



TERMS OF REFERENCE
NATIONAL CONSULTANT

CONSULTANT TO CONDUCT RESEARCH ON EPIDEMIOLOGY OF DRUG ABUSE (INCLUDING HIV/AIDS WITHIN DRUG USERS GROUPS) IN CABO VERDE, GHANA, TOGO, GUINEA BISSAU, SIERRA LEONE, AND BENIN

A- BACKGROUND OF THE ASSIGNMENT:

Drug abuse is major public health problem worldwide. While an estimated 246 million people aged 15 to 64 years used at least one illicit drug in 2013, more than 1 in 10 of the drug users are either injecting drugs or engaging in long duration or regular use of opioids, cocaine and/or amphetamines. Furthermore, West Africa serves as a transit area for illicit drugs such as heroin bound for Europe and other regions. While communities in West Africa suffer from psychosocial, economic, and health consequences of drug abuse, unavailability of reliable data for monitoring the extent, patterns, and trends of drug abuse constitutes a major setback to prevention, and demand reduction efforts in the region.

UNODC, in collaboration with ECOWAS is implementing the project - "Support to ECOWAS Regional Action Plan on illicit drug trafficking, organized crime related to it and drug abuse in West Africa (XAW/Z28 - SB-004586 - FED/2014/337-573)" funded by the European Union. Among the four outcomes of the project, Outcome 2 aims to ensure that harmonised information on drug abuse epidemiology and data collection are available in the region. Output 2.5 relates to the conduct of research on epidemiology of drug abuse (including HIV/AIDS within drug users groups) in selected countries in West Africa.

B. PURPOSE OF THE ASSIGNMENT:

The consultant(s) will be responsible for conducting drug use research (including HIV/AIDS within drug users groups) in selected countries in West Africa. He/she (in consultation with UNODC) will be responsible for the entire processes of data collection, analysis, and reporting.

C. SCOPE OF WORK:

The consultant will work under the direct supervision of the Programme Officer (Epidemiology) and will closely work with the experts and national focal points in the country of assignment. The consultant will carry out the following activities, in line with the priorities of Outcome 2 of Project XAW/Z28:

1. Prepare a full proposal for research on the planning and implementation of research on epidemiology of drug use (including HIV/AIDS within drug user groups) in Cabo Verde, Ghana, Togo, Guinea Bissau, and Republic of Benin focusing on at least one of the following:
 - a. Trends and patterns of drug use within and across populations;
 - b. Interplay of individual, family, environmental/societal factors in drug use among populations;
 - c. Assessment of size of injecting drug users in specific areas/settings, high risk behaviours, prevalence of HIV and hepatitis among intravenous drug users;
 - d. Causal mechanisms in the onset, maintenance, and remittance of drug use, as well as factors which protect against drug abuse; or
 - e. Drug use over a life course including processes in growth and development which influence drug use trajectory patterns and behavioral, socioeconomic, and health consequences of drug use including HIV and other infectious diseases.
2. Prepare work-plans and budget requests to ensure that the study is kept within the allocated budget.
3. Prepare monthly narrative and financial progress reports and communicate regularly with the research committee.
4. Ensure a high level of engagement with national stakeholders (government and civil society) in Member States in all phases of the research.
5. Develop timely and improved methodologies with high accuracy and efficiency to promote analytic yield of drug use epidemiologic data.
6. Ensure quality in data collection and providing support, supervision and monitoring.
7. Develop tools for the research in collaboration with the project research committee.
8. Conduct the processes of the research including data collection, entry, analysis of research data, and prepare report of research findings.
9. Actively participate in meetings where dissemination of the findings, recommendations, follow-up actions of the research are conducted.

