

PROJECT REVISION

Project Number and Title	GLOC09 National Drug Control System
Approved duration	1996 – 31/12/2011
Revised duration	31/12/2014
Location	Global
Strategic Theme, Result Area, Result*	<p>1. Rule of Law.</p> <p>Result area 1.1. Ratification and implementation of conventions and protocols</p> <p>1.1.2 Improved national capacity for the enactment of domestic legislation in line with the above-mentioned conventions and protocols.</p>
Executing Agency/ Office	United Nations Office on Drugs and Crime
Overall Budget (previously approved)	\$2,516,950
Proposed Increase/Decrease in Overall Budget	\$3,934,289
Overall Budget (revised)	\$6,451,239
In-Kind Contributions**	NA

Brief reason for Project Revision

While the objective and strategy of the project will remain unchanged, this project revision proposes an increase in the number of fully funded posts to carry out programming tasks in the context of enhancing the NDS application, building an analysis tool for automated domestic data collection and a web application. In addition, and subject to the availability of funding, a rewrite of the International Drug Control System (IDS) will be undertaken. The revision also introduces planned posts that will be utilized when funding becomes available.

To reflect the requirements of accomplishing these additional activities, it is also requested that the overall budget be revised and the project duration be extended until December 2014.

1. Summary of project achievements so far

Project Objective (no change):

Increased capacity to implement the three international drug control conventions and protocols, in particular in the area of control of licit activities with narcotic drugs, psychotropic substances and chemical precursors, by means of strengthened national drug control systems.

Thus far, the project objective, outcomes and outputs, as established in the revised project document from 2009, have been successfully achieved and the project has been managed and activities implemented according to plan.

The specific achievements of the project to date are as follows:

Results achieved based on indicators of Outcome 1 and outputs 1-5:

The GLOC09 project, aimed at supporting and maintaining the National Drug Control System (NDS), has been in existence since 1996, and represents a very successful UNODC achievement. NDS is a computer-based system for international and national drug control and is available to assist Member States in monitoring and managing their national production, manufacture, international trade, distribution, consumption (and seizures of illegal shipments when applicable) of narcotic drugs, psychotropic substances, and precursor chemicals, required for the production of licit drugs . It also controls and manages import/export authorisations for licit drug movements, and license verification for companies dealing with licit drugs.

The project contributes towards assisting Member States in complying with the requirements of the international standards for drug control as mandated by the three United Nations Drug Control Conventions (Single Convention on Narcotic Drugs of 1961 as amended by the 1972 Protocol; the Convention on Psychotropic Substances of 1971 and, the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988). For the past thirteen years, the NDS software application has been developed, installed and maintained within the drug control authorities of Member States, in order to track licit drug substances, and to provide automated reporting to INCB (the International Narcotics Control Board) quarterly or annually (depending on the type of report

To date, this sustainable and affordable IT solution is in production in the competent national authorities of 43 Member States, and, in line with outcome 1 and its indicators, the Competent Authorities of these 43 Member States have integrated it into their information management schemas and practices and use it effectively in their daily work. Regular regional and user group meetings are held, where NDS users have the opportunity to share their experiences with the system with other users, as well as report any issues. Thus far, feedback from competent authorities using the system has been very positive, and NDS is continuously being enhanced to cover additional needs by Member States, to facilitate their reporting requirements to the INCB and to broaden its scope to more comprehensive coverage of the drug control conventions.

Summary of results based on Outputs 1-5

Outputs 1 – 3 have been fully achieved in the 43 Member States where NDS is currently in production.

Outputs / Key Activities / Milestones achieved

1. Installation of NDS in competent authorities of 43 Member States, including, most recently, Cuba, Iran and UK;
2. Government officials of relevant competent authorities qualified to use the current NDS system and new features and upgrades as applicable (presentations/demonstrations of NDS at international meetings, including the 2009 NDS user group meeting in Mexico; government officials trained in using NDS for drug control management; competent authorities providing INCB with annual and quarterly NDS statistics);
3. Continued and effective support provided to relevant competent authorities using NDS system as their primary system for licit drug control, or building towards operational status, including ongoing support and bug fixing as required and provision of updates and information through the NDS Website and NDS Web forum.

2. Change in problem conditions (if any)

No change

3. Change in project Objective (if any)

No change

4. Change in project Outcomes (if any)

The Project Outcome (Outcome 1 outlined on page 2) and outcome indicators remain unchanged. Outputs 2, 3 and 5 also remain unchanged.

For Outputs 1 & 4, the following key activities have been updated ([see changes in blue](#)) to reflect the expansion of the project:

2.2.3.1. Output 1:

NDS current version delivered and installed in relevant competent authorities of Member States requesting acquisition of the application;

Output indicator:

1. Installation in the new requesting relevant competent authorities fully completed;

Key activities/Milestones

- Installation of NDS in Cuba.
- Installation of NDS in Iran.
- Installation of NDS in the UK.
- **Installation of NDS in Paraguay**
- **Installation of NDS in Finland**
- **Upgrade of 45 countries to NDS 7**

2.2.3.4 Output 4:

Government officials qualified in using the NDS system to submit electronically forms required under international drug control treaties to INCB; furthermore an FAQ/guideline on how to electronically submit forms will be made available in the NDS Web Forum. In addition, online and offline CBT training material for all NDS modules using screen recording and editing tools will be created;

Output indicators:

1. Confirmation given by 80 per cent of requesting competent authorities that timely and satisfactory support has been provided in this respect;
2. Confirmation by INCB that the forms received electronically under NDS could be uploaded into IDS;
3. Significant increase in the number of countries that submit some or all required forms to INCB in a format which can be electronically uploaded.
4. **CBT Training material made available on both the NDS website and the NDS Web Forum.**

Key activities/Milestones

- Government officials trained in using NDS for electronic submission of forms.
- **Online material launched at the 2011 CND meeting and registered users informed.**

The following new outputs have been added to the project:

2.2.3.6 Output 6:

Additional development of the system to cover in-depth analysis of statistical data provided by establishments to competent authorities as input for the annual statistical reports required by INCB. This task has two components: an internal module for analysis and a Web module for data collection.

