

IC/034/2020- INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ON BEHALF OF UNODC

Date: 23 November 2020

Country: Libya

Description of the assignment: CONSULTANT ON PUBLIC HEALTH AND DRUG USE IN PRISON SETTINGS

Project name: Strengthening prison management and fostering the social reintegration of offenders in line with relevant international standards and norms

Type of Appointment: Individual Consultant (National)

Duty Station: Home-based, Libya

Period of assignment: 50 working days

Number of Position(s): One (1)

Proposal should be submitted by email to tenders.ly@undp.org no later than 30 November 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the email address procurement.ly@undp.org. UNDP Libya Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the responses, including an explanation of the query without identifying the source of the inquiry, to all candidates who expressed their interest.

1. BACKGROUND

There are 8,813 individuals¹ held in 28 official prisons under the authority of the Ministry of Justice, of whom an estimated 60 per cent were in pre-trial detention. In total, 278 women were detained, including 184 non-Libyans, and 109 juveniles and children were also being held in prisons in judicial police custody. Health sector in prisons is directly supervised by the Ministry of Justice. There is a number of medical staff hired by Judicial Police and deployed in prisons but under direct supervision of the MOJ Medical. It is reported by Ministry of Justice and Judicial Police that the number of medical staff is not sufficient. In addition, there is a lack of medical equipment and essential medical supplies and disposables for inmates in prisons clinics. Inmates depend on their families to provide required medication while in prison. Vulnerable groups, like women, children, and foreigners, may not have the same support from the outside world or the community. Also, budgets allocated to prisons do not cover provision of medical vehicle; ambulances to transfer inmates to public hospitals. This situation was exacerbated by the COVID-19 pandemic. Despite the government's decision to release about 3500 prisoners, overcrowding remains a problem and is still impacting the health situation of prisoners in general and vulnerable groups in particular.

¹ https://unsmil.unmissions.org/sites/default/files/sg_report_on_unsmil_s_2019_628e.pdf

UNODC is currently supporting Libya in its prison reform efforts under the framework of UNODC project *“Supporting prison reform in Libya, under the guiding principle of rehabilitation and social integration”*. One of the project’s objectives is to support the national authorities and Judicial police institution in Libya to develop and improve health care services provided in prison settings as one of the key components of prison reform/development process in Libya. The aim is to ensure that prison inmates of both genders have accessibility to appropriate integrated overall health care services related to sexual and reproductive health, HIV/AIDS, Tuberculosis, Hepatitis, non communicable diseases and Mental health care and to ensure the continuum of care for released inmates.

Accordingly, UNODC plans to support the Libyan MOJ and Judicial police to develop an Operational Manual for the Minimum Package of Health Services for people in prison and people living in closed settings in Libya including a continuum of care guide for the released inmate to ensure continuity of health care services provision regarding communicable diseases, non-communicable diseases and sexual and reproductive health. This will be developed in line with the international standards relating to the treatment of prisoners, such as the United Nations Standard Minimum Rules for the Treatment of Prisoners, the Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment and the Basic Principles for the Treatment of Prisoners, the WHO manual “Preparedness, prevention and control of COVID-19 in prisons and other places of detention”, and the tools developed under this thematic area such as the Operational Manual of Minimum Package of Prison Health services.

On the other hand, drug markets are expanding and diversifying worldwide with severe adverse health consequences. Some 35 million people suffer worldwide from drug use disorders while only 1 in 7 receive treatment. Cocaine, opioids, and cannabis continue to be major drugs of consumption with fentanyl and its analogues pose new serious challenges. Accordingly, UNODC ROMENA aims to build a regional programme on Prevention of Drug Use, Treatment and Care of Drug Use Disorders and related health challenges grounded in regional and national priorities based on needs and gaps identified. ROMENA also aims at addressing drug use in conflict/post-conflict situations, where significant drug use has been reported among refugee and displaced populations.

Under this project, UNODC is conducting an assessment and will produce a regional situational report regarding drug use across 13 MENA countries detailing specific vulnerable groups and their needs identifying existing institutional responses and their effectiveness. The objectives of the assessment are: (1) to generate a more accurate and updated picture of the drug use situation in each country highlighting key patterns and trends, current responses (2) to understand where gaps may exist relating to DDR responses and HIV prevention, treatment and care for PWID at both the policy and programme levels (3) identify the specific needs of vulnerable groups who use, who are at increased risk of using or face adverse health effects as a result of using drugs. The study will also provide recommendations regarding necessary steps and scaleup in drug demand reduction policy and programming.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

1. Purpose of the assignment:

The consultant will work under the direct supervision of the Head of UNODC office in Libya and the overall supervision of ROMENA in Cairo. The consultant will work in close coordination with the national authorities such as Ministry of Justice, Interior, Health and others. The purpose of the consultancy is to: (1) Operational Manual for the Minimum Package of Health Services for people in prison and people living in closed settings in Libya that includes a continuum of care guidelines for released inmates. The

procedural manual will be for prison management and senior staff and will guide and improve the delivery of integrated health services in the country prisons; (2) to collect, analyse and report on the necessary information on drug use and DDR responses in Libya, guided by a developed methodology for this situational assessment.

