

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** National Expert Consultant for the remote UN Family Therapy implementation science study in Indonesia

**Project Name:** GLOK32, UNODC Sub-Programme 4

**Reports to:** National Programme Officer and UNODC Chief and PTR Section Vienna

**Duty Station:** Home based Jakarta

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

**Duration of Assignment:** November 2020 to March 2021 (40 working days within 5 months)

## 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) <b>Expert/ Advisor</b> <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

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

### Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be home based during his/her consultancy. No requirement to attend daily to the office. However, to be available for any meeting or visit's request by the supervisor in Jakarta with no cost implication.

☐ 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

Substance/Drug Use Disorders (S/DUDs) are a public health, developmental and security problem both in industrialized and developing countries. It is associated with health problems, poverty, violence, criminal behaviour and social exclusion. Prevention and treatment of drug dependence are essential demand reduction strategies of significant public health importance. Therefore, the implementation of adequate programmes is key in ensuring an appropriate balance between the need for evidence-based prevention and treatment interventions and the need of people at risk or affected by S/DUDs.

Through its global programmes on drug dependence treatment and care, with funding support from the Government of Japan, developed a science-informed, skills-based and practical treatment training package with elements of family therapy for adolescents with S/DUDs including those in contact with or at risk in contact with the criminal justice system (Treatnet Family<sup>1</sup>), which is to be integrated with UNODC TreatNet programme<sup>2</sup>. The overall goal is to create societies resilient to drugs and crime by enhancing ties in families and systems surrounding adolescents affected by S/DUDs.

After the feasibility study conducted in North and East Jakarta with successful result, means this module can be effectively used by practitioners in community settings, and that adolescents/clients showed a significant reduction in substance use and substance-use related problems and in mental health problems through the implementation of the treatnet Family.

UNODC is planning to scale-up the Treatnet Family programme in Indonesia with online mechanism in collaboration with National Narcotics Board and Indonesian Association of Addiction Counsellors to explore its further findings for the treatment of adolescent substance use disorder.

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

### Scope of Work

**Under the direct supervision of the National Programme Officer, the overall supervision of the Country Manager of Indonesia and Chief also PTRS team in Vienna, the consultant will:**

- Contribute to adapt Treatnet Family feasibility study protocol for new implementation round;
- Obtain local ethics approval;
- Contribute to the Treatnet Family remote training implementation;
- Ensure data collection in line with adapted study protocol and data submission in timely manner to UNODC and international PI;
- Provide supervision at selected Treatnet Family sessions conducted by trained practitioners;
- Contribute and review draft and final study report;
- Provide overall guidance, supervision and technical assistance for the Treatnet Family study

<sup>1</sup> [https://www.unodc.org/documents/drug-prevention-and-treatment/Updated\\_Final\\_UNFT\\_to\\_share.pdf](https://www.unodc.org/documents/drug-prevention-and-treatment/Updated_Final_UNFT_to_share.pdf)

<sup>2</sup> <https://www.unodc.org/unodc/en/treatment-and-care/treatnet-training-package.html>

implementation in Indonesia in consultation and collaboration with UNODC and the relevant national authority.

#### **Expected Outputs and deliverables**

- Protocol for this data collection adapted;
- Local ethic approval obtained as needed;
- Training report;
- Data submitted to international PI – report on raw data;
- Supervision report
- Final report of this study

### **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 Indonesia and Chief also PTRS team in Vienna will provide overall guidance and supervision. The purpose of this assignment is to contribute to the development of TFI study protocol (including national ethics approval), contribute to the training implementation, provide supervision and ensure its implementation and data collection in a timely manner together with the respective international consultant (Principal Investigator).

During the consultancy, the consultant is expected to coordinate closely and liaise with National Narcotics Board and Indonesian Association of Addiction Counsellors.

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

November 2020 to March 2021 (40 working days within 5 months)

<b>Deliverable</b>	<b>Description of task (deliverable)</b>	<b>Working days</b>	<b>To be accomplished by (date)</b>	<b>Reviewed and Monitored By</b>
1	<ul style="list-style-type: none"> <li>• Protocol for this data collection developed</li> <li>• Local ethics approval</li> <li>• Report on the training implementation</li> </ul>	9	December 26 <sup>th</sup> , 2020	Narendra and Collie Brown

2	<ul style="list-style-type: none"> <li>• Report on the data collection analyses (pre-result) and raw data</li> <li>• Report on the supervision processes</li> <li>• Final report of this study</li> </ul>	31	March 10 <sup>th</sup> , 2021	Narendra and Collie Brown
<b>Total number of working days</b>		<b>Total: 40 days</b>		

#### **Duty Station**

The contractor will be home based during his/her consultancy. No requirement to attend daily to the office. However, to be available for any meeting and visit's request by the supervisor in Jakarta with no cost implication.

#### **IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

##### Academic and Work Qualifications:

1. Master degree in Psychology, or Community Psychology, or Child Development and Family related issues (Doctoral would be an advantage);
2. Minimum 8 years of relevant research experience in the field of mental health drug demand reduction, public health, public health policy development, sociology, psychology, statistic;
3. Proven experience in developing and implementing research protocols and ability to perform qualitative and quantitative research, for country settings at local, national or regional level (familiar with the study conducted by UNODC would be an asset);
4. Strong experiences in working with key population (people with drug use problems);

##### Competencies and special skills requirement:

1. Proven ability to identify, compile and systematize scientific and technical materials, as well as demonstrated skills in writing scientific and systematic reports in the field of drug dependence treatment;
2. Strong expertise in training and facilitation in the context of drug addiction treatment related field;
3. Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
4. Strong reporting, communication and interpersonal skills;
5. Ability to work under pressure and handle multi-tasking situations; and
6. Excellent English and national language written and spoken skills. Knowledge of the other UN languages would be an asset.
7. Good computer skills (including Word, Excel and Power Point);
8. 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 qualification, 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>		
<b>Criteria A: qualification requirements as per TOR:</b>	70%	70
1. Master degree in Psychology, or Community Psychology, or Child Development and Family related issues (Doctoral would be an advantage);	20 %	20
2. Minimum 8 years of relevant research experience in the field of mental health drug demand reduction, public health, public health policy development, sociology, psychology, statistic;	10 %	10
3. Proven experience in developing and implementing research protocols and ability to perform qualitative and quantitative research, for country settings at local, national or regional level (familiar with the study conducted by UNODC would be an asset);	30%	30
4. Strong experiences in working with key population (people with drug use problems);	10%	10
<b>Criteria B: Brief Description of Approach to Assignment.</b>	30%	30
• Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.	15	15
• Important aspect of the task addressed clearly and detailed.	10	10
• Logical, realistic planning for efficient project implementation.	5	5
<b>Criteria C: Further Assessment by Interview (if any)</b>	-	-