

Terms of reference



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GENERAL INFORMATION

Title: Consultant to Support upgrade software of database management system for drug treatment provider to version 3.0

Project Name: UNODC Sub-Programme 4

Reports to: National Programme Officer

Duty Station: Home-based, Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 52 Working day within July - November 2020

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 / P11 with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

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

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 will 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. In 2019, the DBMS was updated to version 2.0 and the implementation was extended nationally to 188 services providers

To continue supports the MoSA to improve the quality of the DBMS application as the official national database system, UNODC is seeking an IT consultant to upgrade the version 2.0 DBMS to version 3.0

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:

- Conduct system development analysis and design in consultation with MoSA and UNODC
- Upgrade the DBMS software 2.0 to 3.0 following the assessment result
- Update the DBMS manual following version 3.0
- Dashboard system development of DBMS 3.0
- Update database structure and encryption
- Update user categorise for MoSA and treatment providers
- Setup server, domain, firewall, cloud fare
- System maintenance and documentation
- Perform any other tasks deemed necessary to ensure the success of the programme.

Expected Outputs and deliverables

- a) Submission of assessment report on the area of improvement for version 3.0 (in English and Bahasa)
- b) Submission of version 3.0 of the DBMS
- c) Submission of the update DBMS manual version 3.0

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 the Directorate of Social Rehabilitation for Substance Abuse, Ministry of Social Affairs. The selected

consultant will be given access to the existing DBMS software.

Duration of the Work

52 Working day, within July - November 2020

Deliverables/ Outputs (all documents submitted as deliverables are to be in English and Bahasa)	Estimated number of working days	Completion deadline	Percentage
a. Submission of assessment report on the area of improvement for version 3.0 (in English and Bahasa)	28	August 2020	20%
b. Submission of version 3.0 of the DBMS	50	October 2020	35%
c. Submission of the update DBMS manual version 3.0	14	November 2020	10%

Duty Station

The contractor should be in Jakarta during his/her consultancy period. No requirement to attend daily to the office, however to be available for any meeting request by UNODC.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- A Master Degree in IT/ICT

Years of experience:

- Minimum Eight (8) years of experience in related area of system information and database development
- Experience in developing system information and its manual for private and public institutions
- Experience working with the Ministry of Social Affairs would be an advantage
- Experience in planning and organizing training events;

III. Competencies and special skills requirement:

- Ability to designing, coding software and web application
- Strong motivation and good team player.
- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Ability to work under pressure and handle multi-tasking situations; and
- 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:	70%	70%
<ul style="list-style-type: none">• A Master Degree in IT/ICT	20 %	20
<ul style="list-style-type: none">• Minimum six (6) years' of experience in related area of system information and database development	20 %	20
<ul style="list-style-type: none">• Experience in developing system information and its manual for private and public institutions	10 %	10
<ul style="list-style-type: none">• Experience working with the Ministry of Social Affairs would be an advantage	10 %	10
<ul style="list-style-type: none">• Experience in planning and organizing training events;	10 %	10
Criteria B: Brief Description of Approach to Assignment.	30%	30%
<ul style="list-style-type: none">• Understanding assignment specified in the TOR	15%	15
<ul style="list-style-type: none">• Proposed approach and methodology	15%	15