Output indicators:

1. A system requirement document completed;
2. Internal components for in-depth analysis of statistical data developed, and subsequently tested and approved by ITS' Quality Assurance Team (QAT);

3. A Web module for data collection developed, and subsequently tested and approved by QA;

Key activities/Milestones

- System requirements document endorsed and meets requirements for online statistical data collection;
- Development phase complete
- Both internal component and Web module comply with the system requirements document.

2.2.3.7 Output 7:

Efficient data exchange with establishments (as requested by Member States in the 2009 NDS User Group Meeting) – a Web request and processing module for international trade (mainly import and export).

Output indicators:

1. Internal import/export component for processing, analysis and workflow management and automated notification developed, and subsequently tested and approved by QAT;
2. Web module for import/export data collection developed, and subsequently tested and approved by QAT;

Key activities/Milestones

- Specifications designed for import/export data collection and processing;
- Development phase complete
- Internal components for the import/export and Web modules comply with the specifications.

2.2.3.8 Output 8:

Development of NDS 7. NDS enhanced to meet the requirements of competent authorities - as requested at NDS user group meetings – also with a view to enhancing the user-friendliness and overall functionality of the system in keeping abreast of new technological advances.

Output indicators:

1. System specifications document completed and cleared by QAT;
2. NDS 7 developed, and subsequently tested and approved by QAT;

Key activities/Milestones

- System specifications document endorsed and meets requirements for NDS 7 and cleared by QAT;
- Development phase of NDS 7 complete
- All components comply with the system specifications document
- NDS 7 cleared by QAT.

2.2.3.9 Output 9:

Rewrite/major overhaul of INCB's IDS (International Drug Control System). Development of IDS 7. IDS enhanced to meet the requirements of IDS users with a view to enhancing the user-friendliness and overall functionality of the system in keeping abreast with new technological advances.

Output indicators:

1. System specifications document completed and cleared by QAT;
2. IDS 7 developed, and subsequently tested and approved by QAT;

Key activities/Milestones

- System specifications document endorsed and meets requirements for IDS 7 and cleared by QAT;
- Development phase of IDS 7 complete
- All components comply with the system specification document.
- IDS 7 cleared by QAT

2.2.3.10 Output 10:

Web add-ons developed for IDS 7 allowing dissemination of statistically relevant information to Member States, as well as for online data collection.

Output indicators:

1. IDS Web System specification document completed in cooperation with INCB and QAT;
2. IDS Web developed, and subsequently tested and approved by QAT;

Key activities/Milestones

- IDS Web System specification document endorsed and meets requirements;
- Development phase complete
- All components comply with the system specification document and cleared by QAT.

5. Change in assumptions (if any)

No change

6. Change in project management mechanisms and structures (if any)

Staffing

This project revision proposes the following increase in the staffing capacity in 2010:

1. 1 GS OL Computer Information Systems Assistant (Quality Assurance) in Vienna

When funding becomes available:

1. 1 NPO - Computer Information Systems Officer (NDS Manager) in Tashkent
2. 1 G6 Computer Information Systems Assistant (NDS Manager) in Mexico
3. 3 OL Computer Information Systems Assistant (Systems Development Specialist) in Vienna

When funding becomes available:

1. 1 GS PL Computer Information Systems Assistant (Project Manager) in Vienna

The revised staffing table is reflected in Annex 1- Composition of Project Team, giving an overview of project staff employed at headquarters in Vienna, Tashkent and Mexico City

For a full description of the duties and responsibilities of the additional staff, please see the Terms of References and Job Descriptions in Annex II.

