

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant on Development of Training module for law enforcement and judiciary on Treatment and Rehabilitation for People who use drugs

Project Name: UNODC Sub-Programme 4

Reports to: National Programme Officer

Duty Station: Jakarta

Expected Places of Travel (if applicable): Jakarta

Duration of Assignment: 40 Working day, within 5 Month

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 prisoners.¹ Most of these

¹ Directorate General of Corrections, June 2017

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 come into contact with the criminal justice system, no matter the charges.

The Government of Indonesia has demonstrated interest to develop an integrated and balanced strategy to counter drug related problems in the country. This includes efforts to refer people who use drugs and who come into contact with the criminal justice system into rehabilitation as an alternative to imprisonment. This is consistent with the recent recommendation from the 2016 UNGASS and included in the recently released 2016 World Drug Report. The spirit in helping people with drug problem has shown by many Institutions such as the Ministries of Health and Social Affairs, the Supreme Court (SC), Indonesia National Police (INP) and even selected directorates in BNN have embraced a treatment focused approach, including the establishment of the Integrated Assessment Team (IAT). The IAT is designed to assess and provide recommendations to channel persons with drug addiction and who are arrested into treatment rather than prison. However, issues of a lack of understanding of existing laws and regulations have thwarted the effectiveness of the IAT.

UNODC is well-positioned to continue to provide support to the Government of Indonesia to operationalise the concept of alternatives to imprisonment for people with drug use disorders who come into contact with the criminal justice system. This include efforts to enhance the knowledge and skills of law enforcement and judicial personnel who are involved and directly handling narcotics cases, including prosecutors who are assigned as representatives of the prosecution office in the IAT and also judges who preside over the narcotics cases.

A training module for law enforcement and the judiciary covering topics such as classification of drugs, substance abuse disorders, drugs use and HIV/AIDS, screening, drug dependence treatment, the stage of change and relapse prevention, sustained recovery management, law and regulations on narcotics including mechanisms to channel people who use drugs who are involved in the criminal justice system to be referred to treatment and rehabilitation will be developed. This will include the adoption and translation of relevant training curricula in the area of drug dependency and treatment and global practices on criminal justice system responses for people with drug use problems. These concepts will be mainstreamed within the criminal justice system agencies through a series of training for personnel.

UNODC therefore seeks to obtain the services of an individual consultant who can develop relevant interactive training modules for law enforcement and judiciary on access to rehabilitation and treatment for people with drug use disorders who come into contact with the criminal justice system in Indonesia

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:

- Review relevant existing national training module and curricula and key related UNODC documents on drug dependence treatment and alternative to imprisonment for people who use drugs

- Translated and adapted the existing UNODC participant workbook and training module, and other eligible international resources related to selected Universal Addiction Curriculum into Bahasa Indonesia
- Consult with relevant stakeholders to get input on the development and finalisation of the training modules
- Facilitate a workshop to pilot the developed training module and received feedback
- Finalise and submit one package of final training module which include trainer guide, power point presentations, participant handbook consist of reading materials, case-study, pre and post-test and participant feedback/training evaluation participant in Bahasa
- Training preparation: develop TOR, invitation, and list of training kits required
- Perform any other tasks deemed necessary to ensure the success of the project.

Expected Outputs and deliverables

- a) Submission of desk review report and recommendation of the training outline in 7 working day
- b) Submission of the first draft of training module package which include trainer guide, power point presentations, participant handbook consist of reading materials, case-study, pre and post-test and participant feedback/training evaluation participant in Bahasa in 23 working day
- c) Submission of the final training module package which include trainer guide, power point presentations, participant handbook consist of reading materials, case-study, pre and post-test and participant feedback/training evaluation participant in Bahasa in 10 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

40 Working day, within 5 Month

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Percentage
a. Submission of desk review report and recommendation of the training outline in 7 working day	7 working day	23 April	17%
b. Submission of the first draft of training module package which include trainer guide, power point presentations, participant handbook consist of reading materials, case-study, pre and post-test and	23 working day	30 June	57%

participant feedback/training evaluation participant in Bahasa			
c. Submission of the final training module package which include trainer guide, power point presentations, participant handbook consist of reading materials, case-study, pre and post-test and participant feedback/training evaluation participant in Bahasa	10 working day	31 July	25%

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 Bachelor Degree with minimum 10 years experiences in mass communication, training development and facilitation

Years of experience:

- Minimum in 10 (ten) years of experience in mass communication, training development and facilitation
- Study experience in developing, adapting and design training module
- Experience in planning and organizing training event;
- Preferably have strong knowledge on national drugs policies and regulations, including drug addiction and treatment
- 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; and
- Proficient in English and Bahasa languages, spoken and written.

III. Competencies and special skills requirement:

- Ability to operate MS-Office
- Strong motivation and good team player.

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 in 10 (ten) years of experience in mass communication, training development and facilitation	10	10
2. Sturdy experience in developing, adapting and design training module	15	15
3. Experience in planning and organizing training event	5	5
4. Knowledge on national drugs policies and regulations, including drug addiction and treatment	5	5
5. 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

Ade Aulia Erwin
National Programme Officer

Collie Brown
Country Manager