



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 November 2014

**Country:** Republic of Moldova

**Description of the assignment:** National short-term consultant to update curricula for medical students, residents and doctors and include opioid substitution treatment with methadone

**Project name:** XCEA01 OFID/UNODC Partnership on Effective HIV/AIDS Prevention & Care among vulnerable groups in Central Asia & Eastern Europe (UNODC Moldova project office).

**Period of assignment/services:** This consultancy is expected to begin during **December 2014**. Estimated period of the services will be up to **25 man/days**.

Proposals should be submitted online by pressing "Apply online" link no later than **December 3, 2014**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: [ina.tcaci@unodc.org](mailto:ina.tcaci@unodc.org). UNDP/UNODC will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

Eastern Europe and Central Asia is the only region where HIV prevalence clearly remains on the rise. The HIV epidemic that is mainly IDU-driven poses one of the most formidable challenges to the development, progress and stability of the countries of the region. Moldova has a significant HIV epidemic which is particularly concentrated among certain sub-populations, such as injecting drug users. HIV prevalence among the general population is currently 0.37%. As of January 1st, 2014, a cumulative number of 8,667 HIV cases were registered, including 2,997 in the Transnistrian region.

Drug dependence treatment is key to helping injection drug users reduce HIV transmission risk. Linking HIV prevention, treatment and care programs and drug dependence treatment offers considerable potential. The HIV/AIDS prevention capacity of drug treatment services can be strengthened by introducing, linking or improving HIV preventive interventions across different treatment programs. Substitution Maintenance Therapy (SMT) for opioid dependent people who inject drugs proved to be particularly effective for HIV prevention, treatment and care and can serve as a platform for antiretroviral treatment of drug-dependent people with HIV. Despite the fact the SMT programmes have been implemented in Moldova since 2004, it is still not widely available in all drug dependence treatment facilities and not applied as a standard drug dependence treatment practice for opioid drug dependent people.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL

## WORK

UNODC promotes diversified and accessible quality drug dependence treatment and care services, including HIV/AIDS prevention and care through providing training on evidence-based drug dependence treatment for health and social service providers, based on the UNODC TREATNET Training Package. This training package was developed by International consortium of clinical experts, researchers, and trainers from international Capacity Building Consortium, led by the University of California Los Angeles/Integrated Substance Abuse Program (UCLA/ISAP) and have been used to train professional in many countries of the world in the last 5 years.

There is a need to update the existing curricula for 4-month initial training of narcologists that is used in the post-graduate narcology faculties in line with the TREATNET modules. It is also necessary to find ways to bridge information of the training package into the post graduate curricula for primary specialization and professional upgrade courses for narcologists. This information needs to be coordinated with Comprehensive Package of interventions for the prevention, treatment and care of HIV among people who inject drugs.

**For detailed information, please refer to Annex 1 – Terms of Reference.**

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree in medicine or public health management or other relevant field;

II. Years of experience:

- At least 5 years of teaching experience in higher medical education institutions, post-graduated or professional development institutions;

III. Competencies:

- Experience of analytical work and medical science research or medical training on issues related to psychiatry and drug dependency;
- Knowledge and understanding of theories, concepts and approaches relevant to drug dependence treatment and HIV prevention and care among people who use drugs;
- Excellent writing and presentation skills and ability to conduct desk research.
- Ability to work in a team and take initiative;
- Good knowledge of Romanian/Russian is required, English proficiency would be an asset.

### DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon

completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master degree in medicine or public health management or other relevant field;
- At least 5 years of teaching experience in higher medical education institutions, post-graduated or professional development institutions;

The short-listed individual consultants will be further evaluated based on the following methodology:

### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	Master degree in medicine or public health management or other relevant field;	(Master degree – 30, PhD - 50)	50
2.	At least 5 years of teaching experience in higher medical education institutions, post-graduated or professional development institutions;	(5 years - 40 pts, more than 5 years – 50 pts)	50
3.	Experience of analytical work and science research on medical subject or medical training issues related to psychiatry and drug dependency;	(no – 0, yes - 50)	50
4.	Knowledge and understanding of theories, concepts and approaches relevant to drug dependence treatment and HIV prevention and care among people who use drugs;	(no – 0, yes - 50)	50
5.	Excellent writing and presentation skills and ability to	(no – 0, yes - 50)	50

	conduct desk research.		
7.	Ability to work in a team and take initiative;	(up to 30 pts.)	30
8.	Good knowledge of Romanian/Russian is required, English proficiency would be an asset.	(Romanian – 10 pts, Russian - 10 pts)	20
<b>Maximum Total Technical Scoring</b>			<b>300</b>

#### **Financial**

Evaluation of submitted financial offers will be done based on the following formula:  **$S = F_{min} / F * 200$**

S – score received on financial evaluation;

Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration.

#### **Winning candidate**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

#### **ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**