7. Changes in Project Monitoring, Reporting and Evaluation (if any)

No change

PROJECT: GLOC09

Budget line	Description	< 2009	2009 expen	2010	2011	2012	2013	2014	Total	Additional	Overall
		expenditure	diture	budget	budget	budget	budget	budget	approved	funding	budget
		a	b	c	d	e			(1)=sum (a thru	(2)= (3)-(1)	(3)
1500	Travel in projects	165,139	3,004	35,000	40,000	6,745			249,888	100,112	350,000
	15-99 Total Travel	165,139	3,004	35,000	40,000	6,745			249,888	100,112	350,000
1100	International Experts	106,029							106,029	971	107,000
1150	Short-term Intern. Consultants	3,507							3,507	46,493	50,000
1300	Admin. Support Personnel	1,052,631		200,250	337,900	89,155			1,679,936	2,542,795	4,222,731
1400	UN Volunteers	0							-	-	
1600	Other Personnel Costs	4641							4,641	359	5,000
1700	National proj. staff and cons.	87767							87,767	2,233	90,000
	19-99 Total Personnel	1,254,575	-	200,250	337,900	89,155			1,881,880	2,592,851	4,474,731
2100	Sub-Contracts	206,083	-1,812		50,000				254,271	5,729	260,000
2200	Grants to institutions								-	-	
	29-99 Total Subcontracts	206,083	- 1,812	-	50,000	-			254,271	5,729	260,000
3100	Individual fellowships/Training								-	-	
3200	Study Tours								-	-	
3300	In-service training								-	-	
3400	Group Training	19,824	10,264	15,000	40,000				85,088	59,912	145,000
3500	Meetings	26,153							26,153	100,000	126,153
	39-99 Total Training	45,977	10,264	15,000	40,000	-			111,241	159,912	271,153
4100	Expendable equipment	72,498	679						73,177	16,823	90,000
4200	Non-expendable equipment	6,777	3,749	20,000	20,000				50,526	82,651	133,177
4300	Premises	0							-	10,000	10,000
	49-99 Total Equipments	79,275	4,428	20,000	20,000	-			123,703	109,474	233,177
5100	Operation and maint. of equip.	2,475		4,200	10,000				16,675	13,325	30,000
5200	Reporting costs								-	50,000	50,000
5300	Sundries	3,647	1,025	900	1,000				6,572	3,428	10,000
5400	General Operating Expenses			2,000	5,000				7,000	23,000	30,000
	59-99 Total Miscellaneous	6,122	1,025	7,100	16,000	-			30,247	89,753	120,000
	90-99 Project Subtotal	1,757,171	16,909	277,350	503,900	95,900			2,651,230	3,057,831	5,709,061
5601	PSC to Reporting Agency								-	-	
5602	PSC to UNODC - UNODC impl.pr	225,043	2,198	36,056	65,507	12,467			341,271	400,907	742,178
5603	PSC to UNODC on shared proj.								-	-	
	56-99 Project Support Costs	225,043	2,198	36,056	65,507	12,467			341,271	400,907	742,178
	99-99 Project Total	1,982,214	19,107	313,406	569,407	108,367			2,992,501	3,458,738	6,451,239

9. UNODC Logical Framework (changes highlighted in blue)

UNODC Logical Framework				
Project Title: National Drug Control System	Strategy Theme(s): 1. Rule of Law	Strategy Result Area(s): Result area 1.1. Ratification and implementation of conventions and protocols	Strategy Region/Country: Global	Project Number / Code: GLOC09
			Date: 1996	Duration: 31 December 2014
Result(s) at the Strategy Level: 1.1.2. Improved national capacity for the enactment of domestic legislation in line with the above mentioned conventions and protocols				
	Indicators ¹	Means of Verification	Assumptions/Risks	
Project Objective: <i>Increased capacity to implement the three international drug control conventions and protocols, in particular in the area of control of licit activities with narcotic drugs, psychotropic substances and chemical precursors, by means of strengthened national drug control systems.</i>	1. Results of the survey conducted among users of the NDS system, evaluating their satisfaction, the time gained with the use of the system, the efficiency, and the quality of the data obtained.	-Evaluations of the project -Project records		
Outcome(s): <i>Outcome 1: Competent authorities of Member States in charge of controlling the production, manufacture and trade in narcotic drugs, psychotropic substances and precursor chemicals (those required for manufacture of licit drugs) acquire the NDS system, and/or new features and upgrades, as applicable, integrate it into their</i>	1. Number of further relevant competent authorities requesting acquisition of NDS system; 2. Number of further relevant competent bf relevant competent authorities in possession of NDS system having reached production status; 3. Number of relevant competent authorities using NDS provided with the new Web application for Import/Export and License and enhanced NDS ; 4. Number of relevant competent authorities provided with version 7 of NDS system once released; 5. Positive feedback from competent authorities using the system received during global user group	Project Records	1. Ratification by Member States of the United Nations Drug Control Conventions of 1961, 1971 and 1988, and subsequent initiation of implementation; 2. Availability of minimum standard of IT infrastructure and facilities for online communication in the related government agency; 3. Ability from the recipient agency to adapt work practices	

<p><i>information management and practices, and use it effectively in their daily work.</i></p>	<p>meetings and other regional meetings.</p>		<p>to a new IT-based environment; 4. Existence of adequately skilled IT personnel within the competent authority to support/maintain the systems with assistance from UNODC.</p>
<p>Outputs:</p> <p>Output 1: NDS current version delivered and installed in relevant competent authorities of Member States requesting acquisition of the application;</p> <p>Output 2: Government officials of relevant competent authorities qualified in using NDS current system, and new features and upgrades, as applicable;</p> <p>Output 3: Continued and effective support provided to relevant competent authorities using NDS system as their primary system for licit drug control, or building towards operational status;</p> <p>Output 4: Government officials qualified in using the NDS system to submit electronically forms required under international drug control treaties to INCB; furthermore an FAQ/guideline on how to electronically submit forms will be made available in the NDS Web</p>	<p>1.1 Installation in the new requesting relevant competent authorities fully completed.</p> <p>2.1 At least one training course in NDS system use conducted by members of the NDS system development team for each competent authority acquiring NDS system, or benefiting from an upgraded version;</p> <p>2.2 Results of exercise conducted among prospective users at the end of the training.</p> <p>3.1 Confirmation given by 80% of requesting competent authorities that timely and satisfactory support has been provided, as evidenced in built-in feedback loop mechanism.</p> <p>4.1 Confirmation given by 80 per cent of requesting competent authorities that timely and satisfactory support has been provided in this respect;</p> <p>4.2 Confirmation by INCB that the forms received electronically under the NDS could be uploaded into IDS;</p>	<p>Project Records</p>	<p>Assumptions</p> <ol style="list-style-type: none"> 1. Ratification by Member States of the United Nations Drug Control Conventions of 1961, 1971 and 1988, and subsequent initiation of implementation; 2. Availability of minimum standard of IT infrastructure and facilities for online communication in the related government agency; 3. Ability from the recipient agency to adapt work practices to a new IT-based environment; 4. Existence of adequately skilled IT personnel within the competent authority to support/maintain the systems with assistance from UNODC. <p>Risks</p> <ol style="list-style-type: none"> 1. Lack of transfer of knowledge (both IT and drug control management knowledge), when there is a change of personnel within the recipient agency (loss of skills, especially resulting from UNODC training on how to use the software; new staff's inability to use the system);