2. Specific tasks to be performed by the consultant:

A. Operational Manual of Minimum Package for Prison Health Services:

- i. Conduct a desk review of the existing guidelines related to prison health services such as the WHO guide to the essentials in prison health, UNODC and WHO guideline on Prisons and Health, United Nations Standard Minimum Rules for the Treatment of Prisoners (The Nelson Mandela Rules), United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (the Bangkok Rules) and other international, regional and national guidelines. The desk review should also include relevant manuals produced by the national authorities on health in prisons.
- ii. Conduct meetings with focal points at the Ministries of Health, National center for Disease Control and Ministry of Justice (Judicial police), as well as, international partners to have an in-depth understanding of the delivery of Health Services in prisons and discuss the workplan.
- iii. Based on the approved workplan, formulate the integrated Operational Manual for the Minimum Package of Health Services for people in prison and people living in closed settings in Libya taking in consideration the current COVID-19 pandemic and the general capacity of the institution in similar cases in the future. This will include the following steps:
 - Based on the desk review and the meetings with the national authorities, develop the outlines of the Operational manual and have them reviewed and approved by concerned national counterparts and UNODC.
 - Based on the approved outlines, develop the different parts of the manual and have them reviewed and approved by concerned national counterparts and UNODC.
- iv. Convene and facilitate a 1-day meeting/workshop with key stakeholders to share/discuss the developed documents and validate its content and build consensus on the way forward.
- v. Based on the workshop outcomes, reflect the changes/recommendations and suggestions, and finalize and submit an edited final Operational Manual for the Minimum Package of Health Services for people in prison and people living in closed settings in Libya for approval.

B. Perform primary data collection for DDR situational assessment and assist in the data analysis and the development of the report.

- i. Perform primary data collection by conducting in-depth semi structured interviews with key informants from government and non-government institutions across the relevant sectors, performing focus group discussions with persons who have a history of problem drug use (current or past), and conducting site visits to government and non-government implemented drug treatment centres and services for people who use drugs and people who inject drugs.

Deliverable / Output	Working Days	To be accomplished by (date)
A- Operational Manual of Minimum Package for Prison Health Services:		
I. Conduct a desk review of the existing guidelines related to prison health services.	3	9 December 2020
II. Conduct meetings with stakeholders' focal points to have an in-depth understanding of the delivery of Health Services in prisons and discuss the workplan.	10	20 December 2020
III. Draft/Formulate the integrated Minimum Package for Prison Health Services and continuum of care guide taking in consideration the current pandemic of COVID-19 and the general capacity of the institution in similar cases in the future in Arabic . (The consultant is also required to proofread the package and provide it in MS Word format)	15	15 January 2021
IV. Convene and facilitate a 1-day meeting/workshop with key stakeholders to share/discuss the developed documents and build consensus on the way forward.	5	25 January 2021
V. Reflect the recommendations of the workshop onto the developed manual.	5	1 February 2021
B- Conduct a desk analysis review regarding collected and completed data and questionnaires on DDR.		
I. Conduct primary data collection by interviewing stakeholders, focus groups and conducting site visits to drug treatment centres and services for people who inject drugs (PWID) centres.	12	1 March 2021
Total	50 Working days	

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications: Advanced university degree in public health, medical sciences, social sciences, psychology, social work and or international affairs related field.

A first level university degree in combination with qualifying experience (at least 13 years may be accepted in lieu of the advanced university degree).

II. Years of experience:

Minimum of 10 years of progressively responsible professional work experience at the international or national level in the field of public health, drug use prevention, treatment and care, social work, psychology is required. The experience of working in a prison setting will be highly valued.

III. Competencies:

- Experience in the planning and implementation of health care in prisons, drug demand reduction programmes, research and analysis in the area of public health.
- Excellent analytical skills
- Strong communication skills and abilities to convey the purpose clearly.
- Excellent drafting skills in English and Arabic.
- Computer literacy.

IV. Language:

Fluency in Arabic and English, with excellent drafting and communication skills.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal in the UNDP format – Annex 3 and 3A.
3. Personal CV including past experience in similar projects and at least 3 references
4. Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments will be made to the Individual Consultant based on the number of days worked.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the basis of the following:

* Technical Criteria weight; 70

* Financial Criteria weight; 30

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Max. Point
Overall experience and qualification	20
Experience at the international or national level in the field of public health, drug use prevention, treatment and care, social work, psychology	20
Knowledge of the Libyan political context and experience with government related entities of Libya	10
Experience in the United Nations or another international organization is preferred	10

Experience in developing procedural manuals and training criminal justice actors on human rights related topics is an asset.	10
Financial Proposal	30
<u>Total</u>	100

IMPORTANT NOTICE:

- This is a procurement notice for individual consultant and not a staff position.
- Complete documentation and application link can be accessed through: <https://procurement-notices.undp.org/>