

## **TOR /CONCEPT NOTE FOR DEBRIEFING SAFEGUARDING AND EDUCATION STAFF**

**Reporting To:** Area Manager, Dadaab

**Location:** Dadaab Refugee Camp, Kenya

**Budget line:** 6301-09-4232-153-6055-4136

### **Introduction and Background:**

#### **a). About LWF**

Lutheran World Federation (LWF) is a faith-based humanitarian International Non-Governmental Organization implementing programs in emergency relief, rehabilitation, and development in 32 countries across the world. In Kenya, LWF works through its Kenya-Somalia program with operational field Area programs in Kakuma, Dadaab, and Kismayu. LWF has been present in Dadaab since 2008 and works in three thematic areas of Quality services; pre-primary, Primary education, and Junior Schools (JS) and, Community services.

#### **b) Background**

Lutheran World Federation/World Service (LWF/WS) is a faith-based humanitarian International Nongovernmental Organization operating programmes in emergency relief, rehabilitation, and development in 32 countries across the world.

In Kenya, LWF/WS works through its Kenya-Somalia Program with operational Area programmes in Kakuma, Dadaab, and Kismayo. LWF is UNHCR's lead partner in the implementation of pre-primary and primary education and persons with specific needs in Dadaab.

LWF manages pre-primary, primary and junior secondary school education in Hagadera, IFO, and Dagahaley camps. The program comprises of 23 schools with a population of 36,513(20,308Girls, 16,205Boys) learners. Of these, Children with Disabilities (CWDs) are 1,074(591Boys, 480Grls). The overall goal of the project is to provide access to inclusive quality education for refugee children in a friendly, age-appropriate, safe and protective environment

To enhance child safeguarding measures in schools, 3 psychosocial counselors are employed to work with and support children heal from past and current traumatic experiences that may impede their learning.

#### **c). Context**

Life in the refugee camps can be very stressful for both children and adults owing to harsh realities and the unending challenges in meeting daily needs. Most children enrolled in schools in the camp have had to go through some traumatic experiences that have left a lasting impact on their lives. This not only impedes their education but affect their character development as well. Cases of truancy and general lack of discipline are high among children who prefer being on their own in the community. Left unchecked and supported, they may grow into irresponsible adults.

At school, children are provided with psychosocial support to help them heal from traumatic experiences as well as equip them with skills to manage their emotions as well as assist others with emotional issues. Owing to budget constraints, LWF has engaged 3 counselors to work with more than 10,000 children in school, which is beyond reasonable capacity. This has left the psychosocial officers burdened and worn out most of the time. The little time they take off work on Rand R and annual leave does not help to recover from the mental stress they encounter thus leading to vicarious trauma if not dealt with.

Against this backdrop, LWF plans to conduct a debriefing session for targeted field staff away from the duty station. LWF seeks the services of a qualified Counselor/psychologist to conduct the debrief.

#### **d) Rationale for staff debrief**

Debriefing is a psychological treatment intended to reduce the psychological morbidity that arises after exposure to trauma (Hodgkinson & Stewart, cited in Rose 1999). Its origins can be traced to efforts to maintain group morale and reduce psychiatric distress amongst frontline workers after exposure to

recurrent trauma.

This debrief is expected to produce a concrete list of what worked well, what didn't, and what needs to improve over time during project implementation. The group debriefing will provide an opportunity for staff to learn from each other, gain new perspectives, and identify positive aspects of each other. It is also expected to help them clarify any misinformation, rumors, or doubts that may have arisen from the incidents encountered during project implementation.

Also, this psychological debriefing will help manage an undue build-up of stress and burnout. Staff who have early signs and symptoms of occupational stress will benefit from the process by being helped to regain their sense of control.

Debriefing will reduce the possibility of psychological harm by talking about what has happened; facts can be reviewed, misconceptions corrected, as well as valid and fair observations taken on board

Debriefings are a demonstrated practice to decrease overall instances of stress and vicarious trauma. Stress with no outlet can cause physical and psychological health problems, impact families, increase substance abuse, and decrease staff overall wellness now and/or down the road during project implementation.

For Psychological debrief to be effective, it will require a serene and ambient quiet place for reflection and meditation, a conducive environment with space to allow outdoor activities, and away from the workplace for a moment. This is to be a place where all activities are held timely.

## **Goal and specific objective of the assignment**

### **Goal**

To enhance normalcy while working in very demanding and emotionally draining environment. Strengthen the work ethics, collaboration, and counseling skills of psychosocial/school counselors and education staff working in schools within Dadaab Refugee Camp.

### **Overall Objectives**

To provide high-quality debrief and clinical supervision, capacity building, and technical backstopping to safeguarding staff to ensure that they are functioning effectively and ethically.

A consultant will be hired to provide individual supervision to 3 school counselors, personal therapy for 7 education staff, and debrief sessions for the 10 Staff.

### **Specific objectives of the consultancy are to:**

- Provide high quality supervision and personal therapy to the counsellors.
- Strengthen technical skills and psychological competencies of the counselors and support capacity building and personal growth.
- Provide debriefing to staff with the aim of reducing vicarious trauma and enhancing efficacy in their work.
- Conduct team-building sessions with the staff.

### **Expected outcomes**

- Experience mental, physical, social, and emotional well-being.
- Enhanced levels of resilience
- Burn-out management and self-care
- Improved team dynamics.
- Examine oneself and reflect on own attitudes towards self and others.
- Enhance the capacity of Counsellors, education and management staff with knowledge of self-awareness and seek help when need be.

- Enhanced productivity within the organization.

### Scope of Work and Dates

The exercise is planned from **19<sup>th</sup> August to 22<sup>nd</sup> August 2024** in Mombasa. There will be a four-day exercise supported by the consultant within the official working hours according to the laws of Kenya. The fifth day will be for staff alone, for reflection and action-planning. There will be two days of travel; from Nairobi to Mombasa and from Mombasa to Nairobi. Other travel days will be from Dadaab or respective homes (for staff who will be at home at the time) to Nairobi and from Nairobi to home (for staff who will travel back to their respective homes after the activity).

### Proposed methodology

The consultant will provide a detailed methodology on how to deliver the debriefing sessions within the proposal.

### Deliverables and timelines

The following are key deliverables:

- i. A debrief action plan
- ii. Conduct the debrief for staff in the identified location
- iii. Well equipped with knowledge/skill and materials for the out-door activities to support staff
- iv. Submit a debrief report with recommendations for follow-up and further action within 2 days after the debrief.
- v. The report should reflect the activities above.

### Accountability

While the LWF Area Manager for Dadaab assumes the overall responsibility for contract management, the Consultant will work directly and closely with the SPO- Protection and Social Cohesion

Technical and financial proposals to be submitted to [procurementfollowup.nairobi@lutheranworld.org](mailto:procurementfollowup.nairobi@lutheranworld.org) and copied to [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org) with the e-mail subject line clearly marked; 'DF 29228-DEBRIEF FOR STAFF.' The deadline for submission of applications is **Wednesday 31<sup>st</sup> July 2024.**