<p>forum. In addition, online and offline CBT training material for all NDS modules using screen recording and editing tools will be created;</p> <p>Output 5: In cooperation with the Division for Policy Analysis and Public Affairs (DPA), NDS will be enhanced, subject to available funding, with a new module covering the updated ARQ (Annual Reports Questionnaire) reporting requirements.</p> <p>Output 6: Additional development of the system to cover in depth analysis of statistical data provided by establishments to competent authorities as input for the annual statistical reports required by INCB. These tasks have two components; an internal module for the analysis and a web module for the data collection.</p> <p>Output 7: Efficient data exchange with establishments (as requested by Member States in the 2009 NDS User Group Meeting) – a web request and processing module for international trade (mainly import and export).</p> <p>Output 8: Development of NDS 7 – NDS enhanced to meet the requirements of competent authorities - as requested</p>	<p>4.3 Significant increase in the number of countries that submit some or all required forms to INCB in a format which can be electronically uploaded.</p> <p>4.4 CBT Training material made available on both the NDS website and the NDS web forum.</p> <p>5.1 Establishment of a requirement document which will be used to develop the ARQ (Annual Reports Questionnaire);</p> <p>5.2 In accordance with the requirements document, the new ARQ module is developed and made available to Member States in cooperation with DPA.</p> <p>6.1 A system requirement document completed;</p> <p>6.2 Internal component for in depth analysis for statistical data developed, and subsequently tested and approved by QA;</p> <p>6.3 Web module for data collection developed, and subsequently tested and approved by QA;</p> <p>7.1 Internal import/export component for processing, analysis and workflow management and automated notification developed, and subsequently tested and approved by QA;</p> <p>7.2 Web module for import/export data collection developed, and subsequently tested and approved by QA;</p> <p>8.1 System specifications document completed;</p> <p>8.2 NDS 7 developed, and subsequently tested and</p>		<ol style="list-style-type: none"> 2. Lack of IT support, if the government agency staff who installed the software and were trained leave the recipient agency and are not being replaced; 3. Financial problems within the related competent authority, leading to the fact that the system is not maintained within the agency; 4. Lack of IT infrastructure in place within the recipient agency; 5. Inadequate or non-existent knowledge of related international drug control conventions and protocols and national legislation on drug control from the agency's personnel; 6. Guidelines ensuring the implementation of the legislation are missing; 7. Lack of means from governments to enforce the related legislation.
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<p>at NDS user group meetings – also with a view to enhancing the user-friendliness and overall functionality of the system in keeping abreast of new technological advances.</p> <p>Output 9: Rewrite/major overhaul of INCB IDS (International Drug Control System). Development of IDS 7. Enhanced to meet the requirements of IDS users with a view to enhancing the user-friendliness and overall functionality of the system in keeping abreast of new technological advances.</p> <p>Output 10: Web add-ons developed for IDS 7 allowing dissemination of statistically relevant information to Member States, as well as for online data collection.</p>	<p>approved by QA;</p> <p>9.1 System specifications document completed;</p> <p>9.2 IDS 7 developed, and subsequently tested and approved by QA;</p> <p>10.1 IDS Web System specification document completed in cooperation with INCB;</p> <p>10.2 IDS Web developed, and subsequently tested and approved by QA;</p>		
<p>Key Activities:</p>	<p><u>Related to Outcome 1</u> <i>Related to Output 1</i></p> <p>1.1 Installation of NDS in Cuba. 1.2 Installation of NDS in Iran. 1.3 Installation of NDS in UK. 1.4 Installation of NDS in Paraguay 1.5 Installation of NDS in Finland 1.6 Upgrade of 45 countries to NDS 7</p> <p><i>Related to Output 2</i></p> <p>2.1 Presentation / demonstration of NDS at international meetings. 2.2 Government officials trained in using NDS for drug control management 2.3 Competent authorities providing INCB with annual and quarterly statistics using NDS.</p> <p><i>Related to Output 3</i></p> <p>3.1 Ongoing support and bug fixing as required 3.2 Providing updates and information through the NDS Website and NDS Web forum.</p> <p><i>Related to Output 4</i></p> <p>4.1 Government officials trained in using NDS for electronic submission of forms.</p>		

4.2 Online material launched at the CND meeting and registered users informed.

Related to Output 5

- 5.1 Dialogue and cooperation with DPA.
- 5.2 Draft requirements document complete.
- 5.3 Start fund-raising.
- 5.4 Upon availability of funding, the new module is developed and made available for use by competent authorities and DPA.
- 5.5 Training to UNODC staff that receive the completed ARQ (Annual Reports Questionnaire) is conducted to enable utilization/integration of the gathered data into the electronic tools used by DPA.

Related to Output 6

- 6.1 System requirement document endorsed and meets requirements for online statistical data collection;
- 6.2 Development phase
- 6.3 Both internal component and web module comply with the system requirement document.

