



TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

Post Title	Review of Selected National Programmes in Prison Settings
Country of Assignment	Malawi
Duty Station	Lilongwe
Duration	30 Days (<i>within 3 consecutive Calendar Months</i>)
Supervision	Regional Programme Coordinator
Quality Assurance	Regional Office for Southern Africa

BACKGROUND

HIV and AIDS are serious threats in many countries and present significant challenges for prison and public health authorities and national governments. The levels of HIV infection among prison populations worldwide are much higher than in the general population. Because most prisoners are in prison for only a short period of time before they re-enter their communities, it is acknowledged that prisoners and prison staff are part of the broader community and that the health threat of HIV within and outside prisons are linked. Nonetheless, prisons, prisoners and prison staff are often neglected in efforts intended to tackle the epidemic.

UNODC’s Regional Office for Southern Africa is running a regional programme entitled HIV Prevention, Treatment, Care and Support in Prisons Settings in Southern Africa covering Ethiopia, Malawi Mozambique, Namibia, Swaziland, Tanzania and Zambia, with the objectives to prevent new HIV infections specifically related to incarceration in selected countries in Sub-Saharan Africa.

In line with the objective of this Programme, this assignment aims to support efforts by the Malawi Prison Service to inventory, review and assess health programmes, initiatives and activities implemented by different stakeholders, as well as health services available to prison staff and prisoners at selected sites in prisons in Malawi as to their quality, accessibility and sustainability. As part of the assignment, a “good practice” paper will be produced to promote successful initiatives in the country and the region. The final comprehensive report will also make specific recommendations and highlight human rights, leadership and gender issues to guide further targeted interventions. The Good Practice paper and the comprehensive report will be presented to relevant stakeholders at a National Dissemination Meeting.

INSTITUTIONAL ARRANGEMENT

The consultant will work under the direct supervision of the UNODC Regional Programme Coordinator, and will work closely with the UNODC National Project Coordinator in Malawi and the Head of Health and Sanitation of the Malawi Prison Services. The National Project Coordinator will review reports and submit to the Regional Programme Coordinator for further review and approval of all reports.

PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to undertake reviews of health programmes implemented in the **selected sites** within the Malawi prison system by various stakeholders, with the objective to discern good practices and recommend additional effective, human rights and evidence-based, as well as gender sensitive responses. Particular emphasis should be placed on:

MAKING THE WORLD SAFER FROM DRUGS, CRIME AND TERRORISM

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- Type and focus of programmes
- The responsible agency behind the programme;
- Duration of the programme;
- Objectives, activities and outputs/outcomes;
- Existing plans on transitional mechanisms for the handover of the programme;
- Assessment on costs and funding;
- Identified gaps and good practices;
- Special highlight on leadership, gender and human rights issues

The consultant must rate each identified programme on the basis of the **quality** of service provided through that programmes, the level of **accessibility**, for prisoners and prison staff as well as identifying the possibility of **sustainability** of such programme.

SCOPE OF WORK

The consultant will be expected to:

1. Develop tools for the review a selected health programme at selected sites within prison settings in Malawi,
2. Sample the sites of interest, and plan for data collection accordingly;
3. Profile each selected programme according to provided guidelines. (See 'Purpose of the Consultancy' above),
4. Review selected health programmes at selected sites;
5. Lead validation meeting with Malawi Prison Services senior staff, UNODC and Project Steering Committee members,
6. Develop a *Good Practice* paper based on **one** programme in the country;
7. Deliver a comprehensive report on the review of selected programmes from selected sites within Malawi's prison system and
8. Present both the report and the "good practice" paper at a National Dissemination Meeting.

