



Terms of Reference (ToR)

Announcement to Procure Psychology Services to Support Vulnerable Populations in Curaçao

About PADF

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger—more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For nearly 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

Consultancy Objective

The consultant will be responsible for providing psychological assistance to vulnerable populations in Curaçao, including migrants, for an estimated four (4) months. This includes, but is not limited to, diagnosing mental health issues, designing and implementing treatment plans, and promoting psychological wellness. The psychologist will report to the PADF Project Manager for all matters related to the quality and results of psychological treatments and activities for the correct and timely administration of, among other things, progress reports and client data. The PADF Psychologist will work in close coordination with P.S.I. Skuchami to provide services to beneficiaries, with a priority on Spanish-speaking clientele.

Responsibilities

- Conduct intakes and psychological evaluations with clients.
- Diagnose mental health issues and design and implement individual treatment plans to address them.
- Make appropriate mental health recommendations based on psychological assessments, behavioral observations, and other techniques.
- Participate in and/or lead group therapy sessions.
- Promote psychological wellness through preventative activities.
- Participate in multidisciplinary consultations to discuss and assess treatment plans.
- Refer clients to other care providers or agencies if necessary.
- Stay informed about social developments and developments in mental health care, as well as legislation and regulations relevant to the provision of psychological support.
- Coordinate with local and regional actors to identify best practices and intervention opportunities.
- Evaluate the results of psychological treatments on a regular basis and adjust interventions as needed.

- Prepare and share timely progress reports on implemented activities.
- Support monitoring activities by registering client data and project indicators in accordance with organizational policy.
- Assist in supervising and training new field staff as needed.
- Take necessary measures to protect and promote client confidentiality and privacy.
- Other tasks as identified by the supervisor.

Competencies

- Specialized knowledge in the field of psychology.
- Knowledge and understanding of the organization.
- Knowledge of and skills in the application of psychological diagnostic counseling and treatment methods.
- Knowledge of the health care system in Curaçao.
- Knowledge and insight into government policy in the field of mental health care and welfare.
- Insight into relevant social developments.
- Insight into developments in the field.
- Social and communication skills.

Personal Characteristics

- Client oriented and professional.
- Flexible in a fast-paced environment.
- Motivated and works well in a team.
- Independent and takes initiative.
- Has problem-solving skills and a positive attitude.
- Demonstrated interest in supporting the mental health needs of vulnerable migrants.

Required Qualifications

- A university degree in psychology with a background in clinical psychology.
- Registered to practice psychology within Curaçao.
- Flexible schedule, including willingness to work with client communities on certain weekend.
- Experience working with vulnerable populations using a gender equality and human rights approach.
- A minimum of two (2) years of work experience in clinical psychology.
- Oral and written language skills in Dutch, English, Spanish and Papiamentu.
- Proficiency with Windows systems (Word, Excel, and PowerPoint), telecommunications platforms (Zoom), and technological hardware (laptops, projectors, audiovisual systems).

Expected Products

- Completion of a determined number of sessions per week with clients as specified in the contract.
- Monthly report to include number of consultations provided, including unique clients seen and non-confidential disaggregated information regarding nationality, gender, age of clients, and treatments implemented.

Proposal Submission

Deadline. Proposals must be received no later than May 2, 2022, 10 PM UTC -04:00. Late submissions will not be accepted. Proposals must be submitted via email to coleman@padf.org. All proposals are to be submitted following the guidelines listed in this Terms of Reference Document.

Interested candidates should send the below requirements to coleman@padf.org with the subject line: CONSULTANCY PROPOSAL: CURACAO PSYCHOLOGIST. All attachments must be included in order to be considered for the consultancy.

- Technical and financial proposal, including available hours per week and/or estimated consultations per week.
- Applicant(s) Curriculum Vitae.
- Reports and/or recommendations on similar assignments.

Terms and Conditions

I. Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

II. Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

III. Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the



standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

IV. Contracting with Small, Minority, and Women's Businesses

PADF should take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.