



TERMS OF REFERENCE

Individual Contractor

POST TITLE:	National Drugs and Health Specialist
ORGANIZATION SECTION/UNIT:	UNODC Sub-Programme 5 Drugs and Health
POST LEVEL:	Specialist
CONTRACT TYPE:	Long Term Agreement (LTA)
WORK LOCATION:	Phnom Penh, Cambodia
PROPOSED START/IGN DATE:	01 July 2022
ACTUAL WORK TIME:	The initial assignment is up to 120 days per year expected from July 2022 to July 2023, with possible extension up to three years based on the needs and satisfactory performance of the consultant.

1) GENERAL BACKGROUND

The mission of the United Nations Office on Drugs and Crime (UNODC) is to contribute to peace, security, human rights, and development by making the world safer from drugs, crime, corruption, and terrorism. UNODC Regional Office for Southeast Asia and the Pacific is mandated to work with the governments, civil society, and the private sector partners in the region and provide technical assistance in building social resilience and protecting vulnerable communities. One of the key areas of UNODC Regional Programme for Southeast Asia and the Pacific 2022-2026 is to respond to the production trafficking, and non-medical use of drugs.

UNODC regional programme on drugs and health has been supporting the relevant national stakeholders in Cambodia to improve availability and access to drug demand reduction, and related health services including HIV prevention, treatment and care for people who use drugs. In particular, UNODC has been working with the national counterparts from the health department, civil society organizations and related partner organizations to further strengthen provision of evidence-based services for treatment of people with drug use disorders, as well as HIV prevention and care interventions among people who use drugs. UNODC requires a national drugs and health specialist to provide technical assistance to the national counterparts to implement the recommendations outlined in the 2016 UN General Assembly Special Session on the World Drug Problem.

2) SCOPE OF WORK

The main role of the National Drugs and Health Specialist is to provide technical assistance for priority policy initiatives in the field of drug demand reduction and HIV prevention through the following set of activities:

Technical Advisory & Capacity Development

- a) Provide high quality technical inputs to trainings and technical assistance to partners on matters related to drug demand reduction and HIV prevention for people who use drugs

- b) Provide technical input and support for capacity building on evidence-based programmes and interventions on drugs and health
- c) Make recommendations for course of action with a focus on activities with greatest impact to affect change
- d) Identify barriers and propose solutions for policy interventions and development

Project Design and Formulation:

- e) Prepare conceptual frameworks/concept notes based on developmental challenges within target sectors reports on participation at national and subnational level meetings, workshops, and events, entailing the key findings, observations, and recommendations
- f) Prepare project documents following UNODC rules and procedures
- g) Provide technical support and inputs in identifying the capacity needs in promoting accessibility and availability of evidence-based interventions and programmes in UNODC mandate areas of drugs and health as well as health in prisons
- h) Prepare reports and power point presentations for policy engagement
- i) Develop work plans, budgets, monitoring, and procurement plans
- j) Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices

Separate ToRs will be developed for the specific services needed within the scope of the LTA. The consultants shall ensure confidentiality of all the information received during the assignment.

3) INSTITUTIONAL ARRANGEMENT

The consultant will be responsible to deliver the expected outputs of the assignment and shall report directly to the concerned focal point as listed in specific separate TOR, but directly reporting to UNODC Drugs and Health Programme. The consultant will work in close collaboration with other UNODC Cambodia staff (programme assistants and advisors).

4) DURATION OF THE WORK

The initial assignment is up to 120 days per year expected from July 2022 to July 2023, with possible extension annually (up to 3 years) based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to three years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. Separate ToRs will be developed for the specific services needed within the scope of the LTA.

5) DUTY STATION

The duty station for this assignment is Phnom Penh, Cambodia. This will be specified for each assignment in separate TORs. DSA, and all other related actual costs (etc. local travels) will be covered by UNODC, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the (BSAFE) training prior to travelling at below website prior to travelling.

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>)

6) MINIMUM QUALIFICATION OF THE INDIVIDUAL CONTRACTOR

The assignment requires a qualified individual with the following academic qualifications and expertise:

Education

- Master's Degree (with 5 years relevant work experience) or bachelor's degree (with 7 years' relevant work experience) in medicine, health, public health or related fields.

Experience

- A minimum five years of relevant work experience in the field of drugs and health with a master's degree (or) a minimum seven years of similar experience with a first level degree in health-related fields is required.
- Experience of providing technical support in program development or implementation of evidence-based interventions for people who use drugs in drug demand reduction, harm reduction and health in prisons or related public health issues in Cambodia is required.
- Relevant work experience with UN agencies, Cambodian government, and civil society organizations is desired.
- Strong knowledge about drug policies, legislations as well as strategies and programmes on drugs and public health in Cambodia is required.
- Experience in community-based treatment care of people with drug use disorders and drug demand reduction in the Cambodian context is desired.
- Ability to communicate and engage groups or networks of people who use drugs and other key populations is required
- Experience and skills on preparing, reviewing, editing technical documents and reports related to drugs and public health related matters is desired.
- Proficient computer skills, especially Microsoft Office Suite is required.

Competency

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Strong reporting and writing skill and excellent interpersonal skills

Language

- Fluent in Khmer

- Good written and spoken English

7) CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR

Technical Evaluation Criteria	Obtainable Score
Bachelor's degree or above in medicine, health, or public health	20
A minimum ten years of relevant work experience in the field of drugs and health with a master's degree (or) a minimum seven years of similar experience with a first level degree in health-related fields	20
Experience of providing technical support in program development or implementation of evidence-based interventions for people who use drugs in drug demand reduction, harm reduction and health in prisons or related public health issues in Cambodia	20
Strong knowledge about drug policies, legislations as well as strategies and programmes on drugs and public health in Cambodia	20
Experience and skills on preparing, reviewing, editing technical documents and reports related to drugs and public health related matters	10
Fluency in English and Khmer	10

8) PAYMENT MILESTONES

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per agreed ToR.

The contractor can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNODC.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee. The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.