Vacancy Announcement No. VA/DDR/2020/011

Proposed Job Title: National Consultant (For National Pharmacological Protocol and Quality Assurance Mechanism Development)

Organization/Project: United Nations Office on Drugs and Crime (UNODC), Country Office for Afghanistan/ Drug Demand Reduction

Type of Contract: Individual Contract (IC)

Number of Post: Two

Location: Kabul

Duration: 20 working days (10 August 2020 to 30 October 2020)

Closing date: 25 July 2020

BACKGROUND:

In March 2020, UNODC/WHO International Standards of Treatment for Drug Use Disorders (hereafter, the Standards) were launched at the 63rd session of the Commission of Narcotic Drugs in Vienna. UNODC and WHO were requested to support Member States in their efforts of establishing evidence- and human-rights-based treatment and recovery support for people with drug use disorders in line with the Standards.

The pharmacological treatment (Medication Assisted Therapy: MAT) for Drug Use Disorders is one of effective evidence-based treatments as explained in the Standards, however, the availability, accessibility and quality of MAT is still limited in Afghanistan. Whereas MAT has been piloted in clinics and prison settings within major four provinces, there are significant needs for its scaling up with proper guidance and capacity building support. UNODC, in coordination and collaboration with international and national experts, has been working on the development of national pharmacological protocols and its training materials to guide national experts appropriately on MAT in an evidence- and human-rights-based and practical way.

Furthermore, UNODC has piloted the Quality Assurance Mechanism and Tools for Drug Dependence Treatment in 2017, which is based on the Standards. In this context, development and piloting of the Quality Assurance Mechanism and Tools for MAT, which will be globally utilized but applicable to Afghanistan context, would be also beneficial to the country for its monitoring and evaluation of the quality of MAT services provided in drug treatment settings. UNODC, in coordination with the government counterparts and with support from international and national consultants, hopes to finalize national pharmacological protocol development and development of the Quality Assurance Mechanism and Tools on MAT. Hereby, UNODC recruits two short term consultants to support development and adaptation of national pharmacological protocol and development of QA MAT tools for future piloting and utilization in Afghanistan.

SCOPE OF WORK AND DELIVERABLES:

The purpose of this assignment is to support finalization of national pharmacological protocol, its training materials and development of the Quality Assurance Mechanism and Tools on
Medication Assisted Treatment (QA MAT), by providing inputs from Afghanistan, including data, comments, feedbacks to developed draft materials in coordination and cooperation with international consultants. The consultants will work under the overall supervision of the UNODC Prevention, Treatment and Rehabilitation Section (PTRS) and the UNODC Representative for Afghanistan. On a day to day basis the consultant will work in close, proactive communication with the UNODC national demand reduction team. The consultants will be part of a team that includes four international experts in the field of treatment and care for people with drug use disorders.

DELIVERABLES:

- Provision of timely information and inputs to developed draft pharmacological protocol, its training materials and other relevant tools, and draft QA MAT such as data on drug demand reduction, HIV and other comorbidities from drug treatment and other health services, available national resources and capacities, comments and feedbacks etc;
- Reports from drug treatment site visits, interviews and/or focus group discussions with practices and clients at the drug treatment services to collect relevant data and information when necessary;
- Participations in conference calls with UNODC and International Consultants to guide culturally appropriate and practical technical material development.

PAYMENT MODALITY:

The Consultant will be paid upon satisfactory delivery of services/outputs as soon as possible after the establishment of the regular progress reports. The estimated number of working days do not include days of travel, even if the flight ticket is supported by UNODC. The Consultant will receive a daily fee for each working day, as specified in the contract and in accord with United Nations rules regarding consultants contracting.

One payment will be made after successful provision of requested inputs to draft technical tools developed by UNODC and international consultants.

INSTITUTIONAL ARRANGEMENTS:

UNODC PTRS and UNODC Afghanistan (DDR group) will serve as the focal point for providing both substantive and logistical support to the consultant. In close cooperation and consultation with UNODC and international consultants working on the project, the consultant will provide requested inputs as described in this ToR. The proposed assignment is a home-based assignment with potential site visit in Afghanistan.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS:

The contractor shall submit a price proposal as below:

- Daily Fee – The contractor shall propose a daily fee which should be inclusive of his/her professional fee, local communication cost. the number of working days for which the daily fee shall be payable under the contract is 20 working days;
- In order to determine the appropriate level of remuneration for the consultant, the Programme Officer will establish a report based on the mission outputs, beneficiaries’ feedbacks and consultant performance. The Consultant will be paid upon satisfactory delivery of services/outputs as soon as possible after the establishment of the regular progress reports.
- The estimated number of working days do not include days of travel, even if the flight ticket is supported by UNODC. The Consultant will receive a daily fee for each
working day, as specified in the contract and in accord with United Nations rules regarding consultants contracting.

COMPETENCIES:

- Demonstrate capacity to provide experienced advice on best practices;
- Ability to analyse data, draft report, conduct interviews, and carry out analysis of results;
- Ability to deliver when working under pressure and within changing circumstances;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent interpersonal skills;
- Computer skills (Word, Excel and Power Point);
- Possess excellent analytical, drafting and communication/writing skills in English;
- Proven capacity to produce high-quality reports;
- Knowledge of UNODC drug demand reduction policies, programmes and technical tools, related assessments and UNODC and other relevant international guidelines on drug dependence treatment and care, shall be considered as an asset.

QUALIFICATION AND EXPERIENCE:

Education:

- Bachelor degree in the field of social sciences, health, public health, medicine or related fields.

Experience:

- Previous experience in treatment of substance use disorders and performing related work for drug dependence treatment and care;
- At least 3 years of experience in the field of drug demand reduction/treatment and rehabilitation;
- Intercultural work experience and/or experience working experience with the UN desirable;
- Previous working experience with international organization such as the UN shall also be considered as an advantage.

Languages:

- Excellent command of spoken and written in English.
- Excellent command of spoken and written of national languages.

Computer Skills: Proficiency in current office software applications (Excel, Word, PowerPoint) is required.

EVALUATION METHOD AND CRITERIA:

Individual Consultant will be evaluated based on the following methodology:

The award of the contract shall 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 technical and financial criteria specific to the solicitation.

* Technical Criteria weight 70%
* Financial Criteria weight 30%
Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**Technical Proposal (70 marks)**

- Technical Approach & Methodology (25 marks) – This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.

- Work Plan (20 marks) – The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

**Qualification and Experience [evaluation of CVs for shortlisting]**

- General Qualification (10 marks);
- Experience relevant to the assignment (15 marks).

**Documents to be included when submitting proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- Duly accomplished Confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II); as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Personal CV, indicating all experience from similar projects.

**Technical proposal:**

- Brief description of why the individual considers him/herself as the most suitable candidate for the assignment;
- A methodology, on how they will approach and complete the assignment and work plan as indicated above.

**Submission of application:**

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), which can be downloaded from [http://www.unodc.org/afghanistan/en/vacancies.html](http://www.unodc.org/afghanistan/en/vacancies.html)

Interested and qualified Afghans national candidates should email their applications (indicating on the subject line the vacancy number and the title of the position applied for) to unodc-afghanistanvacancies@un.org

**Financial Proposal:** interested candidates are requested to download the financial proposal from following website [http://www.af.undp.org/content/afghanistan/en/home/jobs.html](http://www.af.undp.org/content/afghanistan/en/home/jobs.html) that indicates all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided and send it along with cover letter and P.11 form.

Please note that incomplete applications & applications received after the closing date (25-July-2020) will not be given consideration.

**Qualified female candidates are strongly encouraged to apply.**