

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### Recruitment of Consultant to Conduct Survey Data Collection and Data Entry for National Surveys on Substance Use in Secondary Schools in Ghana

<b>Project/Program Title:</b>	Support to the ECOWAS Regional Action Plan on illicit drug trafficking, related organized crime and drug abuse in West Africa
<b>Post Title:</b>	National Consultant (NC)
<b>Consultant Level:</b>	
<b>Duty Station:</b>	Accra, Ghana; Home-based with occasional travel to study sites
<b>Expected Places of Travel:</b>	Selected schools in and outside Accra
<b>Duration:</b>	26 working days distributed over four months (6.5 working days per month for four months)
<b>Expected Start Date:</b>	

#### I. BACKGROUND / PROJECT DESCRIPTION

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.

## II. SCOPE OF THE WORK

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

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:

- Taking responsibility for the overall process of research data collection in all selected schools in Ghana;
- Recruiting research assistants to collect data in all selected schools;
- Providing guidance/training to research assistants in the conduct of data collection;
- Entering survey data entry into electronic spreadsheets;
- Submitting hard copies of completed questionnaire as well as survey data in electronic formats (Microsoft Excel/Access database) from all selected schools to UNODC;
- Reporting of activities and observations during the conduct of the survey in selected classes;
- Preparing technical report of the results of the survey and;
- Any other tasks necessary for the successful conduct and reporting of the survey.

The consultant shall collaborate with the national stakeholders including ministries of health and education, as well as Narcotics Control Board, national focal points for West African Epidemiology Network on Drug Use (WENDU), relevant UN agencies, other stakeholders in the conduct of the study.

## III. EXPECTED OUTPUTS AND DELIVERABLES

In the conduct of this study, the consultant will:

- a. Plan details of work with UNODC;
- b. Recruit and train Research Assistants (RAs) for the data collection and entry;
- c. Conduct all the processes of data collection including pilot study in all selected areas and enter into electronic spreadsheets;
- d. Analyse data collected from the study;
- e. Write a technical report of the results of the study using template provided by UNODC and;
- f. Participate in the validation of the study results and dissemination meetings.

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

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Detailed plan of work for the study	1 working day	Programme Officer (Epidemiology)
2	Report of training of Research Assistants	2 working days	
3	Pilot study data	2 working days	
4	Hard copies of completed questionnaire and	3 working days	

	report of activities and observations during the conduct of the survey in all selected classes (the main study)		
5	Research data in electronic formats (Microsoft Excel or Access database)	3 working days	
6	Provisional report of study	10 Working days	
7	Final report of study	3 Working days	
8	Participation at survey dissemination meetings	2 Working days	
	Total	26 days	

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

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 by the 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 under the overall supervision of the Regional Project Coordinator.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The major part of the assignment will be home based. However, visits to selected schools will be necessary. Travel deemed necessary for the conduct of the consultancy will need to be approved in advance by UNODC, and related costs will be covered according to the prevailing rules and regulations of the United Nations.

#### VI. DURATION OF THE WORK<sup>1</sup>

The duration of the contract shall be 26 working days. The contract is expected to commence on 1st April 2019 and end on 31st July, 2019 (depending on the local factors and logistics). Adjustments in timeframe may therefore be necessary.

#### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

##### **Education:**

A minimum of Master's degree qualifications in social sciences or related technical field such as public health, development, psychology, demography, children or social research.

##### **Experience:**

- Five years of progressive professional experience in programme design, administration, monitoring and evaluation or research design and management.

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- 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 research team.

#### **Language:**

- Excellent knowledge of English Language, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff);
- Ability to speak one or more local languages.

#### **Functional Competencies:**

- Knowledge and/or special skills such as analytical skills, conceptual, leadership, report writing, research skills, presentation skills, decision making, communications abilities, teamwork, working in diversity, emotional intelligence, which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., communication skills and teamwork with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)
- Competencies in organization management, strategic planning of public organizations at the national and regional level;
- Conceptual and analytical skills in formulating research strategies;
- Excellent public speaking and presentation skills;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications are required.

#### **Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### **Important Note:**

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

#### **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
b. Minimum educational background as per the requirement in the ToR		5 pts
c. Minimum of 5 years of experience in similar in programme management, monitoring and evaluation, or research design and management.		15 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30 pts
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars all-inclusive<sup>2</sup> lump-sum contract amount when applying for this consultancy. The consultant will be paid based on the effective UN Official Rate of Exchange (UNORE) of proposal submission date (where applicable in case of national consultant), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Submission of the report of training of Research Assistants	Programme Officer (Epidemiology)	40 %
2 <sup>nd</sup> Installment	Submission of the provisional report of study results	Programme Officer (Epidemiology)	30 %
3 <sup>rd</sup> Installment	Submission of Final Study Report	Programme Officer (Epidemiology)	30 %

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

**Note:** The consultant shall be responsible for recruiting Research Assistants (RA) for data collection. He/she will be required to conduct training (in collaboration with UNODC and national survey steering committee) for the RAs to ensure data collection in accordance with standard guidelines for the study.

<sup>2</sup> The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

## **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

**This TOR is approved by:** [\[indicate name of Approving Manager\]](#)

**Name:**

**Designation:**

**Signature:** \_\_\_\_\_

**Date Signed:**