



**Terms of Reference  
NATIONAL CONSULTATION**

**CONSULTANCY TO CONDUCT DATA COLLECTION AND DATA ENTRY FOR  
NATIONAL SURVEYS ON SUBSTANCE USE IN SECONDARY SCHOOLS**

**A- BACKGROUND OF THE ASSIGNMENT:**

Drug abuse is major public health problem worldwide. While an estimated 246 million people aged 15 to 64 years used at least one illicit drug in 2013, more than 1 in 10 of the drug users are either injecting drugs or engaging in long duration or regular use of opioids, cocaine and/or amphetamines. In Africa, more than 45,000 people were said to be consuming cannabis, opioids, and opiates annually. Abuse of drugs and substances continues to be a major challenge as the cultivation and supply of illicit drugs increases worldwide. Furthermore, West Africa serves as a transit area for illicit drugs such as heroin bound for Europe and other regions. While communities in West Africa suffer from psychosocial, economic, and health consequences of drug abuse, unavailability of reliable data for monitoring the extent, patterns, and trends of drug abuse constitutes a major setback to prevention, and demand reduction efforts in the region. Although available evidence suggests an increasing trend in drug use especially among young people in West Africa, data on extent of drug abuse, patterns and trends are inadequate for evaluation and planning of prevention of demand reduction and treatment programmes.

Drug use behaviour often begin in early adolescence. While household surveys are targeted towards a wide segment of the population aged 15-64 years, young respondents often form a small proportion of the target population such that resulting samples usually contain too few young people for analysis to be meaningful. School surveys are therefore important to estimate drug use prevalence among youths. While school survey is the most efficient and frequently used method for data collection on alcohol, tobacco, and drug use, it is also cost effective and relatively easy to conduct. Furthermore, school surveys may be more valid as young people are often more comfortable admitting to socially disapproved behaviours including drug use in school settings rather than in the home.

**B. PURPOSE OF THE ASSIGNMENT:**

The consultant(s) will be responsible for conducting the processes and implementation of data collection for a substance use research project among students in selected schools in Cote d'Ivoire. He/she will also be responsible for entry of research data into appropriate electronic templates (Microsoft Excel/Access database).

### C. SCOPE OF WORK:

The consultant will work under the direct supervision of the Programme Officer (Epidemiology) and will closely work with the experts and national focal points in the country of assignment. The consultant will carry out the following activities, in line with the priorities of Outcome 2 of Project XAW/Z28:

- a. Taking responsibility for the overall process of research data collection in all selected schools in res.
- b. Recruitment of research assistants to collect data in all selected schools (one class from each of about 88 schools depending final sampling plan).
- c. Provision of guidance/training to research assistants in the conduct of data collection and data entry.
- d. Entry of collected data entry into electronic spreadsheets.
- e. Submission of hard copies of completed questionnaire from all selected schools to UNODC.
- f. Submission of research data in electronic formats (Microsoft Excel/Access database).
- g. The consultant shall collaborate with the national focal points for West African Epidemiology Network on Drug Use (WENDU) and relevant stakeholders in the country in the conduct of the study.
- h. Submission a report of activities and observations during the conduct of the survey in selected classes.
- i. Any other tasks necessary for the successful conduct of data collection and entry of research data

### D. EXPECTED OUTCOMES:

The expected outcome of this assignment is the collection of data on substance use among students and the entry of research data into electronic spreadsheets. The details of the deliverables are as described below.

