

Terms of reference



GENERAL INFORMATION

Title: National Expert Consultant for the UNODC Tele-Counselling Training Module

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 and West Java (UNODC will prepare the travel arrangement)

Duration of Assignment: 41 working days within 5 months (*January to May 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

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

On 2 March 2021, the President of the Republic of Indonesia officially announced the first case of Covid-19 which was followed by the pandemic declaration from the World Health Organisation (WHO) on 11 March 2020. This announcement changed the daily life and routines of people globally in a climate commonly referred to as the “new normal”.

The risk of COVID-19 infection has increased for groups of people in special situation and who have difficulty practicing proper social (physical) distancing due to their circumstances. This is especially so for persons in drug rehabilitation centres. These conditions present safety concern for staff in these facilities. The concern includes the systems on how to prevent the spread of COVID-19 in the rehabilitation center and the service delivery mechanism that minimizes the risk of getting infected.

Drug treatment services need to ensure the continuity of adequate access to health and social services for people who use drugs and provide the continuum of care required as described in the International Standards for the Treatment of Drug Use Disorders (UNODC/WHO, 2020) to the best extent possible also in times of crisis.

Therefore, in response to this condition, UNODC is planning to develop a training module for TeleCounselling. This module will be used to train drug treatment practitioners to conduct remote counselling to prevent the risk of the COVID-19 virus and to ensure the service (counselling) continuity during pandemic.

This ToR aims to recruit national expert as a consultant to develop the training module for Tele-Counselling.

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:

- Conduct an expert consultation meeting;
- Develop the first draft of training module trainers and participants (English and Bahasa);
- Conduct a pilot-test training;
- Develop the final training module for trainers and participants (English and Bahasa); and
- Conduct a virtual training to selected practitioners/participants.

Expected Outputs and deliverables

- Expert consultation meeting conducted indicated by the report submission;
- Pilot-test training conducted indicated by the training report submission;
- Final training module for trainers and participants (English and Bahasa) developed; and
- Virtual training to selected participants conducted indicated by the report submission;

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 conduct an expert consultation meeting, to pilot-test the module, develop the training module for trainers and participants (English and Bahasa), and conduct a virtual training to selected participants 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 January to May 2022

No	Deliverables/ Outputs (all documents submitted as deliverables are to be in English and Bahasa)	Estimated number of working days	To be accomplished by (date)	Reviewed and Monitored By
1	<ul style="list-style-type: none"> • Conduct an expert consultation meeting • Develop the first draft of training module trainers and participants (English and Bahasa) • Conduct a pilot-test training Deliverable: <ul style="list-style-type: none"> - Report on expert consultation meeting developed - Submission of the first draft training module for trainers and participants (English and Bahasa) - Report on pilot-test training developed 	3 15 5	March 2021	Programme Officer

2	<ul style="list-style-type: none"> - Develop the final version of training module trainers and participants (English and Bahasa) - Conduct a virtual training to selected participants <p>Deliverable:</p> <ul style="list-style-type: none"> - Submission of the first draft training module for trainers and participants (English and Bahasa) - Report on pilot-test training developed 	15 3	May, 2022	Programme Officer
Total number of working days		Total: 41 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 Medical/Medicine or Psychology (Psychiatrist or Psychologist by profession would be an advantage)

Working Experience:

- Minimum 8 years of relevant working experience in the field of drug treatment and therapy, substance and behavioural addiction;
- Proven experience in developing and implementing research and ability to conduct qualitative/quantitative research specific in the issue tele-medicine/tele-counselling/telepsychiatry;
- Proven experience in developing training module of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction;
- Proven experience in participating Training of Trainers of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction; 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;
- Ability to develop a guideline or training 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; and
- Ability to work under pressure and handle multi-tasking situations.

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:

- responsive/compliant/acceptable, and*
- 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

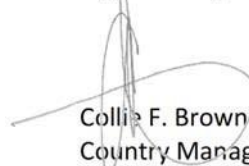
Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	70
1. Master degree in Medical/Medicine or Psychology (Psychiatrist or Psychologist by profession would be an advantage);	10 %	10
2. Minimum 8 years of relevant working experience in the field of drug treatment and therapy, substance and behavioural addiction;	15 %	15
3. Proven experience in developing and implementing research and ability to conduct qualitative/quantitative research specific in the issue tele-medicine/ tele-counselling/ telepsychiatry ;	15%	15
4. Proven experience in developing training module of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction ;	15%	15
5. Proven experience in participating Training of Trainers of relevant subjects in the field of drug treatment and therapy, counselling, substance and behavioural addiction; and	10%	10
6. 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)	-	-
<input type="checkbox"/> Proficient in English and Bahasa languages, spoken and written.		

Prepared by,



Narendra Narotama
Programme Officer – Sub Prog. 4, UNODC

Approved by,



Collie F. Brown
Country Manager- UNODC