# Terms of Reference – Institutional Contract

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Institutional Contract – Development of the Namibian Correctional Service (NCS) Health in Correctional Institutions Policy and Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Assignment</td>
<td>Namibia</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Duration</td>
<td>30 Days over maximum three (3) consecutive months starting not later than 01 September</td>
</tr>
<tr>
<td>Supervision</td>
<td>UNODC Regional and National Programme’s Coordinators and National Steering Committee</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>UNODC Regional Office for Southern Africa</td>
</tr>
</tbody>
</table>

## 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 and prison settings are recognized as a high-risk environment. As 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 public health threat of HIV and other diseases within and outside prisons are linked. Nonetheless, prisons, prisoners and prison staff are often neglected in efforts intended to tackle the epidemic.

The Namibia Correctional Service (NCS) recognizes the seriousness of the overall health situation affecting the correctional services community, including prisoners, prison staff and their respective families, not limited to HIV and AIDS, Tuberculosis. NCS therefore endeavours to improve the life, health and welfare of its community through organizing and establishing programmes for the provision of prevention, treatment, care and support programmes.

In 2008, the UNODC Regional Office for Southern Africa launched a regional programme entitled ‘HIV Prevention, Treatment, Care and Support in Prisons Settings in Southern Africa’ covering initially four (4) countries (Mozambique, Namibia, Swaziland and Zambia), but now extended to 10 beneficiary countries in Sub-Saharan Africa. The main objective of this programme is to prevent new HIV infections specifically related to incarceration in selected countries in Sub-Saharan Africa and the provision of access to treatment and care for people living with HIV in prisons, equal to that available in the general community.

As part of this programme, UNODC is currently providing support to the NCS to develop a five-year (2014-2018) Health in Prisons Strategic Plan. The strategic plan will cover communicable and non-communicable diseases in prisons.

The strategic plan will be a tool for planning, implementation, management, monitoring and evaluation. The process will employ a comprehensive and participatory multi-sector engagement in identifying and agreeing on key priorities and milestones for the next five years in line with national priorities, national and international Health, HIV, TB and STI’s Delivery Agreements. The plan will be informed by a number of preceding activities supported by UNODC and other national policy guidelines.
For this purpose, UNODC is recruiting an Institution – *Development of the Namibian Correctional Service (NCS) Health in Correctional Institutions Policy and Strategic Plan*

**INSTITUTIONAL ARRANGEMENT**

The institution will work under the direct supervision of the UNODC National Project Coordinator, the overall supervision of the UNODC Regional Programme Coordinator. The National Project Coordinator will review reports and submit to the Regional Project Coordinator for further review and approval of all reports.

**PURPOSE OF THE CONTRACT**

The incumbent institution will develop the detailed and costed Namibian Correctional Service (NCS) Health in Correctional Institutions Strategic Plan (2014-2018), considering the following:

- The National Strategic Framework on HIV
- Draft HIV in Prisons Assessment Report
- Draft Workplace Policy
- Studies on the review on laws and policies pertaining to health in prisons
- Training Needs Assessment
- TB, STI and other communicable diseases national strategies
- International good practice and guidelines
- International human rights frameworks

The Strategic Plan will include a Health in Prisons Policy, a costed plan for implementation, management, monitoring and evaluation. The plan and policy should include a specific component on communicable disease, with a focus on HIV and AIDS, TB, STIs and Hepatitis. The incumbent institution will further be expected to ensure close cooperation and ownership of the process by the NCS, through regular consultation and presentations at meetings.

**SCOPE OF WORK**

The institution will conduct the development of the policy and strategic plan in collaboration with key stakeholders and partners. The strategic plan and policy will cover communicable and non-communicable diseases, with a focus on HIV and AIDS, TB, STIs and Hepatitis. It should address prevention, treatment, care and support, as well as awareness raising, protection of human rights and dignity and ensuring gender-sensitivity. The use of appropriate participatory approaches is essential for this exercise. The institution will expected to:

1. Draft/write an inception proposal and work plan for the entire exercise;
2. Plan and coordinate the effective collaboration with all stakeholders;
3. Conduct desk review of the relevant literature on health in prisons policies and strategies and other relevant documents at national and international level;
4. Plan and facilitate the policy and strategy development meetings for all relevant stakeholders in coordination with UNODC;
5. Draft the NCS Health in Correctional Institutions Policy, incorporating the communicable diseases component
6. Draft the NCS Health in Correctional Institutions Strategic Plan (2014-2018), incorporating the communicable diseases component;
7. Incorporate comments from all relevant stakeholders;
8. Submit final policy and strategy documents and lead validation meetings with NCS and UNODC; and
9. Submit written progress reports electronically to NPC every two weeks.

**DURATION OF ASSIGNMENT**

The Assignment should be completed in 30 working days and is expected to be carried out within a 3 (three) month:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of an inception report and work plan including first meeting with UNODC and NCS Steering Committee in Windhoek</td>
<td>1 working day following acceptance of the consultancy.</td>
</tr>
<tr>
<td>Attend and present workplan at National Planning Meeting in Windhoek, Namibia</td>
<td>1 working day</td>
</tr>
<tr>
<td>Desk review</td>
<td>3 working days</td>
</tr>
<tr>
<td>Conduct meetings with the relevant NCS stakeholders in Windhoek</td>
<td>7 working days</td>
</tr>
<tr>
<td>Draft policy and strategy documents and submit for comments</td>
<td>10 working days</td>
</tr>
<tr>
<td>Incorporate and consolidate all comments and inputs</td>
<td>2 working day</td>
</tr>
<tr>
<td>Facilitate and present policy and strategic plan at a validation meeting with NCS, UNODC and other relevant stakeholders in Windhoek</td>
<td>1 working day</td>
</tr>
<tr>
<td>Incorporation of inputs from the validation meeting</td>
<td>3 working days</td>
</tr>
<tr>
<td>Facilitate the meeting for the endorsement of the policy and strategy documents with senior officials from NCS and other relevant Ministries and departments and UNODC in Windhoek</td>
<td>1 working day</td>
</tr>
<tr>
<td>Final Submission of final policy and strategy documents to NCS Commissioner</td>
<td>1 working day</td>
</tr>
<tr>
<td><strong>Total days of work</strong></td>
<td><strong>30 working days</strong></td>
</tr>
</tbody>
</table>

