



## TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<b>Post Title</b>	<b>Review of National Curricula in Prison Training Academies (Re-advertisement)</b>
<b>Country of Assignment</b>	Angola, Ethiopia, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzanian (including Zanzibar), Zambia and Zimbabwe
<b>Duty Station</b>	Pretoria
<b>Preferred Start Date</b>	01 September 2013
<b>Duration</b>	45 working days (within 3 calendar months)
<b>Supervision</b>	Regional Programme Coordinator
<b>Quality Assurance</b>	Regional Service Centre
<b>BACKGROUND</b>	
<p>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.</p> <p>UNODC's Regional Office for Southern Africa is running a regional programme titled HIV Prevention, Treatment, Care and Support in Prisons Settings in Southern Africa which was initially 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.</p> <p>In line with this objective, this assignment aims at supporting efforts to review the national curricula of prison training institutions with regards to the inclusion of HIV/AIDS and other communicable diseases in the health component of the curricula in the ten benefiting countries; namely, Angola, Ethiopia, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Zambia and Zimbabwe. The findings will be presented in one full regional report and disseminated on a country basis to relevant stakeholders within the national correctional services. The objective of the review and ensuing dissemination is to revise and strengthen national training curricula for an effective gender sensitive, human rights and evidence based response to HIV &amp; AIDS, TB and STIs in prison settings in all target countries.</p>	
<b>INSTITUTIONAL ARRANGEMENT</b>	
<p>The consultant will work under the direct supervision of the UNODC Regional Programme Coordinator, based in ROSAF, Pretoria and will work closely with the Regional Monitoring and Evaluation Manager and the Advocacy and Communication Associate, as well as closely with the National Project Coordinators in the seven countries and HIV (Prison Health focal persons) in countries where UNODC does not have Offices. The Regional Project Coordinator will review and approve all reports.</p>	
<b>PURPOSE OF THE CONTRACT</b>	
<p>The consultant will review the national curricula of prison training institutions (academies) in the ten benefitting countries and deliver one comprehensive regional report on the reviews of curricula of prison training institutions in each target country, with regards to the Health section of the curricula, and more emphasis on the inclusion/mainstreaming of HIV/AIDS and other communicable diseases. The consultant will further support and strengthen the national prison training academies' programmes to include HIV and AIDS prevention, treatment, care and support as a subject of their core curricula through a regional sensitisation/training of the curriculum focal persons and training academies authorities.</p>	

**SCOPE OF WORK**

The consultant will be expected to:

1. To review the health component of national curricula of prison training institutions in the ten benefitting countries with regards to the inclusion of HIV/AIDS and other communicable diseases.
2. To deliver one comprehensive report on the review of the national curricula in all target countries.
3. To develop a mainstreaming strategy for the inclusion of the UNODC HIV in Prisons curricula.
4. To facilitate a regional training seminar with curricula review focal persons and authorities of the national prison training academies and sensitising them towards the inclusion/mainstreaming of the HIV/AIDS and other communicable diseases component.

**DURATION OF ASSIGNMENT**

This assignment is for 45 days within three consecutive calendar months, from the date of signature of the contract.

During this period, the following deliverables are expected to be produced within the stipulated estimated time frames.

<b>Product Deliverable</b>	<b>Timeline</b>
In close collaboration with the National Project Coordinators in each benefitting country, collect and review national curricula from prison academies, with regards to the inclusion of HIV/AIDS and other communicable diseases in the health component of the training curricula, and produce a report highlighting gaps, lessons and good practice.	20 working days
Develop a strategy of mainstreaming HIV and AIDS into the prisons training curricula and incorporating the UNODC Regional training package into the prisons training curricula.	20 working days
In close collaboration with the Regional Project Coordinator, design, prepare and facilitate a regional training seminar with curricula review focal persons and authorities of the national prison training academies to sensitise and train them on the developed strategy for inclusion/mainstreaming of the HIV/AIDS and other communicable diseases component, into the already existing curricula	5 working days
<b>Total days of work</b>	45 working days

**DELIVERABLES**

- Inception proposal and workplan
- Report on the review of prison curricula from 10 countries
- Mainstreaming strategy

- Workshop report
- Final Assignment report

## FINANCIAL

The consultant will receive remuneration in accordance to his/her/its qualification and in line with UN financial rules and regulations. Remuneration will be released in three separate installments subsequent to appointment of a successful candidate. The first installment, amounting to 20% of the total cost of the contract will be released upon signature of the contract and UNODC receipt and approval of the inception proposal and workplan, another installment amounting to 60% of the total cost of the contract will be released following UNODC receipt and approval of a curricula review report and draft strategy and a final installment amounting to 20% of the total cost of the contract will be released upon receipt and UNODC approval of a final assignment report and presentation to the HIV Unit .

## QUALIFICATIONS, SKILLS, ATTRIBUTES AND EXPERIENCES

A successful candidate must meet the following criteria:

### *Education*

- A Postgraduate Degree in Public Health, or equivalent (e.g. MSc in community Health, Penology, etc). Specialisation in the field of HIV & TB, will be an advantage.

### *Working Experience*

- At least 3-5 years' working experience in field related to HIV field will be preferred.
- At least 3 years of HIV mainstreaming will be preferred.
- Previous work in prison setting will be an added advantage.

### *Knowledge and skills*

- Good domain and understanding on prisons and prison health.
- Good domain and understanding of the context of health issues in prisons of SADC region, including WHO and UN standards, regulations and work around legislation on health, are desired.
- Knowledge of national policies and strategies and plans on HIV & AIDS and TB is essential.
- Good domain and understanding of regional (SADC) and international regulations and standards on HIV & TB prevention, care, treatment and support in prison settings are required.
- Good skills and knowledge of facilitation and moderation of dissemination seminars (including producing the synthesis of the discussions) are required.
- Good research skills and knowledge, including research methodologies, data collection and analysis and the ability to draft reports at a professional level, are desired.

### *Languages and Computer Skills*

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

#### ENQUIRIES

Any further information regarding this assignment can be obtained by contacting Nthabeleng Motsomi-Moshoeshoe on: [nthabaleng.motsomi@unodc.org](mailto:nthabaleng.motsomi@unodc.org)

#### SUBMISSION OF APPLICATIONS

Qualified and interested individual consultants are invited to submit:

- Cover letters and detailed CV'S,
- Technical proposal,
- Financial proposal
- P11 Form

to: [procurement.za@unodc.org](mailto:procurement.za@unodc.org) (cc: [linda.vernout@unodc.org](mailto:linda.vernout@unodc.org)) not later than COB 19 August 2013.

**Correspondence will be limited to shortlisted candidates only.**

*Qualified women are encouraged to apply.  
UNODC reserves the right NOT to fill this position*