



Terms of Reference (ToR)

Consultancy to Develop a Psychological First Aid (PFA) Training Course Outline

1. Background

Psychological First Aid (PFA) is a critical component of emergency preparedness and response that supports individuals experiencing distress in the aftermath of crises, including disasters, pandemics, and conflicts. It equips responders and community-level workers with practical skills to provide immediate psychosocial support, promote safety, and link individuals to appropriate services. The Botswana Red Cross Society (BRCS) seeks to institutionalize PFA across its health and emergency programmes by developing a contextualized and standardised PFA training course.

2. Engagement

BRCS seeks to engage a qualified consultancy to design a comprehensive and contextually appropriate Psychological First Aid (PFA) training course outline, tailored to humanitarian and emergency settings. The course will be developed for delivery to frontline workers, volunteers, and community-based actors who provide immediate psychosocial support in crises. The consultancy is expected to ensure the training content is aligned with international standards (such as WHO and IASC guidelines), reflects local cultural and contextual realities, and promotes practical, scalable skills to support individuals experiencing acute distress, trauma, and psychological challenges in emergency situations.

The consultancy must be readily available from **16/06/2025**

3. Objectives

- To design a modular, competency-based PFA training course outline.
- To ensure the training content aligns with international standards (e.g. WHO, IFRC, Sphere) and national psychosocial support priorities.
- To integrate gender, protection, and inclusion considerations into the course outline.
- To accredited the Course with BQA

4. Scope of Work

The consultant will be responsible for:

- Conducting a desk review of existing PFA materials and global standards.
- Holding consultations with key stakeholders.
- (Designing a modular course outline including:
 - Learning objectives and outcomes
 - Module titles and session plans
 - Recommended delivery methods and materials
 - Assessment methods
 - Required duration for each module
 - Recommending resources (videos, reading material, handouts) for course implementation.
- Providing a short facilitator's guide structure to accompany the outline.

5. Expected Deliverables

- Inception report outlining the consultant's approach and timeline.
- PFA training course outline.
- Annotated facilitator's guide (full content).
- Summary report explaining structure, rationale, and alignment with standards.

6. Duration and Timeline

The consultancy is expected to be completed within 6 weeks from the date of contract signing. A detailed work plan will be developed and agreed upon during the inception phase.

7. Qualifications and Experience

The ideal consultant will possess the following qualifications and expertise:

- A Master's degree in Psychology, Social Work, Public Health, or a related discipline.
- A PhD and formal teaching experience will be considered a significant advantage.
- Demonstrated expertise in Mental Health and Psychosocial Support (MHPSS), particularly within humanitarian or emergency response settings.
- Proven experience in designing and/or facilitating Psychological First Aid (PFA) or related psychosocial training programmes.
- Familiarity with international humanitarian and public health standards and tools, including but not limited to the WHO Psychological First Aid Guide, IASC Guidelines on MHPSS in Emergency Settings, and the Sphere Standards.
- Excellent analytical, writing, facilitation, and communication skills, with a track record of producing high-quality training or technical documents.

8. Payment Terms

Payment will be disbursed in three tranches:

1. 30% upon approval of the inception report.
2. 40% upon submission of the draft training outline.
3. 30% upon acceptance of final deliverables.

9. Application Process

Interested parties can submit the following documents to om@botswanaredcross.org.bw on or before **8th June 2025**.

- Letter of intent
- Concept Note
- Company Profile
- Company Registration
- Tax Clearance
- Curriculum Vitae For Team lead (Guiding Qualifications provided above) and/or members