Activity	Deliverables	Estimated timeframe	Review and approval required
Plan details of work with UNODC	i. Detailed plan of work ii. Detailed plan of data collection	1 working day	Review and approval by UNODC Project team
Participate in Survey Steering Committee meeting	Report of Survey Steering Committee meeting	1 working day	
Conduct pilot study	Pilot study data [in electronic spread sheets (Microsoft Excel or Access database), and hard copies]	2 working days (including the time taken for data collection)	

Data collection in selected schools	i. Hard copies of hard copies of completed questionnaire from all selected schools ii. Classroom report of activities and observations during the conduct of the survey in all selected classes	25 working days	
Data entry into electronic formats	i. Research data in electronic formats (Microsoft Excel or Access database)	10 working days	
Participation at the meeting for dissemination of survey findings	Attendance at the meeting for dissemination of survey findings	1 working day	

#### **E. METHODOLOGY**

The national consultant will establish a validated work plan with the UNODC Programme Officer (Epidemiology) and will periodically consult with him at key stages of the survey implementation in the conduct of this assignment. He will be managed and supervised by UNODC Programme Officer (Epidemiology) in collaboration with the Drug Research Section Research and Trend Analysis Branch, UNODC, HQ, Vienna. It is expected that the consultants will be directly responsible to the UNODC-led project research committee.

#### **F. EXPECTED OUTCOMES**

During the process and at the end of this assignment, the national consultant will make the following available to the UNODC Programme Officer (Epidemiology):

- i. A detailed plan of work jointly designed by the consultant, UNODC, and national stakeholders in country of assignment (Cote d'Ivoire) at the start of the consultation process;
- ii. A first progress report after the first 29 days of work; and
- iii. A final report incorporating key recommendations at the end of the 40 days.

#### **G. PAYMENT TO THE CONSULTANT**

DELIVERABLES	Payment (%)
Provisional report (after 29 working days)	65%
Final report	35%

**Commented [K01]:** Kindly apply the relevant payment procedures here

## **H. DURATION OF THE CONSULTANCY**

The duration of this assignment for a period of 40 working days.

## **I. REMUNERATION**

The national consultant will remunerated according UN rules and regulations.

## **J. QUALIFICATIONS AND COMPETENCES**

### ***Academic qualifications:***

Academic Qualifications in social sciences or related technical field such as public health, development, psychology, demography, children or social research.

### ***Knowledge, skills and experience:***

Essential:

- Five years of progressive professional experience in programme/survey design, administration, monitoring and evaluation.
- Good qualitative and quantitative research skills including experience in conducting community-based processes and/or research on drug (including alcohol) use and social issues.
- Experience of managing a team.
- Excellent knowledge of language of country where candidate is applying to conduct the study (i.e. English or French).
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) and relevant internet and email software.
- Experience in computer data entry for research analysis is strongly required.

Desirable:

- Experience in conducting research specifically on drug use epidemiology and large scale surveys.
- Good working knowledge of drug use epidemiology and contacts relevant to the conduct of the study would be desirable.
- Proven ability to work with and coordinate a multi-sectoral team.

Competencies required:

- Highly organized: able to plan, implement and monitor work with good attention to detail.
- Highly motivated: able to motivate and build the capacity of others and to drive initiatives forward with minimal day-to-day supervision.
- Ability to take the initiative within clearly defined parameters.
- Analytical and conceptual ability; excellent communication skills.
- Ability to make timely and quality judgments and decisions.

- Proven ability to keep to deadlines.
- Ability and willingness to work as part of a team; demonstrated ability to work with people of all ages including adolescents and young people.
- High tolerance for operating in an environment characterized by uncertainty and ambiguity.
- Commitment to continuous learning for professional development.

#### **K. APPLICATION FOR THE POSITION**

- Application for this position should be made by the submission of a detailed Curriculum Vitae (CV) indicating relevant experience.

#### **EVALUATION CRITERIA**

Criteria for evaluation of applications		Note maximum	Consultant				
			A	B	C	D	E
1.	Qualification and expériences in the field	70					
2.	Experience in collaboration with Ministry of Education, Ministry of Health, National Statistics Bureau (INSP) and other national stakeholders in the conduct of surveys	30					
<b>Total</b>		<b>100</b>					

#### **L. ANNEX**

N/A

Note : The consultant shall be responsible for recruiting Research Assistants (RA) for data collection and entry of collected data into electronic spreadsheets. He/she will be required to conduct training for the RAs to ensure data collection and entry of survey data in accordance with standard guidelines for the study.