TERMS OF REFERENCE
INDIVIDUAL CONSULTANT
CONSULTANT- COUNSELLING PSYCHOLOGIST
NORWOOD, ST. JAMES AND GRANGE HILL, WESTMORELAND
COMM-UNITY RESILIENCE AND TRANSFORMATION (CREATE) PROJECT
JAMAICA

1. BACKGROUND AND JUSTIFICATION:

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, healthier, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For more than 60 years, we have served the most vulnerable communities, investing resources across the hemisphere. We partner with civil society, governments, and the private sector and empower them to achieve good for the region.

PADF has received funding from the Bureau of International Narcotics and Law Enforcement Affairs (INL) to implement the "Comm-Unity Resilience and Transformation" CREATE Project. The project will be implemented in five hotspot communities: Parade Gardens, Kingston, Majesty Gardens, St. Andrew, Gregory Park, St. Catherine, Norwood, St. James, and Grange Hill, Westmoreland. The initiative, grounded in the principles of Crime Prevention Through Environmental Design (CPTED), aims to counter gang recruitment and youth crime and violence using an evidence-based, multidimensional approach and will comprehensively address the complex needs of at-risk youth, equipping them with the skills, resources, and support necessary to reduce their risks and vulnerabilities to criminal activities.

2. OBJECTIVES:

PADF is seeking the services of a Counselling Psychologist to provide critical support to at-risk youth, aged 15-24 years, who are beneficiaries of The CREATE Project. Upon referrals from Case Managers, the psychologist will: (i) conduct psychological evaluations, (ii) develop individualized treatment plans for each youth, (iii) make referrals to external healthcare providers as necessary, and (iv) provide family, group and individual counselling sessions based on the findings of evaluations. This consultancy directly responds to Activity 2.4 of the project: "Improve coordination of stakeholders within the targeted communities to expand access and referrals to services required by at-risk youth."

3. RESPONSIBILITIES OF THE CONSULTANT:

The Psychologist will be responsible for providing evidence-based psychological interventions and therapeutic support according to the Project objectives and the mental health needs of each youth. Specific duties will include:

- Conduct comprehensive psychological assessments and evaluations of at-risk youth to identify mental health needs, trauma history, and behavioral concerns.
- Provide individual psychotherapy and counseling services to youth using evidence-based therapeutic approaches appropriate for trauma, behavioral issues, and risk reduction.
- Facilitate group therapy sessions focusing on topics such as anger management, stress management, emotional regulation, and substance abuse prevention.

- Collaborate with Case Management Officers to develop integrated individualized action/case plans that address both psychological and social service needs.
- Provide psychological consultation and guidance to case management staff on mental health interventions and treatment planning.
- Deliver family therapy and psychoeducational sessions to support family systems and improve family functioning.
- Conduct crisis intervention and risk assessment for youth experiencing acute psychological distress or suicidal ideation.
- Maintain detailed, confidential psychological records and treatment documentation in compliance with professional and ethical standards.
- Collaborate with external mental health providers, medical professionals, and psychiatric services for referrals and coordinated care.
- Monitor and evaluate the effectiveness of psychological interventions and adjust treatment approaches as needed.
- Participate in monthly project update meetings.

4. CONTRACTUAL MECHANISM: FIXED PRICE

DELIVERABLES AND REPORTING

The consultancy is deliverable-based, and payment shall be paid based on satisfactory completion of them, with expected outputs structured as follows:

No.	Estimated Completion Date	Milestone	Deliverable
1.	September 30, 2025	Inception Report and Work Plan	The consultant will prepare an Inception Report and Work Plan, including: a. Proposed therapeutic interventions and strategy to be employed with at-risk youth. b. Family Engagement and Support Plan. c. Referral Pathways to external service providers. d. Psychological Evaluation Schedule with total # of psychological evaluations to be completed monthly. e. # of individual counselling sessions to be completed monthly. f. # of group counselling sessions to be completed monthly. g. # of family intervention sessions to be completed monthly.
2.	October 25, 2025	October Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations.