Related to Output 7

- 7.1 Specifications designed for import/export data collection and processing;
- 7.2 Development phase
- 7.3 Internal component for import/export and web module comply with the specifications.

Related to Output 8

- 8.1 System specifications document endorsed and meets requirements for NDS 7;
- 8.2 Development phase of NDS 7
- 8.3 All components comply with the system specification document.

Related to Output 9

- 9.1 System specifications document endorsed and meets requirements for IDS 7;
- 9.2 Development phase of IDS 7
- 9.3 All components comply with the system specification document.

Related to Output 10

- 10.1 IDS Web System specification document endorsed and meets requirements;
- 10.2 Development phase
- 10.310.2 All components comply with the system specification document.

10. Revised Work and Monitoring Plan

	KEY ACTIVITIES/ MILESTONES ²	MONITORING MILESTONES BY QUARTER/YEAR																				Costs associated per activity	RESPONSI BILITY	ACHIEV EMENT/ REASON/ S FOR VARIAN CE/ CORREC TIVE ACTION TAKEN IF NEEDED
		Jan 2010/Dec 2010				Jan 2011/Dec 2011				Jan 2012/Dec 2012				Jan 2013/Dec 2013				Jan 2014/Dec 2014						
		Q 1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q 1	Q 2	Q 3	Q 4			
Outcome 1: Competent authorities of Member States in charge of controlling the production, manufacture and trade in narcotic drugs, psychotropic substances and precursor chemicals (those required for manufacture of licit drugs) acquire the NDS system, and/or new features and upgrades, as applicable, integrate it into their information management and practices, and use it effectively in their daily work.																								
<i>Output 1: NDS current version delivered and installed in relevant competent authorities of Member States requesting acquisition of the application;</i>	<i>1.1. Installation of NDS in Cuba.</i>	X	X																		4,746	NDS Support Team		
	<i>1.2 Installation of NDS in Iran.</i>	X	X																		5,198	NDS Support Team		
	<i>1.3 Installation of NDS in the UK.</i>	X	X	X																	17,345	NDS Support Team		
	<i>1.4 Installation of NDS in Paraguay</i>			X	X																7,000			
	<i>1.5 Installation of NDS in Finland</i>				X	X															16,000			
	<i>1.6 Installation of NDS in 15 other Competent Authorities</i>						X	X	X	X	X	X	X	X	X	X	X	X	X	X	165,000			
	<i>1.7 Upgrade of 45 countries to NDS 7</i>									X	X	X	X	X	X	X	X	X	X	X	450,000	NDS Support Team		
<i>Output 2: Government</i>	<i>2.1 Presentation / demonstration of</i>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	100,000	NDS Support			

² Please list only key activities. You may add rows as necessary

³ This column will be filled in at the time of reporting (keep it empty when designing the project)

Output 5: In cooperation with the Division for Policy Analysis and Public Affairs (DPA), NDS will be enhanced, subject to available funding, with a new module covering the updated ARQ (Annual Reports Questionnaire) reporting requirements.	5.1 Dialogue & cooperation with DPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	NA	NDS Support Team & DPA	
	5.2 Draft requirements document complete.							X															25,000	NDS Support Team & DPA	
	5.3 Start fund-raising.								X	X	X	X											14,835	NDS Support Team & DPA	
	5.4 Upon availability of funding, the new module is developed and made available for use by competent authorities and DPA.												X	X	X	X							435,000	NDS Support Team	
	5.5 Training to UNODC staff that receive the completed ARQ (Annual Reports Questionnaire) is conducted to enable utilization/integration of the gathered data into the electronic tools used by DPA.																X	X	X	X	X	X	137,656	NDS Support Team	
Output 6: Additional development of the system to cover in depth analysis of statistical data provided by establishments to competent authorities as input for the annual statistical reports required by INCB.	6.1 Both internal component and web module comply with the system requirement document.					X																	45,000		
	6.2 Development phase					X	X	X															90,000		
	6.3 Both internal component and web module comply with							X															65,000		

ANNEX I: Composition of project team (Staffing table)

BL: 13-00; 16-00, 17-00 Other personnel			2010		2011		2012		2013		2014		Comments
Level	Title	Duty station	<i>w / m</i>	Amount	<i>w / m</i>	Amount	<i>w / m</i>	Amount	<i>w / m</i>	Amount	<i>w / m</i>	Amount	
NPO	Computer Information Systems Officer (NDS Manager)	Tashkent		\$0		\$40,100		\$42,000		\$43,000		\$45,000	When funding becomes available:
PL	Computer Information Systems Assistant (Project Manager)	Vienna		\$0		\$0		\$115,000		\$120,000		\$122,000	When funding becomes available:
G6	Computer Information Systems Assistant (NDS Manager)	Mexico City		\$0		\$50,000		\$52,000		\$55,000		\$58,000	When funding becomes available:
G6	Computer Information Systems Assistant (Systems Development Specialist)	Vienna		\$89,000		\$90,000		\$92,000		\$95,000		\$98,000	Filled
G6	Computer Information Systems Assistant (Systems Development Specialist)	Vienna		\$89,000		\$90,000		\$92,000		\$95,000		\$98,000	Filled

OL	Computer Information Systems Assistant (Systems Development Specialist)	Vienna		\$0		\$90,000		\$92,000		\$95,000		\$98,000	To be allocated when funds become available
OL	Computer Information Systems Assistant (Systems Development Specialist)	Vienna		\$0		\$90,000		\$92,000		\$95,000		\$98,000	To be allocated when funds become available
OL	Computer Information Systems Assistant (Systems Development Specialist)	Vienna		\$0		\$90,000		\$92,000		\$95,000		\$98,000	To be allocated when funds become available
OL	Computer Information Systems Assistant (Quality Assurance)	Vienna		\$22,250		\$67,750		\$92,000		\$95,000		\$98,000	To be filled in 2010 – from 2012 subject to funding
Total other personnel:				\$200,250		\$607,850		\$761,000		\$788,000		\$813,000	\$3,170,100

ANNEX II: TOR'S FOR PROJECT STAFF

PLEASE REFER TO http://www.unodc.org/intranet_hrms/en/staff_admin/index.html FOR GUIDANCE ON GENERIC JOB DESCRIPTIONS AND THE STANDARD FORMAT.

