

REQUEST FOR PROPOSAL (RFP)

School Counselling Consultancy Services

Pharo Schools Kenya LLP

1. Introduction

Pharo Schools Kenya LLP (PSK), a subsidiary of Pharo Foundation, is seeking to engage a qualified and experienced **School Counsellor on a consultancy basis** to provide counselling, advisory, and training support to students, teachers, and staff.

This engagement aims to strengthen student wellbeing, enhance mental health support systems, and build staff capacity in managing behavioural and psychosocial needs within the school environment.

2. About the organisation

Established within [Pharo Foundation's](#) Education Mission, Pharo Schools in Kenya, Rwanda, Ethiopia and Somaliland, are centres of excellence offering top-quality education and integrating extra-curricular activities to ensure an all-rounded approach. Pharo Schools follow their respective countries' national curriculums and select regional and international ones complemented by creative technology-based learning solutions. Our schools offer a child-friendly learning environment fostering equality and respect. You can read more about this work at the following link: <http://www.pharoschools.org>

Pharo School Nairobi is a unique private institution offering two years of pre-primary education and primary grades 1-9. Located in the tranquil neighbourhoods of Komarock Estate and Umoja, Nairobi. We offer a Kenyan accredited Competence-Based Curriculum (CBC). Our approach emphasizes the development of well-rounded learners, encouraging each child to express their unique qualities and feelings. At Pharo School Nairobi, we aim to help every child reach their highest potential through exploration, experience, experimentation, and hands-on discovery. We uphold high standards of discipline.

3. Objectives of the Assignment

The key objective of this consultancy is to:

- Provide professional counselling support to students, teachers and the general staff.
- Strengthen mental health awareness and early intervention systems within the school.
- Support the development and implementation of behavioural and safeguarding policies.
- Build internal capacity through training and advisory support.

4. Scope of Services

The selected consultant will be expected to deliver the following:

a) Counselling Services

- Provide **in-person and/or virtual counselling sessions** for students, teachers, and staff
- Manage referrals and provide appropriate follow-up support
- Maintain confidentiality and adhere to safeguarding standards

b) Student Guidance Sessions

- Deliver structured group sessions covering:
 - Emotional regulation
 - Self-esteem and identity
 - Social Emotional Learning (SEL)
 - Peer pressure and relationships
 - Academic and life skills

c) Teacher Training & Capacity Building

- Conduct training sessions on:
 - Mental health awareness
 - Classroom behavioural management
 - Student support and referral mechanisms
 - Psychological First Aid (PFA) for staff and teachers.
- Training and implementation of peer counselling programmes for both learners and teachers.

d) Advisory & Policy Support

- Provide ongoing advisory support to school leadership on:
 - Student wellbeing
 - Behavioural management frameworks
 - Safeguarding and ethical standards
- Review and recommend improvements to existing policies

e) Stakeholder Engagement

- Participate in scheduled meetings with school leadership (minimum twice per month)
- Support communication strategies around student wellbeing

f) Reporting

- Provide:
 - Bi-weekly activity updates
 - Case summaries (anonymised where required)
 - End-of-term or end-of-engagement report with insights and recommendations

5. Mode of Delivery & Scheduling

- Services to be delivered through a mix of:
 - On-site (preferred)
 - Virtual sessions where necessary
- Sessions to be scheduled in advance in coordination with the school
- Flexibility required based on school calendar and emerging needs

6. Duration of Engagement

- Initial contract: **12 months (renewable based on performance and need)**

7. Eligibility Criteria

Interested consultants/firms must meet the following:

- Bachelor's or Master's degree in Counselling Psychology, Clinical Psychology, or related field
- Valid registration with a recognised professional body (e.g., KCPA or equivalent)
- Must have a valid practising licence from the Board.
- Minimum **3–5 years' experience** in school or child/adolescent counselling
- Demonstrated experience working in education settings
- Strong understanding of safeguarding and child protection practices
- Ability to deliver both counselling and training interventions

8. Application Requirements

Interested applicants should submit a **single PDF proposal** by email to recruit@ke.pharoschools.org.

The proposal should include:

a) Technical Proposal

- Profile of the consultant/firm
- Relevant experience (especially in schools)
- Approach and methodology
- Proposed work plan and availability

b) Financial Proposal

- Fee structure (hourly/session-based)
- Any additional costs (transport, materials, reporting, etc.)

c) Supporting Documents

- CV(s) of consultant(s)
- Copies of relevant certifications and licenses
- At least 2 references from similar assignments

9. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of school counselling needs
- Quality of proposed approach
- Cost-effectiveness
- References and track record