



## TERMS OF REFERENCE

### VICTIM SUPPORT CONSULTANT

#### 1. Background

Ombudsman Office for Transitional Justice (OTJ) was established under Act. No. 28/2020 (Transitional Justice Act) on 15<sup>th</sup> December 2021 to investigate systematic violations of human rights and fundamental freedoms occurring from 1953 to 2018 by a person or persons in an authoritative position or by government institutions/ institutions. The purpose of the Act is to seek recognition for victims of violations of human rights and fundamental freedoms and provide peace, reconciliation and reparations while taking along institutional reforms to ensure such violations do not repeat in the future.

Article 25 (a) and (b) of Transitional Justice Act stipulates that the Office should provide support and protection to victims and witnesses in cases investigated by the office while Article 25 (c) mandates the office to provide special protection and support to female victims and witnesses. The purpose of this Consultancy is to provide psychosocial support sessions for such victims and witnesses.

#### 2. Scope of Work

The Consultant's primary responsibility will be to conduct psychosocial support sessions for victims identified in cases submitted to Ombudsman Office for Transitional Justice (OTJ). The consultant shall conduct an initial psychological assessment & treatment plan for all cases referred and should conduct psychosocial support sessions according to the treatment plan approved by OTJ.

2.1 The Consultant shall carry out the following tasks:

- 2.1.1 Meet with Ombudspersons, Head of Technical Support, staff of Mediation and Victim Support to gather information about the cases assigned to the consultant.
- 2.1.2 Conduct an initial psychological assessment of the victim and share findings of the report to the designated staff.
- 2.1.3 Prepare a treatment plan for each case once the initial psychological assessment is completed and share it with designated staff.
- 2.1.4 Conduct psychosocial support sessions according to the treatment plan once approved by OTJ.

#### 3. Timeframe and Deliverables

3.1 The consultancy will be valid until the end of term of the office.

3.2 The contract can be terminated if the work is completed before the deadline or if the work is deemed unsatisfactory. A notice of termination shall be given for a period of 30 days from the date of termination.

2.3	Deliverables	Timeframe
2.3.1	Conduct initial psychological assessment for each victim or victim(s) in each case and share findings of the report	Within 5 days of case referral
2.3.2	Prepare a treatment plan for each case and share it with designated staff	Within 10 days of case referral
2.3.3	Conduct 3 – 4 psychosocial support sessions every week	Weekly
2.3.4	Report findings, recommendations of each meeting within 2 days of completion	Once per week
2.3.5	Maintain and submit a weekly log of psychosocial support sessions	Once per week
2.3.6	Maintain and submit a monthly progress report for each case referred to the consultant	Once per month
2.3.7	Conduct monthly psychosocial support sessions to OTJ staff	Once per month
2.3.9	Submit the final report for all cases two weeks before the end of the consultancy period.	Before end of November 17, 2023

#### 4. Payment Terms

A monthly payment of MVR 30,000 will be paid to the consultant for the provision of the deliverables outlined in Clause 3.

#### 5. Place of Work

- 5.1 Victim Support sessions shall be conducted at Ombudspersons Office for Transitional Justice
- 5.2 Psychosocial support sessions for OTJ staff will be conducted at a venue provided by OTJ
- 5.3 Meetings will be held at Ombudspersons Office for Transitional Justice
- 5.4 A working space will be allocated for the consultant at the OTJ Office.

#### 6. Requirements

- 6.1 License to practice clinical psychology in the Maldives (with proof of meeting academic and vocational requirements)
- 6.2 At least 3 - 5 years' experience in providing clinical psychosocial support

#### 7. Submission of Application

7.1 Interested candidates should submit the following:

- Covering Letter
- Curriculum Vitae including information that demonstrates that the candidate is qualified to undertake the scope of work
- Work experience documentation (description of similar assignments and experience in similar field of work)
- Accredited Copies of academic certificates
- Attested Copies of professional license
- Copy of National Identity Card