Only changed TORs or TORs for additional personnel should be annexed to project revisions after due clearance by HRMS



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference

NDS Manager

(NPO)

ITS/ESU

Organisational setting and reporting relationship:

This position is available in Tashkent, Uzbekistan. Under supervision of the Regional UNODC Representative and the Global Project Manager of the National Drug-Control System, Information Technology Section, United Nations Office at Vienna, the staff member will be responsible for carrying out tasks related to the deployment/implementation, training on and support of the National Drug Control System (NDS) in Asia, Australia and Pacific region as well as in CIS countries. Due to regional orientation of activities (mostly focusing on CIS countries) the nationality of incumbent is supposed to be any nationality from Central Asia.

Tasks and responsibilities:

- Deploy the National Drug Control System in countries designated by Global Project Manager; this task will require for the contractor the analysis and planning of the missions as well as the elaboration of reports as required.
- Provide hands-on training in the use of the National Drug Control System to government officials as designated by Global Project Manager; this task will require training material elaboration and elaboration of a training plan
- Provide technical support to countries and competent authorities as assigned by the Global Project Manager
- Perform ad-hoc tasks related to system maintenance including trouble-shooting the system, debugging the system as required
- Perform customization of NDS reports, INCB reports and Competent Authorities Import/Export permits and other reports generated by the system
- Monitor the usage of the NDS system in the Asia / Pacific region and generate the statistical reports as requested by the Global Project Manager
- Deploy and provide training of additional applications linked with NDS such as the Excel processor for Domestic trade
- Elaboration of documentation and materials in Russian for countries
- Assist NDS team members on back stop support as needed
- Elaboration of terms of reference for enhancements and new developments on NDS as required by the Global Project Manager

- The performance of the above duties will require travel to locations other than the designated duty station. All tasks involving travel must be authorized by the Global Project Manager in advance.
- Development of custom reports as required for national implementations
- Development of minor enhancements / bug fixes
- Participate in the development of new NDS releases
- Part-time backstopping of UNODC ROCA LAN manager if he is unavailable

Competencies:

- Demonstrates commitment to UNODC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Shares knowledge and experience and provides helpful advice to others in the office.
- Ability to develop systems for structuring, codifying and providing access to information and knowledge.
- Ability to lead planning and reporting
- Strong analytical skills
- Knowledge of licit drug control legal framework such as INCB conventions is required
- Excellent knowledge of PC/LAN operating systems, Microsoft Windows, corporate ICT security and viral protection systems, knowledge of web design, knowledge of Microsoft Windows network administration, Linux, .net framework, Oracle RDBMS
- Ability to provide input to business process re-engineering, elaboration and implementation of new systems.

Leadership and Self-Management

- Focus on results for the clients and respond positively to feedback.
- Consistently approach work with energy and a positive, constructive attitude.
- Demonstrate openness to change and ability to manage complexity.

Qualifications and experience

- Master's degree in Information systems, Information Management or Bachelors with four years of experience in Computer Science or related discipline. Oracle certifications, .net certifications and experience are an asset.
- A minimum of five years of relevant work experience, including:
- system(s) deployment and training with governmental agencies;
- Oracle database installation and migration experience;
- knowledge in Microsoft VBA programming;
- knowledge of INCB conventions;
- working with heterogeneous hardware and software platforms, telecommunications facilities;
- knowledge of Windows-based packages/applications;
- knowledge of Linux configuration and administration;
- experience in .net programming and Oracle PL/SQL.
- Fluency in English and Russian.



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference Computer Information Systems Assistant (Project Manager) PL ITS/ESU/ILES

Organisational setting and Reporting Relationships:

This position is available in Vienna, Austria. Administratively the post is located in UNODC, Division for Management, Information Technology Service, External Systems Unit – National Drug Control System (NDS) Team.

NDS is a computer-based system for international and national drug control and is available to facilitate management and control over licit movements of psychotropic drugs and precursor chemicals and to enhance timeliness of information exchange at the national and international levels.

Responsibilities: Within delegated authority, the Computer Information Systems Assistant (Project Manager) will be responsible for the following duties:

- Deploy the National Drug Control System; this task will require the analysis and planning of the missions as well as the elaboration of reports as required;
- Organise and provide hands-on training in the use of the National Drug Control System to government officials; this task will require training material elaboration and elaboration of a training plan;
- Play a leading role in providing technical support to countries and competent authorities;
- Perform ad-hoc tasks related to system maintenance including trouble-shooting the system, debugging the system as required;
- Perform customization of NDS reports, INCB reports and Competent Authorities Import/Export permits and other reports generated by the system;
- Monitor the global usage of the NDS system and generate the statistical reports;
- Deploy and provide training of additional applications linked with NDS such as the NDSWEB (international trade) and NDS SPA for Domestic trade;
- Manage the backstopping support of NDS team members;
- Oversee the development of custom reports as required for national implementations;
- Manage the development of enhancements / bug fixes;
- Lead the development of new NDS releases;
- Provide training, mentoring and knowledge to project team members;
- Provide demonstration and ‘sales presentations’ to potential interests of NDS;
- Acquire SLA’s with member states and incorporate them into the UN administrative processes;

- Manage Oracle databases for INCB (International Narcotics Control Board), including all administrative tasks from contract management to installing, upgrading, performance management and business continuity tasks;
- Liaise with INCB and other UNODC department on ongoing support tasks;
- Liaise with governmental offices regarding acquiring them as new users for NDS program suite, giving presentations and have meetings with senior officials from competent authorities and associated IT provider to acquire SLA's with them;
- Organise Global user group meetings of the NDS user community (at present 43 countries).

