



Response to Drugs and Related Organised Crime in Nigeria

CONCEPT NOTE

GUIDELINES FOR NIGERIAN EXPERTS APPLYING TO PARTICIPATE IN NATIONAL AND INTERNATIONAL CONFERENCES, TRAINING, STUDY TOURS AND PUBLICATIONS IN RELATION TO DRUG PREVENTION, TREATMENT AND CARE (DPTC) ISSUES

The United Nations Office on Drugs and Crime (UNODC) is implementing a European Union funded project entitled, “Response to Drugs and Related Organized Crime in Nigeria.” In collaboration with the National Drug Law Enforcement Agency (NDLEA) and other agencies, the project is supporting Nigeria’s efforts to fight illicit drug production, trafficking and use, and to curb related organised crime. The project is using a balanced approach to drug control, with an equal focus on drug interdiction and drug demand reduction, including drug prevention, treatment and care (DPTC).

One of the key deliverables of this project is to support Nigerian experts to participate in and contribute to national and international conferences, training, study tours, twinnings, and publications, especially in the field of DPTC.

This Guide is designed for an applicant applying for a support which will be provided by the project. The Guide's aim is to assist applicants in preparing the documents for the application package. The application package consists of an application form (mandatory) and one letter of reference (optional). This support is designed to go to the most meritorious beneficiaries and participation will be limited to those who demonstrate a strong justification in their application.

Who can apply?

Applications are open to all individuals who fit the following profile (the list does not intend to give an order of priorities):

- An established expert or specialist of an organization/agency which is engaged in responding the drug and organized crimes in Nigeria, preferable in the field of drug prevention, treatment and care.
- The applicant should show academic or work certificates for qualification assessment when applying.
- The referred support cannot be considered as a grant and will not support for any academic or scientific research purpose.
- The applicant must be Nigerian based.

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- Minimum academic requirements are:
 - University degree in health, psychology, social sciences or other related fields.
 - At least 7 years of experience in the field of drug use prevention or drug dependence treatment, in the health institution, CSO or related organizations.

About the events, topics, timing and cost.

The events can include national conference, international conference, symposium, training, study tour, twinnings, publications, or workshop, which must aim to encourage the applicant to apply knowledge and skills acquired via the drug prevention, treatment and care area.

As a guide, the duration of the event is not expected to last more than ten (10) working days.

The successful candidates will receive a full financial support from the project to attend the applied event, such as travel, registration fee, accommodation and Daily Subsistence Allowance (DSA) as well as other expenses incurred. Expenses will be paid after the participant shows a written evidence of accomplishment. We will provide support to arrange flights and travel.

Filling out the application form

The information below will assist you in filling out the application form. You can preview the application form by downloading it from the UNODC CONIG web page. The application has to be completed and submitted in a Word form.

PART A – CONTACT DETAILS

Please ensure that you indicate your email correctly, as all correspondence may be communicated via e-mail.

All personal data collected for the recruitment process will be according to EU and UNODC on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Applicants' data will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party outside of the UNODC project support office. Any data provided will be treated in the strictest confidence and with high standards of security. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EU and UNODC.

PART B – EVENTS

In this section you will have an opportunity to describe name and nature of the event which requires a financial support from the project. The main theme and activities of the event should be really relevant to drug topics, preferable a subject on DPTC. You also can describe the experience/ knowledge/ understanding you have of the main topics of DPTC.

For any employee of an organization, we are also interested in having some basic information about the organization and their duties in the organization.

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Of course, required is a brief description of how your involvement in the applied event can benefit you, your organization or the efforts of Nigerian to curb spread of drug use.

You have the possibility to also send a letter of reference (optional) supporting your application. This may come for instance from the organizations, academia agencies.

All events should be in English. Therefore, candidates must have working knowledge of English.

Application Deadline & Timelines

Please send your application by no later than four weeks prior to the event/training etc.

All applicants will receive notification to confirm if they have been successful or not two weeks prior to the event/training etc. You will be notified by email so please ensure your email address is correct on your application form.

We kindly ask that candidates refrain from contacting us to inquire about the status of the application. Should you not hear about the outcome of your application within 2 weeks of the event, we ask you to send an inquiry to shiyin.wu@unodc.org and a copy to: glen.prichard@unodc.org

Successful candidates will receive further detailed guidelines for their participation in the event they have applied.

How we choose the participants for the events and candidates

Selection Criteria

A number of criteria will be used for selecting the events and the candidates to be supported by the project.

The following criteria are prerequisites that applicants are obliged to meet.

1. Commitment to complete the event and deliverables are required to finalize the payment in accordance to the UN financial regulations;
2. Application of skills acquired to increase/enhance response of the country to drug use issues;
3. Basic experience/knowledge of drug use and development;
4. Working knowledge of English.

The following criteria will be weighted by the Selection Panel:

1. Individual motivation;
2. Benefit to individual and organisation of individual;
3. Commitment to the DPTC issues in the country of Nigeria. Successful candidates are expected to use knowledge and skills that they acquire in Nigeria;
4. Experience related to the drug prevention, treatment and care areas for applying the acquired knowledge/skills;

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Selection Process

The selection of the participants is done via a transparent process. All applications received by the published deadline will be first reviewed for their accuracy and completeness as well as relevance of the event applied. Those applications that pass initial screening will be evaluated for their content.

The final selection will be made by a Panel consisting of three representatives from the UNODC project team.

Applications will be assessed against the criteria listed above according to a transparent scoring system. Each member of the Selection Panel will first perform an independent assessment; all members will then convene in a meeting to agree on a final assessment and selection.

Equal Opportunities and Accessibility

UNODC is committed to gender equal opportunities and will endeavour to accommodate the specific needs of applicants with disabilities.

Apply now!

We are providing you with a file of the Application Form at the UNODC website: <http://www.unodc.org/nigeria/en/grants-application-documents.html>

Please also make sure that you answer each question as detailed as possible. We regret that incomplete applications or applications received after the deadline cannot be reviewed.

Should any questions or doubts arise, please email us at shiyin.wu@unodc.org, and a copy to: glen.prichard@unodc.org

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