

**Terms of reference**

**GENERAL INFORMATION**

**Title:** Consultant to develop version 2.0 software of database management system for drug treatment provider

**Project Name :** UNODC Sub-Programme 4

**Reports to:** National Programme Officer

**Duty Station:** Homebase

**Expected Places of Travel (if applicable):**

**Duration of Assignment:** 56 working days, within June – September 2019

**REQUIRED DOCUMENT FROM HIRING UNIT**

	TERMS OF REFERENCE
5	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select :</b> (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 consultant will be homebased 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**

UNODC Programme Office in Indonesia assists the Government of Indonesia to support the implementation of strategies and effective interventions to enhance the government responses in the areas of Drug Demand Reduction (DDR) and Alternatives to imprisonment. UNODC assistance in this extent is in-line with and informed under the Country Programme Framework for 2017-2020.

UNODC focus its supports on reducing drug use and drug dependence, as well as on implementation of alternatives to imprisonment. It aims to achieve its objectives through the improvement of preventive measures, more effective treatment and reintegration services for drug dependent individuals and develop a strategy for the development and implementation of a comprehensive range of alternatives to imprisonment in order to reduce the prison population.

In 2018, UNODC supported 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.

in partnership with the Ministry of Social Affairs (MoSA), UNODC has successfully developed an on-line integrated database management system (DBMS) for drug treatment providers. The DBMS 1.0 been published and piloted in three provinces where 29 of 188 services providers in Indonesia are located and benefit from the database.

To continue supports the MoSA to improve the quality and expand the application of the DBMS at all providers as an official national database system UNODC is seeking an IT consultant to upgrade the version 1.0 DBMS to version 2.0

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

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

- Conduct system development analysis and design in consultation with MoSA and UNODC
- Dashboard system development of DBMS 2.0
- Update database structure and encryption
- Update user categorise for MoSA and treatment providers
- Develop user categorise for the Provincial Office of Social Affairs
- Setup server, domain, firewall, cloud fare
- System maintenance and documentation
- Provision of server 16 core 16 GB 200 GB HDD and cloudfare
- Perform any other tasks deemed necessary to ensure the success of the project.

### Expected Outputs and deliverables

All documents must be submitted in English and Bahasa.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Percentage
a. Testing version of DBMS 2.0 for drug treatment providers	30 working days	July	
b. Final version of DBMS 2.0 for drug treatment providers	16 working day	August	
c. Final version of updated DBMS manual following version 2.0	10 working days	September	

### 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 key counterparts Ministry of Social Affairs and other government stakeholder

The project will provide the necessary budget allocation to convene a consultative meeting with stakeholders. The consultant will develop TOR and budget in advance following UNODC/UNDP regulation. Support will be provided by the National Programme Officer

#### **Duration of the Work**

56 working days, starting from 14 June – 15 September 2019

#### **Duty Station**

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic and Work Qualifications:

- Master Degree (preferable) in IT
- Minimum 8 years' experience in related areas of system information and database development.

#### Competencies and special skills requirement:

- Problem Identification and Solution person
- Have a strong ability thinking Clearly and Analytically
- Experience in developing system information and its manual for company and or government institutions
- Demonstrated ability to work with persons of different cultural background;
- Demonstrated ability to work under pressure and handle multiple tasks simultaneously;
- Proficiency in English Language;
- Experience working with national stakeholder (i.e. Ministry of Social Affairs) would be an advantage.

## 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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		100
<b><u>Criteria A: qualification requirements as per TOR:</u></b>	50%	50
1. Master Degree (preferable) in IT.	10%	10
2. Minimum 8 years' experience in related areas of system information and database development	15%	15
3. Experience in developing system information and its manual for company and or government institutions	10%	10
4. Demonstrated ability to work with persons of different cultural background;	10%	10
5. Proficiency in English Language	5%	5
6. Experience working with national stakeholder (i.e. Ministry of Social Affairs) would be an advantage		
<b><u>Criteria B: Brief Description of Approach to Assignment.</u></b>	50%	50
• Strong experience working with Ministries or other Government Institutions	25%	25
• Strong reporting, communication and interpersonal skills	25%	25
• <b>Criteria C: Further Assessment by Interview (if any)</b>	-	-

Prepared by

Approved by

Ade Aulia Erwin  
National Programme Officer

Collie Brown  
Country Manager