Competencies:

- **Professionalism** - Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication** - Good communication (spoken and written) skills (both technical and non-); listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork** - Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing** - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation** - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education - Completion of high school diploma. University degree in Computer Information Systems and / or management/international business an asset

Experience - A minimum of ten years of relevant and progressively responsible technical experience in software development is required, including:

- system(s) deployment and training with governmental agencies;
- Oracle database installation, configuration and migration experience;
- knowledge in Microsoft VBA programming;
- knowledge of INCB conventions;
- working with heterogeneous hardware and software platforms, telecommunications facilities;
- knowledge of Windows-based packages/applications; Windows servers;
- knowledge of Linux configuration and administration;

Language – English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference

Computer Information Systems Assistant (National Drug Control System(NDS) Manager) G6 ITS/ESU

Organisational setting and reporting relationship:

Under the supervision of the ROMEX Representative and supervision of the Global Project Manager of the National Drug-Control System, Information Technology Section, United Nations Office at Vienna, the staff member will be responsible for carrying tasks related to the deployment/implementation, training on and support of the National Drug Control System (NDS Functions):

- Deploy the National Drug Control System in countries designated by Global Project Manager; this task will require for the contractor the analysis and planning of the missions as well as the elaboration of reports as required.
- Provide hands-on training in the use of the National Drug Control System to government officials as designated by Global Project Manager; this task will require training material elaboration and elaboration of a training plan
- Provide technical support to countries and competent authorities as assigned by the Global Project Manager
- Perform ad-hoc tasks related to system maintenance including trouble-shooting the system, debugging the system as required
- Perform customization of NDS reports, INCB reports and Competent Authorities Import/Export permits and other reports generated by the system
- Monitor the usage of the NDS system in Latin American and generate the statistical reports as requested by the Global Project Manager
- Deploy and provide training of additional applications linked with NDS such as the Excel processor for domestic trade
- Elaboration of documentation and materials in Spanish for countries
- Assist NDS team members on back stop support as needed
- Elaboration of terms of reference for enhancements and new developments on NDS as required by the Global Project Manager
- The performance of the above duties will require travel to locations other than the designated duty station. All tasks involving travel must be authorized by the Global Project Manager in advance.

Core Competencies:

Corporate Competencies:

- Demonstrates commitment to UNODC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and provides helpful advice to others in the office.
- Ability to develop systems for structuring, codifying and providing access to information and knowledge.

Development and Operational Effectiveness

- Ability to lead planning and reporting
- Strong analytical skills
- Knowledge of licit drug control legal framework such as UN conventions and others international treaties on drug control) is required
- Excellent knowledge of PC/LAN operating systems, Microsoft Windows, corporate ICT security and viral protection systems, knowledge of web design, knowledge of Microsoft Windows network administration, Linux, .net framework, Oracle RDBMS
- Ability to provide input to business process re-engineering, elaboration and implementation of new systems.

Leadership and Self-Management

- Focus on results for the clients and respond positively to feedback.
- Consistently approach work with energy and a positive, constructive attitude.
- Demonstrate openness to change and ability to manage complexity.

Qualifications:

- B.C.S: Bachelor of Computer Science or equivalent
- system(s) deployment and training with governmental agencies
- working with heterogeneous hardware and software platforms, telecommunications facilities,
- knowledge of Windows-based packages/applications,
- knowledge of Linux configuration and administration
- Experience with Oracle 8i/9i/10g object oriented database management systems (ODBMS), Oracle database administration certification an asset
- Experience in developing PL/SQL Oracle stored procedures and functions.
- Experience in developing Visual Basic for Applications scripts to automate tasks in MS-WORD 97/2000/XP/2007.
- Fluency in English and Spanish.
- Knowledge of licit drug control legal framework such as INCB conventions is required.
- Knowledge of UNODC applications(Lotus Notes, PROFI, Novell Branch Office, etc) is desirable
- Capacity to work under pressure, efficiency, planning skills and good team work
- At least four years of experience



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference

Computer Information Systems Assistant (Systems Development Specialist)

G6

ITS/ESU

Organisational setting and reporting relationship:

This position is available in Vienna, Austria. Administratively the post is located in UNODC, Division for Management, Information Technology Service, External Systems Unit – National Drug Control System (NDS) Team.

NDS is a computer-based system for international and national drug control and is available to facilitate management and control over licit movements of psychotropic drugs and precursor chemicals and to enhance timeliness of information exchange at the national and international levels.