**DELIVERABLES**

- Policy and strategy development inception report and work plan
- Literature review and stakeholders consultation reports
- Draft policy and strategy documents
- Presentations of strategic plan at meetings
- Submission of the final policy and strategy in English in MS Word format
- written progress reports every two weeks
- Complete exercise report

All reports shall be provided in written electronic form in MS Word Format in English.

The copyright of any draft and finalized completed documentation as well as any working material, statistics or other data gathered as part of this consultancy, remains with UNODC. The work of the institution will be acknowledged in all published material.

FINANCIAL

The institution will receive remuneration in lump-sum and in line with UN financial rules and regulations. Proposals should cover cost for all logistical, secretarial, personal, travel, required stationary, communication, IT supplies, etc. UNODC will provide admin support and budget for meetings if required only. For guidance on UNDP daily subsistence allowance (DSA) rates for travel to sites, please contact jejamaje.mujoro@unodc.org.

Remuneration will be released in four separate installments subsequent to 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 the work plan and inception proposal;
- The second installment of 30% of the total cost of the contract will be released following submission of a progress report on the development of the policy and strategy, including reports from the consultation meetings and the draft policy and strategy;
- The third installment of 30% of the total cost of the contract will be released following submission and UNODC’s approval of a draft policy and strategy; and
- A final installment amounting to 20% of the total cost of the contract will be released upon receipt and UNODC and NCS approval of the final policy and strategy document, a final assignment report, including a report of the consultation meetings and final presentation meeting to UNODC, NCS HIV and AIDS Committee and relevant stakeholders.

DEGREE OF EXPERTISE AND QUALIFICATIONS

Institutional Requirements
The institution should meet the following institutional requirements outlined below, through two suitably qualified consultants, i.e. a Team Leader and a Communicable Diseases Expert.

1. Institutional Expertise and Competencies
    - HIV Prevention, Treatment, Care and Support
    - HIV/TB collaborative activities
    - Policy and Strategy Development
    - Public Health
Key Personnel Requirements:

1. **Team Leader**
   - At least Masters Degree in Social Science, Public Health, or other relevant discipline
   - An additional qualification in Public Administration and Management or Policy & Strategy Development will be an added advantage
   - A minimum of five (5) years experience in the development of policies & strategies and other relevant documents
   - Knowledge and experience of working in prison settings
   - Demonstrated knowledge and experience in coordination of a national multi-sectoral stakeholders in a leadership role
   - Demonstrated team leadership skills, with ability to supervise and support multi-disciplinary teams of professionals and accomplish task with multiple objectives
   - Ability to critically analyze issues, manage conflicts and take informed decisions
   - Excellent writing, oral communication and presentation in English
   - Excellent report writing skills
   - Excellent computer skills (MS Office)

2. **Communicable Disease Expert**
   - At least Masters Degree in Social Science, Public Health, or other relevant discipline
   - An additional qualification in Public Administration and Management or Policy and Strategy Development will be an added advantage
   - A minimum of five (5) years experience in the development of policies & strategies and other relevant documents;
   - Proven expertise in communicable diseases prevention, treatment, care and support
   - Knowledge and experience of working in prison settings
   - Demonstrate knowledge and experience in coordination of a national multi-sectoral stakeholders in a leadership role
   - Demonstrate team leadership skills, with ability to supervise and support multi-disciplinary teams of professionals and accomplish task with multiple objectives
   - Ability to critically analyze issues, manage conflicts and take informed decisions
• Excellent writing, oral communication and presentation in English
• Excellent report writing skills
• Excellent computer skills (MS Office).

Submission of Proposals:
The following documents are requested:

a) Duly accomplished Letter of Confirmation of Interest and Availability including Brief description of why the institution considers itself as the most suitable for the assignment
b) Institution Profile, indicating all past experience from similar projects, as well as the contact details (email and telephone numbers) of the team leader as well as at least 2 members of the team, and contact details for (3) professional references
c) Technical proposal (including time-frame) in response to the ToR
d) Financial Proposal (including fees and all logistical, secretarial, personal-costs, travel cost, required stationary, communication costs, IT supplies should be covered in the proposal)

KINDLY NOTE: THE TECHNICAL AND FINANCIAL PROPOSALS SHOULD BE SUBMITTED IN TWO SEPARATE AND SEALED ENVELOPES.

Proposals should be hand delivered (courier or personally) on or before COB 28 July 2014, clearly marked RFP - UNODC – NCS - SP

The Resident Coordinator
United Nations Development Programme,
United Nations System in Namibia
UN House, 38-44 Stein Street
Klein Windhoek

Late applications will not be considered. ALL COMMUNICATION MUST BE IN ENGLISH.

Enquiries
For any further information regarding this assignment, please contact Kaeno Mujoro on:
jejamaje.mujoro@unodc.org

THE UN RESERVES THE RIGHT TO NOT FILL THIS POSITION
Communication will be restricted to shortlisted institutions only.
Shortlisted institutions may be requested to make presentations on their proposals to a UNODC review panel.
UNODC reserves the right not to award a contract.