

TERMS OF REFERENCE
FOR THE HIRING OF CONSULTANT FOR THE GRIEF ASSESSMENT TOOL AND
RECOVERY INDICATORS OF THE INA HEALING CENTER
RE: HEALING AND GRIEF MANAGEMENT APPROACH FOR BEREAVED
MOTHERS AND THEIR FAMILY MEMBERS

I. BACKGROUND AND RATIONALE

With the intention of the Department to have an intensive healing approach for the bereaved mothers and their family members at the INA Healing Center pilot-test has been designed and started last 2011. Last September 26-28, 2011, a Writeshop on the Healing and Grief Assessment Tool and Recovery Indicator was conducted. As an output of the direct service providers at the INA Healing Center with the Centers and Institutions Coordinator, the Social Welfare Specialist for Women Programs, the Program Management Bureau and the Social Technology Bureau of the Central Office, an assessment tool specific for bereaved mothers was created. However, the team unanimously agreed that it was necessary for the tool to be subjected to pre-testing and eventual statistical item analysis to ensure the validity and reliability of the instrument.

Grief Assessment Tool and Recovery Indicators were made based on the actual physical, emotional, behavioral, psychological and cognitive manifestations of the bereaved mothers catered at the center. Effective management of grief cases entails effective and accurate assessment of the level of grief with the use of assessment tool. Similarly, in ensuring effective rehabilitation, it is important that there are recovery indicators that could measure and quantify behaviors to gauge progress. Given the need for a statistical rating configuration, it was agreed to hire consultant on the finalization of the grief assessment tool and recovery indicator of the center.

The grief assessment tool has been pre-tested to 71 active cases and 5 new cases catered by the center from October 1, 2011 to November 15, 2011. Mothers were home visited while the rest were asked to be interviewed at the INA Healing Center. It was discussed to the mothers that the results will be taken as a reliable data in coming up with the assessment tool for the bereaved mothers. As a result, most of the items were observed to be reflective of the grief manifestations and were commonly experienced by the representative sample. Relevant issue has similarly been encountered which was that of the need for a statistician to interpret the gathered data and to conduct item analyses to ensure that the assessment items shall be representative of the grief indicators. To date, the center caters to some fifty-six (56) bereaved mothers and is expected to continuously increase with the prevalence of disasters both man-made and natural occurring within the region.

II. OBJECTIVE

General objective: To develop a statistically reliable and valid assessment tool and recovery indicators that will be employed in the implementation of the healing and grief management for the bereaved mothers and their family members.

Specifically it aims to;

1. Provide statistical interpretation on the existing pre-tested data gathered;
2. Identify gaps in the developed assessment tool as basis for the improvement of the tool.
3. Identify specific approach interventions and services based on the level of grief

III. SCOPE OF WORK FOR THE CONSULTANT

The following shall be the scope of work of the consultant;

1. Conduct item-analysis, collation and ensure that the items shall be the representation of the grief indicators. Provide statistical configuration to each indicators, statistical analysis and processing of the grief indicators gathered.
2. Come up with enhanced indicators and variables in describing specific levels of grief.
3. Develop and finalize a handbook that contains grief assessment tools and recovery indicators.
4. Present and conduct an orientation on the use of handbook to the Social Technology Bureau (STB), Operations and Programs Division (OPD) of the Field Office and INA Healing Center (IHC) personnel who shall be in the frontline of using the tools.

IV. WORK/DELIVERABLES AND PAYMENT SCHEDULE

The cost intended for the hiring of consultant for duration of four (4) months is Php 100,000.00 starting from April 2012 and end up July 2012. The same contract price shall be chargeable to INA Healing Center Fund.

Below are the details of the work deliverables and payment schedule:

Tranche	Work Output/Deliverable	Timeline
1 st 15%	Upon signing of the contract	
2 nd (15%)	Conduct item-analysis, collation and ensure that the items shall be the representation of the grief indicators. Provide statistical configuration to each indicators, statistical analysis and processing of the grief indicators gathered and come up with enhanced indicators and variables in describing specific levels of grief.	Within 15 days(50% completion)
3 rd (30%)	Development of handbook on the use of the tool.	Within 2 months(70% completion)
4 th (40%)	Submission of the final handbook (both in soft and hard copy) to STB and Field Office.	Within 4 Months(100% completion)
100%		

V. COORDINATION/REPORTING

The consultant shall coordinate / report to Social Technology Bureau of DSWD Central Office and DSWD NCR Field Office through the designated coordinator for the project in coordination with the Social Welfare Specialist, Centers and Institutions Coordinator and INA Healing Center Head in the development of the said tool. He/she

shall provide status of his/her output to the Social Technology Bureau Director copy furnished the NCR Regional Director once a month.

VI. QUALIFICATION REQUIREMENTS FOR THE HIRING OF THE CONSULTANT


The consultant must possess the following qualifications;

1. Filipino citizen.
2. Holder of at least Master's Degree in Clinical Psychology or other related fields.
3. At least 3 years experience in planning and conducting research activities; and expert in the preparing/developing of assessment tool specifically along the areas of psychometrics.
4. At least 3 years experience in writing research reports /output specifically with statistical data and interpretation.

VII. DURATION OF THE CONSULTANCY

The timeline to accomplish the tasks outlined under this TOR is within four (4) months.

Submitted by:


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SWO-III/Officer-in-Charge-IHC

Reviewed by:


MANUELA M. LOZA
PDRC, Chairman

Recommending Approval


JACEL J. PAGUIO
Assist. Regional Director/OIC

Approved / Disapproved by:


MA. ALICIA S. BONOAN
Regional Director-DSWD-NCR