed consent, child protection, confidentiality, and complaint and feedback mechanisms.
- 3.8. Identify key strengths, challenges, and lessons learned to inform future improvements for JPF and its partners.

### **4. Key Responsibilities:**

The MHPSS Expert (consultant) is expected to apply their technical expertise in mental health and psychosocial support, particularly in child and family-focused interventions, in reviewing the design, delivery, quality, and impact of the project's MHPSS components. The consultant will work closely with JPF's evaluation team to support planning and implementation of evaluation activities, while ensuring the process is ethically sound, methodologically rigorous, and grounded in context.

Specific responsibilities include:

- Assist JPF field team members in the planning, coordination, and implementation of the MHPSS related aspects of the evaluation in Lebanon.
- Conduct a desk review of relevant documents, including the project proposal, progress reports, mental health training materials, monitoring data, and evaluation tools.
- Provide technical feedback and recommendations on data collection tools such as interview guides, beneficiary surveys, and FGD templates with a focus on MHPSS related inquiry.
- Participate in inception meetings with JPF and the project team to clarify evaluation objectives and methodology, particularly in relation to the MHPSS components.
- Support the evaluation field visit by conducting or reviewing key informant interviews (KIIs), in-depth interviews (IDIs), and focus group discussions (FGDs) with beneficiaries, social workers, Mental Health Promoters, clinical staff, and other relevant stakeholders.
- Evaluate the content, structure, and implementation quality of community-based mental health promotion activities, with special attention to the training and mobilization of Mental Health Promoters.
- Assess how well the project incorporates gender sensitivity, cultural appropriateness, and ethical care standards in its MHPSS approach including informed consent, safeguarding, and confidentiality practices.
- Analyze the data collected during field visits and contribute to the drafting of evaluation findings and technical recommendations related to the MHPSS sector.

- Participate in debriefing meetings with JPF and the implementing partner to present initial findings and support collaborative reflection on lessons learned.
- Contribute to the final evaluation report by reviewing and refining the sections related to MHPSS outcomes, challenges, sustainability, and strategic recommendations.
- If requested, support logistical and administrative aspects of the evaluation such as coordinating schedules, documenting reimbursable expenses, or advising on local arrangements.

## 5. Expected Outputs and Deliverables

The MHPSS Expert will report directly to JPF Field Visit Team Leader and coordinate closely with the evaluation team during all stages of the assignment. During the data collection and field visit phases, the consultant is expected to engage directly with the implementing organization's staff and other key stakeholders while providing timely feedback to JPF, particularly in instances requiring immediate attention or follow-up.

The Consultant is expected to produce the following outputs and deliverables:

- Contribute to the development of a detailed work plan and field visit agenda in coordination with JPF and the broader evaluation team.
- Review and refine data collection tools (IDIs, KIIs, FGDs, and beneficiary surveys), with a specific focus on ensuring relevance and sensitivity for MHPSS topics.
- Propose a sampling strategy for selecting beneficiaries and key informants related to the MHPSS components of the project, including Mental Health Promoters, caregivers, children, and clinical staff.
- Support data collection by participating in, or advising on, MHPSS-specific interviews and focus groups, ensuring ethical safeguards and psychological safety throughout the process.
- Analyze MHPSS-related findings from qualitative and quantitative data sources and synthesize this into a written technical note.
- Provide technical input to the drafting and finalization of the project evaluation report. The report should include clear and actionable findings and recommendations related to MHPSS programming covering areas such as service quality, access, community engagement, and sustainability.
- Participate in debriefing meetings with JPF and the project stakeholders to present initial findings and support collaborative reflection and follow-up planning.
- Submit all MHPSS-related raw data collected (in line with consent agreements), including transcripts, notes, visuals (if any), and metadata relevant to the evaluation process.

## 6. Schedule:

A project evaluation field visit to Lebanon is expected to take place towards the **end of July or in the beginning of August 2025**. The exact dates will be confirmed based on coordination with the implementing organization and taking into account the dynamic context and security conditions in Lebanon. The consultant is expected to demonstrate flexibility regarding the final scheduling and to adapt to any changes that may arise due to the operational environment or the availability of the implementing partner's team.

The field visit will be conducted in **Beirut and in selected field locations near or within Palestinian refugee camps**. In **Saida and Beddawi**, the evaluation team will conduct activities at the implementing partner's centers, which are **located outside** the Ain el-Helweh and Beddawi camps. These centers are familiar to the beneficiaries, who regularly access services there and consider them safe and accessible. The team will **not enter the camps** in Saida or Beddawi.

In **Beirut**, the team will visit the implementing partner's community center and dental clinic located **inside the Shatila refugee camp**, where KIIs, IDIs, FGDs, and observation visits will be conducted. All field activities will be coordinated in close consultation with the implementing partner, taking into account the evolving security context and the accessibility needs of beneficiaries.

Allocation of Consultancy Days:

- **Preparatory Work:** 2 Days  
(Home-based – Desk review, familiarization with project documents, and evaluation tools)
- **Field Visit in Lebanon:** 5 Days  
(Beirut, including visits to implementing partner centers near Saida and Beddawi camps and inside Shatila camp, where KIIs, IDIs, FGDs, and observations will be conducted)
- **Reporting and Debriefing:** 3 Days  
(Home-based – Analysis of data, drafting technical inputs to the evaluation report, and participating in an online debriefing session with JPF and key stakeholders)

The **field work** itself is expected to last approximately **five full days**, including travel between sites, engagement with project stakeholders, and participation in internal coordination meetings with the evaluation team. The final day will include an **exit meeting** to discuss preliminary findings with JPF and project stakeholders.

