

Terms of reference



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GENERAL INFORMATION

Title: Consultant to Develop Data Base System of Drug Treatment Center to Monitor Client's Progress and Re-admission

Project Name: UNODC Sub-Programme 4

Reports to: National Programme Officer

Duty Station: Home Base

Expected Places of Travel (if applicable): Jakarta

Duration of Assignment: 42 working days, starting March – October 2018

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be based in Jakarta during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name>

I. BACKGROUND

Narcotics-related offenders account for approximately 35 percent of the total prison population, which currently houses approximately 224,000 convicted and pretrial prisoners¹. Most of these prisoners are drug users who were convicted for drug possession and have little access to quality rehabilitation services while incarcerated. While imprisoned, these individuals are housed with drug traffickers, violent offenders, as well as with convicted terrorists and typically will relapse to drugs and / or crime following their return to the community.

Health is a fundamental human right indispensable for the exercise of other human rights. The right to health and the right to access to adequate health services extends to any person including those who came into contact with the criminal justice system, no matter the charges. In the case of people with drug use disorders, this includes the right to treatment of drug use, and the Prevention and treatment of other conditions commonly found in people who use drugs such as HIV, hepatitis, TB, mental health disorders, and drug overdose.

The Indonesia Narcotic Law no.35 superintend the right of people who use drugs (both voluntary and or to receive treatment and rehabilitation, including those who are in contact with the criminal justice system. Treatment meant in that law are refer to medical and social rehabilitation. Whereas, social rehabilitation is governed by the Ministry of Social, and medical rehabilitation is governed by the Ministry of Health.

Through the years, with the separation of autonomy, drug treatment and rehabilitation in Indonesia faced many challenges. Different authorities produced different standards and procedures, different system produced different mechanism, including on data management. Currently there is no standardize data base system implements by all treatment providers. This situation may cause confusion at the implementation level, particularly when it comes to the national integrated data on people who use drugs, people who receive treatment, people who have accomplished treatment and people who re-enter treatment, including monitoring progress while they are in treatment

UNODC is planning to support the Government of Indonesia to improve the quality of the data base system of its treatment facilities to be able to monitor client's progress while they are in the programme and post treatment completion, including to measure the number of individual readmissions to the programme, UNODC will support the development of software for a database of treatment facilities. Training will also be provided to build the capacity of database administrators of treatment facilities and conduct an annual coordination meeting among treatment facilitates in the project areas for data validation. At the end of programme, a study will be conducted to review and document the status of its implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the National Programme Officer and the overall supervision of the Country Manager, the consultant will:

- Organise a consultation meeting on pre-assessment of data-base system with relevant stakeholders
- Conduct rapid assessment to identify the status of database system in treatment centers to determine baseline data
- Development of database

¹ Directorate General of Corrections, June 2017

- Facilitate consultation workshops to develop platform of data base system for treatment providers
- Developing the IT software of data base system for treatment providers to monitor client progresses and re-admission
- Developing the technical guideline on utilizing the applications/software
- Conduct the capacity building for data administrators
- Submit training report to UNODC
- Perform any other tasks deemed necessary to ensure the success of the project.

Expected Outputs and deliverables

- Submit report on the rapid assessment to identify the current status of database system in treatment centers in 13 working day
- Software of data base system for treatment providers and its guidelines completed and ready to use in 21 working day
- Completed capacity building preparation, facilitate the training and submission of training report to UNODC in 8 working day

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the National Programme Officer, UNODC Indonesia. The UNODC Country Manager will provide overall guidance and supervision

During the consultancy, the consultant is expected to coordinate closely and liaise with National Narcotics Board

Duration of the Work

42 working days, starting March to October 2018

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Percentage
Submit report on the rapid assessment to identify current status of database system in treatment centers	13 working day	May 2018	
Software of data base system for treatment providers and its guidelines completed and ready to use	21 working day	August 2018	
Completed capacity building preparation, facilitate the training and submission of training report to UNODC	8 working day	October 2018	

Duty Station

The contractor will do home base working arrangement during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- A Master Degree with minimum 15 years experiences in public health issues or other relevant field

Years of experience:

- Minimum 15 years experiences in public health issues
- Minimum 5 years experiences in software and data base system development;
- Study experience in developing, adapting and design a technical guideline;
- Experience in planning and organizing event;
- Strong expertise in training and facilitation;
- Strong experience in working with key population (people with drug use problems);
- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to work under pressure and handle multi-tasking situations

III. Competencies and special skills requirement:

- Ability to operate MS-Office
- Advance software computer system
- Strong motivation and good team player.
- Proficient in English and Bahasa languages, spoken and written

V. EVALUATION METHOD AND CRITERIA

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	40%	40
1. Minimum 15 years experiences in public health issues	10	10
2. Minimum 5 years experiences in software and data base system development	10	10

3. Study experience in developing, adapting and design a technical guideline	5	5
4. Strong expertise in training and facilitation	5	5
5. Strong experience in working with key population (people with drug use problems)	5	5
6. Proficient in English and Bahasa languages, spoken and written.	5	5
• Criteria B: Brief Description of Approach to Assignment.	60%	60
• Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by

Approved by

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Country Manager