

**GOVERNMENT OF SAINT VINCENT AND THE GRENADINES**  
**STRENGTHENING RESPONSE, RECOVERY AND RESILIENCE IN THE HEALTH**  
**SECTOR**  
**COUNSELLOR for the MENTAL HEALTH REHABILITATION CENTRE**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The **Government of St. Vincent and the Grenadines (GoSVG)** has received financing from the Caribbean Development Bank (CDB) through a European Investment Bank (EIB) Climate Action Line of Credit II (CALC II) – COVID-19 Component, in an amount equivalent to US\$10M towards the cost of the Strengthening response, Recovery and Resilience in the Health Sector Project, and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by the CDB will be made only at the request of GOSVG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Finance, Economic Planning and Information Technology (MoFEPIT), the Executing Agency, now wishes to procure consultancy services for a Counsellor for the Mental Health Rehabilitation Centre, St. Vincent and the Grenadines.

The objective of the consultancy is to provide counselling services to patients and clients of the Ministry of Health, Wellness and the Environment. The duration of the assignment is expected to be for a period of nine (9) consecutive months.

The *MoFEPIT* now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are all countries. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the **first address** below between 09:00 and 15:30 hours Monday to Friday.

The Expression of Interest must be received electronically at the **first** (PIU) and **second** (CDB) addresses below no later than **4:00 p.m. (St. Vincent Time) on Friday, July 25, 2025**. The submission should include the name and address of the applicant and shall be clearly marked **"Expression of Interest – Counsellor for the Mental Health Rehabilitation Centre"**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The GoSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<p>(1) <b>Attention:</b> Project Implementation Unit (PIU) Recardo Frederick Director of Economic Planning Economic Planning Division Ministry of Finance, Economic Planning and Information Technology Bay Street, Kingstown St. Vincent and the Grenadines</p> <p>Tel: 784 - 457 - 1746 (+1784) 456-1111 Ext 3653 / 3654</p> <p><b>Email:</b> <a href="mailto:cenplan@svgcpd.com">cenplan@svgcpd.com</a> copied to: <a href="mailto:dtelesford@svgcpd.com">dtelesford@svgcpd.com</a></p>	<p>(2) Procurement Policy Unit Caribbean Development Bank Tel: (+1246) 539-1600 <b>Email:</b> <a href="mailto:procurement@caribank.org">procurement@caribank.org</a></p>
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**ST. VINCENT AND THE GRENADINES**  
**Strengthening Response, Recovery and Resilience in the Health Sector**  
**TERMS OF REFERENCE**  
**Counsellor for Mental Health Services**

**1. BACKGROUND**

The **Government of St Vincent and the Grenadines (GOSVG)** has received financing from the Caribbean Development Bank (SDB) for a Health Project under a Global Loan Program to build Health, Social and Economic Resilience in the Organisation of Eastern Caribbean States (OECS) member countries during the COVID-19 Crisis (the programme).

The programme is financed by the Caribbean Development Bank (CDB) through a European Investment Bank (EIB) Climate Action Line of Credit II (CALC II) – COVID-19 Component to support recovery from COVID-19 in eligible OECS member states. CDB is acting as an Implementing Agency under the Programme and responsible for the administration, execution, control and monitoring of resources under the Programme.

This project seeks to develop and implement Counselling Programmes as outlined and directed by the Mental Health Rehabilitation Centre to meet the counselling needs of clients accessing health care services at the various health facilities within St. Vincent and the Grenadines. Counselling programmes should place emphasis on the prevention of psychosocial needs interference, psychological and mental illnesses and working with individuals and groups to promote optimum mental health.

Under the general supervision of the Clinical Psychologist at the Mental Health Rehabilitation Centre, the Counsellor shall facilitate a therapeutic milieu conducive to mental health and recovery of patients demonstrating mal-adaptive behaviours, organizes and conducts individual, family and group counselling programmes to support individuals and family with mental health problems, function as a member of the interdisciplinary team and participates in achieving the goals of the mental health programmes.

**2. DUTIES AND RESPONSIBILITIES**

**1. Facilitates a Therapeutic Milieu:**

- (a) Establishes and maintains therapeutic relationships with patients and clients.
- (b) Prepares and maintains all required treatment records and reports.
- (c) Maintains confidentiality of records relating to clients' treatment.
- (d) Guides clients in the development of skills and strategies for dealing with their problems.
- (e) Collects information about clients through interviews, observation, and tests.
- (f) Acts as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
- (g) Collaborates with other staff members to perform clinical assessments and develop treatment plans.
- (h) Evaluates clients' physical or mental condition based on review of client information.

**2. Organizes and conducts individual, family, and group counselling by:**

- (a) Establishing and maintaining individual, family and group counselling sessions as assigned that are effective in the treatment and recovery of mental health clients.
- (b) Planning, organizing and leading structured programmes of counselling, work, study, recreation and social activities for clients.
- (c) Establishing and maintaining a system of record keeping of persons in their case load.
- (d) Conducting comprehensive psychosocial intake assessments as assigned
- (e) Evaluating the effectiveness of counselling programmes and clients' progress in resolving identified problems and moving towards defined objectives.