D. EXPECTED OUTCOMES:

The expected outcome of this assignment is the conduct and dissemination of findings of the research on conduct of research on epidemiology of drug abuse (including HIV/AIDS within drug users groups) in selected countries. The details of the deliverables are as described below:

Activity	Deliverable	Estimated timeframe
Develop proposal, including workplan and budget for the research.	Proposal including workplan and budget for the research	5 working days
Implementation of the research	Research data	15 working days (including the time taken for data collection)

Data entry and analysis	Data files in excel, stata, spss, or transcript in word document (qualitative study)	5 working days
Preparing Draft Report of research	Draft Report of research	10 working days
Submit Final Report on the research	Final Report endorsed by Member States	2 working days
Attend/present research dissemination meeting	Attendance/presentation research dissemination meeting	1 working day

E. METHODOLOGY

The national consultant will establish a validated work plan with the UNODC Programme Officer (Epidemiology) and will periodically consult with him at key stages of the survey implementation in the conduct of this assignment. He will be managed by the UNODC Programme Officer (Epidemiology) in collaboration with the Drug Research Section Research and Trend Analysis Branch, UNODC, HQ, Vienna. It is expected that the consultants will be directly responsible to the UNODC-led project research committee under the overall supervision of the Project Coordinator.

Proposed period: The duration of the contract shall be 40 working days. The contract is expected to commence on 1st August and end on 31st December, 2017 (depending on the local factors and logistics). Adjustments in timeframe may therefore be necessary.

Travel deemed necessary for the conduct of the consultancy will need to be approved in advance by UNODC, and related costs will be covered according to the prevailing rules and regulations of the United Nations.

F. DELIVERABLES

During the process and at the end of this assignment, the national consultant will make the following available to the UNODC Programme Officer (Epidemiology):

- i. A detailed plan of work jointly designed by the consultant, UNODC, and national stakeholders in country of assignment at the start of the consultation process;
- ii. A first progress report after the first 29 days of work; and
- iii. A final report incorporating key recommendations at the end of the 40 days.

G. PAYMENT OF THE CONSULTANT

DELIVERABLES	Payment
Provisional report (after 29 working days)	65%
Final report	35%

H. DURATION OF THE ASSIGNMENT

The duration of the assignment shall be 40 working days.

I. RÉMUNÉRATION

The consultant shall be paid on the basis of a financial offer accepted by UNDP following a competitive selection process.

J. QUALIFICATIONS AND COMPÉTENCES

Academic qualifications:

Academic Qualifications in social sciences or related technical field such as public health, development, psychology, demography, children or social research.

Knowledge, skills and experience:

Essential:

- Five years of progressive professional experience in programme design, administration, monitoring and evaluation or research design and management.
- Good qualitative and quantitative research skills including experience in conducting community-based processes and/or research on drug (including alcohol) use and social issues.
- Experience of managing a team
- Excellent knowledge of language of country where candidate is applying to conduct the study (i.e. English, French, or Portuguese).
- Proficient in Microsoft Office (Word, Excel, Powerpoint) and relevant internet and email software.
- Experience in computer data entry for research analysis is strongly required.

Desirable:

- Experience in conducting research specifically on drug use epidemiology and large scale surveys.
- Good working knowledge of drug use epidemiology and contacts relevant to the conduct of the study would be desirable.
- Proven ability to work with and coordinate a multi-sectoral team.

Competencies required:

- Highly organized: able to plan, implement and monitor work with good attention to detail.
- Highly motivated: able to motivate and build the capacity of others and to drive initiatives forward with minimal day-to-day supervision.
- Ability to take the initiative within clearly defined parameters.
- Analytical and conceptual ability; excellent communication skills.
- Ability to make timely and quality judgments and decisions.

- Proven ability to keep to deadlines.
- Ability and willingness to work as part of a team; demonstrated ability to work with people of all ages including adolescents and young people.
- High tolerance for operating in an environment characterized by uncertainty and ambiguity.
- Commitment to continuous learning for professional development.

K. PRESENTATION OF THE OFFER

A Curriculum Vitae (CV) indicating experiences in the subject area.

TECHNICAL EVALUATION CRITERIA

Evaluation of the technical proposal		Note maximum	Consultant				
			A	B	C	D	E
1.	Relevant qualification and experience	70					
2.	Experience in collaboration with Ministry of Education, Ministry of Health, National Statistics Bureau (INSP) and other national stakeholders in the conduct of research in social sciences	30					
Total		100					

L. APPENDICES

N/A

How to apply:

1. Complete UN Personnel History Form (P11 form);
2. Prepare a brief concept note (maximum length - 5 pages) highlighting proposed objectives and methodology;
3. Curriculum Vitae; and
4. Financial proposal.

O. APPROBATION

These agreed terms of reference are approved by
The Country Director of the United Nations Development Program.

Signature

Date

[Handwritten signature]
27/07/2017