Tasks and responsibilities

- Design and implement system modules using C#.NET and Visual Studio 2008
- Test and debug developed modules and scripts
- Document the developed components and share with other team members
- Update the development databases, tracking tools and timelines as appropriate
- Develop reusable components for use within several systems and across different projects.
- Participate in testing and evaluating new tools and technologies and making recommendations on the adaptation of such tools to the immediate supervisor.
- Participate in preparing user documentation
- Support systems implementation and maintenance

Competencies:

- **Professionalism:** Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Good communication (spoken and written) skills (both technical and non-); listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications and experience

- Completion of high school diploma is required with certification in C#.NET technologies being an asset.
- A minimum of eight years of relevant and progressively responsible technical experience in software development is required.
- Experience in developing medium to large scale systems using client/server architecture based on Visual Studio .NET using C# and Oracle as database engine is required.
- Experience in developing multi-tier systems based on Visual Studio C#.NET is required.
- Experience in technical documentation writing for the full systems development cycle including end user documentation is an asset.
- Experience in documenting business processes and translating them into Software Requirements Specifications (SRS) is an asset.
- Knowledge of Sybase PowerBuilder 8/9 is a big asset.
- Good spoken and written English is required.



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference

Computer Information Systems Assistant (Systems Development Specialist)

OL ITS/ESU

Organisational setting and reporting relationship:

This position is available in Vienna, Austria. Administratively the post is located in UNODC, Division for Management, Information Technology Service, External Systems Unit – National Drug Control System (NDS) Team.

NDS is a computer-based system for international and national drug control and is available to facilitate management and control over licit movements of psychotropic drugs and precursor chemicals and to enhance timeliness of information exchange at the national and international levels.

Tasks and responsibilities

- Design and implement system modules using C#.NET and Visual Studio 2008
- Test and debug developed modules and scripts
- Document the developed components and share with other team members
- Update the development databases, tracking tools and timelines as appropriate
- Develop reusable components for use within several systems and across different projects.
- Participate in testing and evaluating new tools and technologies and making recommendations on the adaptation of such tools to the immediate supervisor.
- Participate in preparing user documentation
- Support systems implementation and maintenance

Competencies:

- **Professionalism:** Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Good communication (spoken and written) skills (both technical and non-); listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way

communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications and experience

- Completion of high school diploma is required with certification in C#.NET technologies being an asset.
- A minimum of five years of relevant and progressively responsible technical experience in software development is required.
- Experience in developing medium to large scale systems using client/server architecture based on Visual Studio .NET using C# and Oracle as database engine is required.
- Experience in developing multi-tier systems based on Visual Studio C#.NET is required.
- Experience in technical documentation writing for the full systems development cycle including end user documentation is an asset.
- Experience in documenting business processes and translating them into Software Requirements Specifications (SRS) is an asset.
- Knowledge of Sybase PowerBuilder 8/9 is a big asset.
- Good spoken and written English is required.



UNITED NATIONS OFFICE ON DRUGS AND CRIME

Terms of Reference Computer Information Systems Assistant (Quality Assurance) OL ITS/ESU/ILES

Organisational setting and Reporting Relationships:

This position is available in Vienna, Austria. Administratively the post is located in UNODC, Division for Management, Information Technology Service, External Systems Unit – National Drug Control System (NDS) Team.

NDS is a computer-based system for international and national drug control and is available to facilitate management and control over licit movements of psychotropic drugs and precursor chemicals and to enhance timeliness of information exchange at the national and international levels.

Responsibilities: Within delegated authority, the Computer Information Systems Assistant (Quality Assurance) may be responsible for the following duties:

- Ensure that business processes are adequately implemented and according to best practices.
- Assist in proof of consistency of GUI standards and correct functionalities. Verify that transactions at the user interface level are properly and efficiently posted in the database related tables.
- Implement the necessary procedures required to ensure that system performance is optimized and acceptable.
- Assist in developing high quality training materials and documentations and assist in training and deployment of the software.
- Quality Criteria definition
- Test Plan definition
- Configuration management
- User/test case definitions
- Track problems/bugs and fixes
- Assist in the implementation of the test plan
- Perform Tests
- Assist with the maintenance and updating of test plans, test cases, test environment, and test ware through life cycle
- Research and select best-of-breed testing tool
- Carry out other tasks as assigned by the Expert Adviser (Quality Assurance).

Major types of Testing to be considered:

- Black-box testing – Based on requirements and functionality without internal design knowledge
- White box testing – based on internal design
- Integration testing
- Functional testing
- System/End-to-end testing
- Regression testing
- Load/ Performance testing
- Usability testing
- Recovery testing
- Security testing
- Compatibility testing
- Ad-hoc/exploratory testing
- Context-driven testing (focused on expert/analyst specific requirements)
- Alpha testing
- Beta testing.

Competencies:

- **Professionalism** - Good analytical skills; demonstrated ability to apply good judgment in the context of assignment given; ability to effectively coordinate and liaise with colleagues. Focus on quality, a ‘test-to-break’ attitude, ability to take end-user point of view, attention to detail, tact and diplomacy.
- **Planning & Organizing** - Effective time management and ability to plan own work to meet aggressive deadlines while making progress on your priority work items. Ability to understand the entire software development process while at the same time aligning work assignments to project goal requirements.
- **Communications** - Excellent communication (both technical and non-), drafting, planning, good grasp of SW development process/life-cycle.
- **Teamwork** - Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education - Completed secondary education; relevant additional postsecondary education is an asset and may be substituted for experience. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices away.

Experience - A minimum of five years of relevant and progressively responsible experience in software quality assurance and control. Excellent experience in SQL is required to review and assess quality of database objects. Knowledge of .NET framework and C# is an asset.

Language - Fluency in spoken and written English; knowledge of a second official UN language is desirable.