

Terms of Reference for Training services

Mental Health in the workplace

About the Lebanon Humanitarian & Development NGOs Forum (LHDF):

The Lebanon Humanitarian & Development NGOs Forum (LHDF) is an independent entity composed of over 90 local and national NGOs active in the humanitarian and development fields in Lebanon and operating across a wide range of sectors, being the largest and most recognized network of local and national NGOs in the country. Among its different missions, LHDF facilitates the coordination between its members and other relevant stakeholders, including public entities, donors, international community, and persons of concern, to ensure an efficient response to both humanitarian and development needs in the country. LHDF is also keen on strengthening its LNGOs members through the delivery of trainings, learning workshops, technical assistance opportunities and individual support.

Objectives of the training: Mental Health in the workplace

The primary objective of this training is to enhance the capacity of HR professionals and staff within NGOs to recognize, understand, and address mental health issues in the workplace, promoting a supportive and inclusive work environment especially in times of crisis and emergency.

Scope of Work:

The trainer will be responsible for the following:

- **Curriculum Development:** Develop a comprehensive training session aligned with the identified needs, covering the following topics:
 - Understanding mental health and its impact on the workplace
 - Identifying signs and symptoms of common mental health conditions
 - Creating a mentally healthy work environment
 - Developing mental health policies and procedures
 - Managing stress and burnout
 - Building resilience and coping mechanisms
 - Effective communication and conflict resolution
 - Crisis management and response
 - Mental health resources and referrals

Methodology:

- We are looking at a 2 to 3-days (TBD) face to face high-quality training session adapted to the audience of NGOs.
- The preferred language of delivery is Arabic.
- The trainer is expected to employ interactive and participatory training methodologies, including case studies, group discussions, and practical exercises.
- Trainers are asked to administer pre/post-tests for participants.
- We would like to note the importance of providing practical deliverables and action points that LHDF members could immediately use and include in their organizations' procedures and strategies.

Timeline and Deliverables:

The trainer is expected to:

- Provide a detailed training plan outlining the training objectives, methodology, and agenda **2 weeks prior to the delivery of the training**
- Provide Training materials (handouts, presentations, practical guides).
- Deliver the training before the 15th of December 2024
- Provide a post-training report **within 2 weeks after the training** summarizing the training activities, methodology and participant pre/post-test results. The report will also include an evaluation of the training's effectiveness and recommendations for future training initiatives.

Qualifications and Experience:

- Advanced degree in psychology, counseling, or a related field
- Proven experience in conducting mental health training programs for adults
- Knowledge of the NGO sector and its challenges
- Excellent communication and interpersonal skills
- Ability to facilitate group discussions and create engaging learning experiences

How to apply

Interested trainers are requested to submit to procurement@almajmoua.org by Friday, October 18th, 2024

1. A short concept note/proposal highlighting key learning outcomes to be covered in the training, providing a draft of the training agenda and specifying availability to deliver the training between the 4th of November and the 15th of December 2024.
2. A financial quotation for the training consultancy
3. CV of the trainer

Kindly specify in the subject line: **LHDF Training Proposal: Mental Health in the workplace**