



Terms of Reference

Improvement of monitoring system and analysis of effectiveness of pre- and post-release programs in Orenburg and St. Petersburg

General Background

In July 2006 UNAIDS and Russian Ministry of Health and Social Development signed a supplementary agreement to the Memorandum of Understanding on cooperation under project «Coordination in Action» and one of its goals was development of and providing support to HIV/AIDS and drug abuse prevention programs for injecting drug users. Regional Office for Russia and Belarus of the United Nations Office on Drugs and Crime (further referred to as UNODC) is the UN agency responsible for the implementation of this task.

Under the agreement made it is envisaged to develop the medical and social care system for people recently released from prisons to improve their access to HIV/AIDS and drug abuse treatment and rehabilitation in Orenburg and Orenburg Region and St. Petersburg and Leningrad Region. The project named «Support to HIV/AIDS and drug abuse prevention programs» is financially supported by the US Government.

Currently UNODC supported a number of organizations in Orenburg and St. Petersburg on provision of specific programs for HIV/AIDS prevention, treatment and care for ex-prisoners in pre- and post-release stages. Taking into account above mentioned, UNODC is seeking for an external services to evaluate the effectiveness of pre- and post-release services in both cities.

The goal of the contracting:

- 1) To train service providers in the application of monitoring guidelines of pre- and post release programs in daily practice in Orenburg and St. Petersburg;
- 2) To develop tools/questionnaires and train interviewers to collect data on outcome –related indicators and carry out clients’ satisfaction survey;
- 3) To analyze effectiveness of pre- and post-release schemes in both cities (after 6 month and 12 month periods of services).

Contract Duration: 4 February 2008 – 31 December 2008

Specific tasks of the Contractor

Under supervision and in cooperation with UNODC Project Coordinator to overtake following activities:

- 1) prepare and conduct one-day training events on improvement of data collection practices for the service providers in St. Petersburg and Orenburg (it is expected that seminars will be held separately in each city). It is expected that training events will be conducted no later than 15 March 2008;
- 2) Develop tools (questionnaires for client satisfaction survey, etc) in order to collect data on outcome related indicators of pre- and post release schemes;
- 3) Recruit and train interviewers to collect evaluation data;
- 4) Using the monitoring and evaluation framework of pre- and post- release schemes provide evaluation of its effectiveness in both sites.

Reporting

- 1) Before payment of the second installment Financial Report on the funds spent after the payment of the first installment and An Interim Technical Report on implementation of the project should be submitted to UNODC.

- 2) Draft of questionnaires should be presented and agreed with UNODC by 30 March 2008;
- 3) An Interim Technical Report that includes the drafts of evaluation questionnaires and 2 reports on the training events with the list of the seminar participants signed by each participant should be send to UNODC no later than 30 March 2008;
- 4) A Report on Results of analysis of effectiveness of pre- and post-release schemes in both cities (after 6 month of services) prepared and submitted by 1 August 2008;
- 5) A Report on analysis of data on effectiveness of pre- and post-release schemes in both cities (after 12 month of services) prepared and submitted by 1 December 2008;
- 6) Before payment of the third installment Final Technical Report and Financial Report on the funds spent after the payment of the first and the second installments should be submitted to UNODC. The Final Technical Report contains the information on works and services provided, achievements and outcomes of the project.
- 7) Detailed Financial Report in compliance with the budget agreed upon the signature of the present contract should be sent to UNODC within 15 days after completion of the project.

Eligibility Criteria

- 1) Experience in monitoring and evaluation of public health program/projects within past 2 years;
- 2) Familiarity with HIV/AIDS prevention, treatment and care programs for prisoners in the Russian Federation;
- 3) Experience in monitoring and evaluation of public health projects in penitentiary sector (desirable).

The Contracting

The payment will be made in three installments: advance payment – 30% from the total contract amount, second installment - 50% from the total amount, and the third installment – 20 % shall be made upon submission of the reports to UNODC.

The submission of proposals

The proposal package needs to include:

A proposal containing:

Background information on the applicant (no more than ½ of A4 page, Font 10)

Relevant activities performed within past 2 years (no more than ½ of A4 page, Font 10)

Preliminary list of indicators proposed to be measured and project description (no more than 1 A4 page, Font 10)

Time-line for the service provision (no more than 1 A4 page, Font 10)

A detailed project budget in roubles signed by the head of organization with an official stamp.

List of persons involved in the service provision under the contract and their qualifications (CVs of the key personnel needs to be attached)

Copies of the documents verifying the status of the applicant

A cover letter indicating the name, title and contact information for the Contact Person.

All interested organizations should send their applications to the Regional Office for Russia and Belarus of the United Nations Office on Drugs and Crime by fax: +7 (495) 787-2129 or by e-mail: fo.russia@unodc.org before 21 January, 2008.