

Terms of reference



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GENERAL INFORMATION

Title: National Expert Consultant for the UNODC Guideline for Drug Treatment during COVID-19 Pandemic Implementation Study in Indonesia

Project Name: XAPA11, UNODC Sub-Programme 4

Reports to: National Programme Officer and UNODC Country Manager

Duty Station: Home based

Expected Places of Travel (if applicable): Jakarta (UNODC will prepare the travel arrangement)

Duration of Assignment: 60 working days within 5 months (October 2021 to February 2022)

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
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11/CV with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal : <ul style="list-style-type: none">Proven experience in developing and implementing research protocols and ability to conduct qualitative/quantitative research specific in the issue of COVID-19 with its impact to Mental Health and Addiction;Proven experience in publishing scientific publications related to Drug/Substance Use Problems/Addiction, or other issues related to impact of COVID-19 to Drug Treatment Services or People with Drug Use Problems

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

Since the first case of COVID-19 was discovered in Indonesia and officially announced by the President of the Republic of Indonesia H.E. Joko Widodo on March 2nd, 2020 and followed by the declaration from the World Health Organisation (WHO) on March 11th, 2020 that the outbreak of COVID-19 is a pandemic, everything has changed includes the daily life and routines of people which commonly called as a “new normal”.

The risk to be infected with COVID-19 will be far greater for groups of people in specific situation and difficult to practice proper social (physical) distancing due to their condition. Those who are in drugs rehabilitation centers is a high-risk example for the spread of this virus. Aside from that, drugs users-particularly injecting drugs users which often have other somatic condition like HIV/AIDS, hepatitis B and/or C, tuberculosis, lungs or cardiovascular diseases like stroke. That will affect their immunity condition.

Those conditions bring particular concern for staff and management of drugs rehabilitation centers. The concern includes the procedures on how to prevent virus spread in the rehabilitation center; and the protocols that should be followed by the management and all residents.

In March 2020, UNODC in collaboration with the Ministry of Social Affairs, National Narcotics Board and Ministry of Health, also with the support from civil societies took initiative to develop the Guideline for Drug Treatment during COVID-19 Pandemic. After months of development, the guideline was officially launched by the Minister of Social Affairs, the Chief of National Narcotics Board, and the UNODC Country Manager for Indonesia. Moreover, the guideline also has been disseminated and distributed to more than 100 drug treatment centres in all over Indonesia.

After a year, UNODC sees the important of conducting a study on the Implementation of Guideline for Drug Treatment during COVID-19 Pandemic in Indonesia in collaboration with the Ministry of Social Affairs to explore the feasibility, fidelity and effectiveness of this guideline. With this study also will provide the recommendation whether to revise or redevelop as the second edition of the Guideline for Drug Treatment during COVID-19 Pandemic.

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 of Indonesia, the consultant will:

- Develop the research proposal and protocol;
- Rapid assessment on selected Drug Treatment Centres as samples;
- Obtain local ethics approval;
- Ensure data collection of quantitative and qualitative research in line with research protocol and data submission in timely manner to UNODC;
- Provide overall guidance and supervision for this study implementation in Indonesia in consultation and collaboration with UNODC and the relevant national authority (Ministry of Social Affairs);
- Develop draft and final study report;
- Conduct a national dissemination to relevant stakeholders which is going to be organised by UNODC

Expected Outputs and deliverables

- Proposal and protocol for this research developed;
- Rapid assessment report on selected drug treatment centres developed;
- Local ethic approval obtained;
- Data submitted to UNODC – report on raw data submitted;
- Final report of this study developed; and
- The dissemination of the final report (findings) and recommendation conducted.

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 also will provide overall guidance and supervision. The purpose of this assignment is to develop the study proposal and protocol (including national ethics approval and rapid assessment to selected drug treatment centre), provide supervision and ensure its implementation and data collection in a timely manner, develop the final report of the study and conduct a dissemination of its result together with UNODC Indonesia.

During the consultancy, the consultant is expected to coordinate closely and liaise with Ministry of Social Affairs, Directorate of Victim of Drug Abuse, and also coordinate with National Narcotics Board and Indonesian Association of Addiction Counsellors if necessary.

Duration of the Work

5 months (60 working days), starting October 2021 to February 2022

No	Deliverables/ Outputs (all documents submitted as deliverables are to be in English)	Estimated number of working days	To be accomplished by (date)	Reviewed and Monitored By

	and Bahasa)			
1	<ul style="list-style-type: none"> Developing the research proposal and assessment (desk review) of targeted drug treatment centre as research participants. Ethical approval/clearance submission Developing a study protocol <p>Deliverable:</p> <ul style="list-style-type: none"> Research proposal developed Report on assessment of selected Drug Tx as research participants/samples Ethical clearance obtained Study protocol developed 	20	November 12 th , 2021	Programme Officer
2	<p>Conducting research with qualitative and quantitative method to selected drug treatment participants and other selected respondents</p> <p>Deliverable:</p> <ul style="list-style-type: none"> Report on raw data collections submitted 	15	December 3 rd , 2021	Programme Officer
3	<p>Developing the final report of the study along with its scientific publication and public dissemination</p> <p>Deliverable:</p> <ul style="list-style-type: none"> Final report of the study along with its recommendation for future revision developed Dissemination of the result conducted 	25	February 25 th , 2021	Programme Officer
Total number of working days		Total: 60 days		

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 outside Jakarta UNODC will

prepare the travel arrangement

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree in Medicine or Public Health, or Social/Health/Epidemiology related issues (Doctoral would be an advantage)

Working Experience:

- Minimum 8 years of relevant research experience in the field of health, substance and behavioural addiction, drug treatment related services or mental health;
- Proven experience in developing and implementing research protocols and ability to conduct qualitative/quantitative research specific in the issue of COVID-19 with its impact to Mental Health and Addiction;
- Proven experience in publishing scientific publications related to Drug/Substance Use Problems/Addiction, or other issues related to impact of COVID-19 to Drug Treatment Services or People with Drug Use Problems; and
- Strong experiences in working with key population (people with substance use problems or HIV).

III. Competencies and special skills requirement:

- Ability to write any scientific article and proposal;
- Ability to develop a guideline or module;
- Strong motivation and good team player;
- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- 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 qualification, technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 80 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	70
1. Master degree in Medicine or Public Health, or Social/Health/Epidemiology related issues (Doctoral would be an advantage);	15 %	15
2. Minimum 8 years of relevant research experience in the field of health, substance and behavioural addiction, drug treatment related services, HIV/AIDS or mental health;	10 %	10
3. Proven experience in developing and implementing research protocols and ability to conduct qualitative/quantitative research specific in the issue of COVID-19 with its impact to Mental Health and Addiction;	20%	20
4. Proven experience in publishing scientific publications related to Drug/Substance Use Problems/Addiction, or other issues related to impact of COVID-19 to Drug Treatment Services or People with Drug Use Problems;	20%	20
5. Strong experiences in working with key population (people with substance use problems or HIV)	5%	5
Criteria B: Brief Description of Approach to Assignment.	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

Criteria C: Further Assessment by Interview (if any)	-	-	
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Prepared by,



Narendra Narotama
Programme Officer – Sub Prog. 4, UNODC

Approved by,

Zoelda Anderton
O.I.C. Country Manager- UNODC