**3. Coordinates community-based counselling programmes to support individuals and families with mental health problems by:**

- (a) Conducting counselling with patients on medication compliance to ensure follow-through and maintenance.
- (b) Participating in Mental Health Awareness Campaigns as assigned.
- (c) Visiting homes for the purpose of providing counselling and support within the family environment as assigned.
- (d) Meeting with families, probation officers, police, and other interested parties in order to exchange necessary information during the treatment process.
- (e) Conducting counselling with family members to assist them in understanding, dealing with, and supporting clients or patients.

**4. Functions as a member of the Mental Health interdisciplinary Team by**

- (a) Participating in all programme planning, implementation and evaluation activities as they relate to the Mission of Mental Health Rehabilitation Centre.
- (b) Working in a professional manner with all other team members.
- (c) Cooperating with the directives and assignment of supervisors.
- (d) Following through with the completion of all assigned tasks.
- (e) Displaying professional conduct in the execution of roles and responsibilities as a team member within a therapeutic community.

**5. Participates in achieving the goals of the Mental Health programmes by:**

- (a) Collaborating with other staff members on tasks assigned.
- (b) Providing performance reports on all activities ascribed to the job position.
- (c) Completing any other tasks delegated.
- (d) Learning about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
- (e) Planning and conducts programmes to prevent substance abuse or improve community health and counselling services.
- (f) Running workshops and courses about mental health issues.

### 3. QUALIFICATION AND REQUIREMENT

Applicants should have either MSc Counselling or MSc Clinical Psychology or MSc Social Work; and

- Certification in treatment of substance-use disorders
- Certification in trauma-informed therapies
- Certification in Child and Adolescent Mental Health.

### 4. EXPERIENCE & COMPETENCE:

The successful candidate is expected to have the following experience and competencies:

#### **Experience::**

- Three (3) years post-graduation experience in Counselling.
- In-depth knowledge in Counselling, Research Methodology, and Mental Health theories

#### **Competencies**

1. **Mental Health Theories and Practices:** Comprehensive understanding of psychological theories, therapeutic methods, and evidence-based practices.
2. **Cultural Competency:** Awareness and sensitivity to the cultural, social, and economic context of the island, including local traditions, values, and languages.
3. **Mental Health Disorders:** In-depth knowledge of common mental health disorders, their symptoms, and appropriate interventions.
4. **Legal and Ethical Standards:** Familiarity with the legal and ethical guidelines governing mental health practice, including confidentiality, consent, and mandatory reporting.
5. **Community Resources:** Understanding of local community resources, support systems, and referral processes.
6. **Crisis Intervention:** Knowledge of crisis intervention strategies and procedures for handling emergencies.

#### **Skills**

1. **Assessment and Diagnosis:** Proficiency in conducting psychological assessments and diagnosing mental health conditions.
2. **Therapeutic Techniques:** Skilled in various therapeutic techniques, such as cognitive-behavioral therapy (CBT), person-centered therapy, and group therapy.
3. **Communication:** Excellent verbal and written communication skills for effectively interacting with clients, families, and other healthcare professionals.

4. **Active Listening:** Ability to listen empathetically and non-judgmentally to clients, understanding their concerns and needs.
5. **Problem-Solving:** Strong problem-solving skills to develop and implement effective treatment plans.
6. **Documentation:** Competency in maintaining accurate and confidential client records and documentation.
7. **Public Speaking and Education:** Capability to conduct workshops, seminars, and public awareness campaigns on mental health topics.

#### **Abilities**

1. **Empathy and Compassion:** Ability to provide empathetic and compassionate care to clients, fostering a supportive and trusting environment.
2. **Adaptability:** Flexibility to adapt therapeutic approaches to suit the unique needs of individuals from diverse backgrounds.
3. **Resilience:** Emotional resilience to manage the demands of working with clients experiencing significant mental health challenges.
4. **Collaboration:** Ability to work collaboratively with a multidisciplinary team, including doctors, nurses, social workers, and community leaders.
5. **Cultural Sensitivity:** Sensitivity to cultural differences and the ability to incorporate cultural understanding into treatment plans.
6. **Time Management:** Effective time management skills to balance caseloads, administrative duties, and ongoing professional development.
7. **Advocacy:** Ability to advocate for clients' needs within the healthcare system and the broader community.

#### **5. Physical, Mental and Environmental Issues:**

##### **Physical Environment:**

- Work is performed both indoors and outdoors and requires flexible working hours, local and regional travel.

##### **Physical Skill:**

- The physical demands are minimal and typical of similar jobs in comparable organizations.

##### **Mental Effort:**

- The job involves a number of diversified moderate tasks, which require some judgement and interpretation.

6. **TIME AND LOCATION**

The assignment is for a duration of 9 consecutive months and is expected to commence August 1, 2025 on site in St. Vincent and the Grenadines.

7. **CLIENTS CONTRIBUTION**

The Client will provide the consultant with all the relevant protocols of the Mental Health Rehabilitation Centre.

The Consultant shall provide the necessary tools for example, laptops, computers and software.

7. **PAYMENT TERMS**

Payment will be made on a monthly basis upon submission of a detailed invoice and progress report, subject to approval by the Clinical Psychologist.