## 7. Accessibility and Permission

The Consultant is expected to be able to travel within Lebanon, including to Beirut and selected field locations near or within Palestinian refugee camps. In-country travel will include visits to implementing partner centers in areas such as Saida and Beddawi (located outside the camps), as well as the community center and dental clinic inside Shatila camp. All in-country transportation related to the evaluation will be arranged and covered by JPF.

The Consultant should not face any restrictions or limitations that would prevent participation in field visits across project locations. Priority will be given to candidates who are currently residing in Lebanon, in order to ensure responsiveness, contextual familiarity, and ease of travel logistics.

No additional access permissions from local authorities are expected to be required for the Consultant beyond those arranged through JPF and the implementing organization.

## 8. Security Management

During the field visit, the JPF evaluation team will strictly follow the safety and security protocols established by the JPF member NGO and their local implementing partner. Their security arrangements and guidance will form the basis for all in-country movements and field-level activities.

While JPF will make every effort to support the safety and well-being of the field team, the **primary responsibility for personal security and risk management rests with the Consultant**. The Consultant is expected to have appropriate health, safety, and security procedures in place for themselves and to exercise sound judgment in line with the “Do No Harm” principle when engaging with beneficiaries and communities.

The Consultant should be familiar with the intervention areas and maintain up-to-date knowledge of the local security context. Awareness of cultural sensitivities, communication norms, and movement restrictions will be essential for ensuring safe and respectful participation in the evaluation activities.

## 9. Data Security

The Consultant is responsible for ensuring all data collected during the evaluation is handled with strict confidentiality, ethical standards, and data protection protocols. **Informed consent** must be obtained from all participants prior to data collection, with clear explanations of purpose, voluntary participation, and data use.

Personally identifiable information should only be collected when necessary and anonymized wherever possible. All data must be securely stored, accessed only by authorized personnel, and transmitted via secure channels. Upon completion of the assignment, data must be disposed of in line with JPF’s retention policy.

All data, notes, transcripts, recordings, and final products remain the intellectual property of JPF and may not be used for any purpose beyond this assignment without prior written approval.

## 10. Prohibited Acts or Behaviors

The following acts or actions are prohibited during the contractual period;

- To commit or attempt to commit mischief, fraud, promises, threats, to influence, to exploit for one's interest, to make deal, extortion, bribery or other means of breach, whether to the advantage of the Consultant or the member NGO or to the disadvantage of JPF or beneficiaries
- To arrange, use or attempt to falsify documents or fraudulent collateral.
- To breach any humanitarian principle, policy or procedures of JPF and/or the member NGO and their local partner
- Sub-contracting of part or whole of the assigned tasks, without explicit written approval from JPF
- Have any (perceived) conflict of interest

## 11. Ethical Considerations

The monitoring and evaluation field visit activities should not contradict ethical principles. The Consultant should take all reasonable steps to ensure that all the activities are designed and conducted within the framework of Do No Harm principles, and to respect and protect the safety, rights and welfare of the beneficiaries, other stakeholders and the public.

Consent should be taken from all participants during the data collection activities and all data gathered should be kept confidential, at all times. Ownership of all data, information, and findings gathered through different activities lies with the contracting authority, JPF.

The Consultant should adhere to principles and policies of the member NGO and their local partner. Special attention should be given to Child Protection principles and Gender policy.

## 12. Skills, Experience and Knowledge:

- Demonstrated understanding of and commitment to the values and principles of Japan Platform (JPF), including accountability, and ethical humanitarian action.
- Minimum 5 years of professional experience in the field of mental health and psychosocial support (MHPSS), including both clinical/therapeutic practice and community-based psychosocial support in humanitarian or crisis-affected settings.
- Proven knowledge and practical experience in child and family mental health interventions, preferably including structured psychiatric or psychological consultation models, as well as outreach or peer-led approaches.
- Familiarity with the specific challenges and service gaps faced by Palestinian refugee communities in Lebanon, particularly within camp settings.
- Demonstrated experience in conducting evaluations or assessments related to MHPSS, including tool development, data analysis, and technical report writing.
- Strong understanding of humanitarian standards and guidelines relevant to MHPSS, including the IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings, Core Humanitarian Standard (CHS), and Sphere standards.
- Bachelor's or master's degree in psychology, clinical social work, psychiatry, or a closely related discipline.
- Excellent analytical, communication, and writing skills, with the ability to translate complex findings into actionable recommendations.
- High level of computer literacy and proficiency in using digital tools for data collection, analysis, and reporting.
- Ability to work independently, manage competing priorities, and adapt to shifting schedules in a complex operating environment.
- Strong interpersonal skills, cultural sensitivity, and the ability to interact effectively with diverse stakeholders including community members, field staff, and technical teams.
- Fluency in Arabic and English is required.

## HOW TO APPLY

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Candidates who meet the required qualifications and experience are invited to apply by **17:00 (Beirut time) on Friday, 20th June 2025** by submitting their updated **CV, motivation letter** including a proposed **daily consultancy fee**, and **two references** to:

[procurement@japanplatform.org](mailto:procurement@japanplatform.org)

Please indicate the reference number: **JPF-LEB-25-02** in the subject line of your email. Priority will be given to **consultants who are currently based in Lebanon**, especially those with previous experience working in Palestinian refugee camps and familiarity with the Lebanese humanitarian landscape.

Shortlisted candidates will be invited for an **online interview** to further assess their motivation, technical expertise, and familiarity with the Lebanese context and MHPSS practices. Interviews may be conducted on a rolling basis prior to the application deadline.