DURATION OF ASSIGNMENT

This assignment should be completed in 30 working days and expected to be carried out over a period of maximum 3 (three) consecutive calendar months:

Deliverables	Timeline(s)
Inception: Development of an inception proposal, data collection tools and work plan including initial briefing meeting with UNODC and Malawi Prison Services Health personnel.	4 working days following acceptance of the consultancy.
Fieldwork: conducting reviews of selected prison health programmes and consultations with relevant stakeholders	10 working days after approval of the inception report
Report Writing: Development of a report and good practice paper	10 working days following completion of fieldwork
Validation Meeting: Presentation of the draft report & draft good practice paper to Malawi Prisons Service, Project Steering committee and UNODC.	1 working day following report write-up and prior submission to UNODC for distribution to relevant stakeholders to provide inputs.
Dissemination: Facilitation of a dissemination meeting, and submission of report and good practice paper.	5 working days following incorporation of inputs from the validation meeting and final review and approval of the documents by UNODC & MPS
Total days of work	30 working days

DELIVERABLES

- Inception Report (with annexes-detailed workplan, data collection tools, etc);
- Draft Report on Review of selected health programmes in Malawi Prison Settings;
- Final Report on Review of selected health programmes in Malawi Prison Settings;
- Good Practice paper on a selected programme implemented in MPS;
- Presentation at Dissemination Meeting
- Consultancy closure report (Overall report of the work undertaken, including challenges and recommendations).

FINANCIAL

The consultant will receive remuneration in accordance to his/her qualification and in line with UN financial rules and regulations. Remuneration will be released in four separate installments subsequent to receipt and approval of deliverables by UNODC:

- The first installment amounting to 20% of the total cost of the contract will be released upon receipt and UNODC's approval of an inception proposal with proposed data collection tools and workplan;
- A second installment of 30% of the total cost of the contract will be released following submission and UNODC's approval of a draft report on the review of selected health programmes in Malawi Prison Settings
- A third installment of 30% of the total cost of the contract will be released following submission and UNODC's approval of a final report and best practice paper; and
- A final instalment amounting to 20% of the total cost of the contract will be released upon facilitation of the dissemination meeting and submission and UNODC approval of a consultancy closure report.

NB: All Envisaged travel costs must be included in the financial proposal.

QUALIFICATIONS, SKILLS, ATTRIBUTES AND EXPERIENCES

A successful candidate must meet the following criteria:

Education

- A post graduate Degree in Health, social sciences or equivalent. Specialization in the field of HIV & TB will be an advantage.
- An additional qualification in Public Administration and Management or Developmental studies will be an added advantage;

Working Experience

- At least 3-5 years' working experience in field related to HIV & TB will be preferred.
- At least five years' experience of working on data collection, analysis and dissemination. Knowledge and previous use of UN standards, systems and tools is desirable.
- Previous work and direct working relationships with UN agencies (*either in consultation or in any service provision*) will be an advantage.
- Demonstrate knowledge and experience in coordination of multisectoral national HIV & AIDS responses in a leadership role;

Knowledge and skills

- Good domain and understanding on prisons and prison health.
- Good domain and understanding of the context of health issues in prisons,
- Knowledge of national policies and strategies and plans on HIV & AIDS and TB is essential.
- Good domain and understanding of regional (SADC) and international standards on HIV & TB prevention, care, treatment and support in prison settings is required.

- Good skills and knowledge of facilitation and moderation of dissemination seminars (including producing the synthesis of the discussions) are required.
- Excellent report writing skill is highly required.

Languages and Computer Skills

- Proficiency in written and spoken English, including the ability to draft reports at a professional level, is required.
- Knowledge of MS Office package (MS Word, advanced MS Excel and MS Access) will be required.

ENQUIRIES & SUBMISSION OF APPLICATIONS

Interested individual consultants are invited to apply by submitting:

- Detailed CVs and motivation letter;
- Technical proposal;
- Financial proposal, in line with the activities mentioned in the technical proposal;
- Completed P11 Form

to procurement.za@unodc.org by COB 14 December 2014.

Correspondence will be limited to shortlisted candidates only.

For any further information regarding this assignment, please contact Chimwemwe Thole on: chimwemwe.thole@unodc.org or +265 1 770 770

Qualified women are encouraged to apply.

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