No.	Estimated Completion Date	Milestone	Deliverable
			b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
3.	November 25, 2025	November Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
4.	December 15, 2025	December Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date.

No.	Estimated Completion Date	Milestone	Deliverable
			d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
5.	January 25, 2026	January Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
6.	February 25, 2026	February Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.

No.	Estimated Completion Date	Milestone	Deliverable
7.	March 25, 2026	March Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
8.	April 25, 2026	April Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
9.	May 25, 2026	May Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with

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			trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
10.	June 25, 2026	June Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
11.	July 25, 2026	July Monthly Report	The consultant will prepare and submit a monthly report including: a. # of individual evaluations completed with major findings and recommendations. b. # of individual and group counselling sessions completed with trends, challenges, progress of youth, and recommendations to strengthen support for youth. c. # of referrals made, and progress to date. d. # of family intervention sessions held with general findings, progress of

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			families, challenges, and recommendations. e. Planned activities for the upcoming month. f. Any other activities assigned.
12.	August 30, 2026	Final Report	The consultant will prepare and submit a final report including: a. Total # of individual evaluations completed with major findings and recommendations. b. Total # of individual and group counselling sessions completed with trends and recommendations to strengthen support for youth and their families. c. Total # of referrals made, and progress to date. d. Total # of family intervention sessions held with general findings and recommendations. e. General findings, recommendations, and challenges. e. f. Any other activities assigned.

5. LOCATION(S) OF ASSIGNMENT:
Westmoreland and St. James

6. CANDIDATE PROFILE:

- Master's degree in Counselling Psychology or Clinical Psychology (PhD. Preferred).
- At least five years' experience in, and knowledge of case management methods, principles, techniques, and resources (including information/referral, assessment, interviewing, youth advocacy, crisis and risk intervention, resource utilization).
- A minimum of five years' experience providing counselling services to Jamaican at-risk youth, including youth in conflict with the law.
- At least five years' experience providing family counselling services in low-resource settings.
- Knowledge of the Ministry of National Security's Jamaica Risk Assessment Tools (youth and adult versions).
- Experience working with organizations that provide support for at-risk youth.
- Experience working with international organizations on youth crime and violence prevention projects.
- Ability to quickly adapt to new technology, automated systems, and databases.
- Well-organized, detail-oriented, and able to handle a variety of tasks.
- Strong written and verbal communication skills.
- Must reside or work in Westmoreland or St. James.

7. ACCEPTANCE AND APPROVAL OF DELIVERABLES:

The contracted consultants will collaborate with PADF and relevant stakeholders to complete all deliverables. All submitted deliverables will require acceptance and approval by PADF HQ and the local team.

8. TERM OF THE CONTRACT:

The consultancy will begin on or around **September 18, 2025,** and run until **August 31, 2026**. Monthly deliverables will be expected, with key milestones including the completion of the Inception Report within the first month. Deliverables will be structured on a monthly basis, with progress reports and ongoing engagement with stakeholders.

9. SUBMISSION DETAILS:

a) Applications must be received no later than **September 16, 2025 (Please note that the original closing date for this tender was August 31, 2025)**. All application materials are to be submitted to Faisal Hassan at FHassan@padf.org & Kimberly Seymour-Brown at KSeymour-Brown@padf.org following the guidelines listed in these Terms of Reference.
b) Validity of bid: 90 days from the submission deadline.
c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
d) Clarifications: Questions may be submitted to kseymour-brown@padf.org. The subject of the email must contain the TOR number and title of the TOR.

Interested applicants should submit their resume along with a concise two-page Expression of Interest outlining their understanding of the assignment, proposed approach, and expected fee.

10. RATE:

The consultant's remuneration will be discussed during negotiations, with a strict budget in place for the engagement. Travel and per diem costs will be covered separately by the project if applicable.

11. TERMS AND CONDITIONS:

Resulting Award

This TOR 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.

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.