

TENDER / SHORT TERM CONTRACT

ALCOHOL TRADERS PROGRAM

BACKGROUND

The Ministry of Health and Social Services (MoHSS) in collaboration with the U.S. Centers for Disease Control and Prevention (CDC) will be implementing an educational program for persons involved in alcohol sales activities (i.e. "Alcohol Traders") in community settings in the Khomas Region of Namibia. This program aims to inform Alcohol Traders of their rights and responsibilities under the 1998 Liquor Act, improve alcohol serving practices to promote health and safety among their customers and increase knowledge of alcohol-related health issues, including HIV and sexual risk behavior.

One consultant or one organisation will be appointed. The consultant or consulting agency will work in close collaboration with the Coalition on Responsible Drinking (CORD) program and key stakeholder agencies and PEPFAR partners in the design, implementation and evaluation of pilot Alcohol Traders Program activities. The pilot Alcohol Traders Program will be implemented in a maximum of 3 local constituencies in the Khomas Region where CORD community patrols are present. One implementation site has been identified in the Kabila area of the Havana location of Moses//Garoeb Constituency, Katutura.

DELIVERABLES

The consultant or the organisation will be primarily responsible for:

- Meeting with key groups to inform the content and scope of the Alcohol Traders Program curricula, including relevant GRN ministries, PEPFAR agencies, CORD committees and partner organizations;
- developing the content of the pilot Alcohol Traders Program curricula in a 4-5 module workshop format in coordination with CORD partners, including the development of tools and materials needed for Alcohol Traders Program workshops, (e.g. visual aids, quick reference guides, take home materials);
- producing and reproducing all materials needed for implementation of the Alcohol Traders Program pilot implementation;
- identifying implementation areas in the Khomas Region through consultation with CORD and partner agencies;
- identifying and recruiting Alcohol Traders (participants) to receive the program;
- identifying and securing location for Alcohol Traders Program workshops, including provision of all audiovisual equipment, supplies, and print materials;
- designing the Alcohol Traders Program implementation schedule in coordination with ongoing CORD activities;
- conducting a minimum of 20 Alcohol Traders Program workshops with participants (3-4 hours each);
- developing and conducting pre/post assessments of Alcohol Traders Program participants to gauge changes in knowledge, attitudes and practices;
- developing and conducting ongoing structured observations and monitoring of Alcohol Traders Program participants following workshops;
- providing continuous quality control of Alcohol Traders Program activities;
- administering petty cash and other financial/in-kind transactions as needed.

THE CONSULTANT OR ORGANISATION

The consultant/organisation should have strong leadership, teaching, organizational, and administrative skills; excellent oral

and written communication skills, and technical knowledge of alcohol risk reduction best practices, including sales issues (1998 Liquor Act, safer serving techniques, etc.). In addition, the consultant/organization should have:

1. Minimum of a tertiary education in public health, health-related or education-related field;
2. Demonstrated minimum of 5 years of experience in public health or educational program development and execution (including program design, implementation and evaluation);
3. Demonstrated project management experience, collaborating with numerous stakeholder agencies;
4. Demonstrated strong administrative skills including experience in database management, scheduling, and petty cash transactions;
5. Demonstrated knowledge of basic Microsoft Office software (Word, PowerPoint, Excel)
6. Experience in leadership roles
7. Excellent interpersonal and communication skills.
8. Ability to negotiate busy settings with limited resources and work as part of a team.
9. Excellent speaking, reading and writing skills in English. Fluency in Afrikaans and/or Oshiwambo preferred.
10. Demonstrated ability to effectively coordinate activities and meet deadlines;
11. Demonstrated strong writing and reporting skills;
12. Strong organizational and time-management skills;
13. Excellent references;
14. Knowledge of technical areas, including:
 - Political and economic aspects of alcohol production and sales in Namibia
 - Alcohol use and abuse in Namibia
 - 1998 Liquor Act of Namibia
 - Operational standards of shebeens
 - Alcohol-related health issues
 - Alcohol-related sexual risk behavior
 - HIV transmission, risk, prevalence, testing and counseling in Namibia
 - Factors that drive the HIV epidemic in Namibia

INTERESTED ?

Interested applicants are requested to submit the following items:

- Statement of interest indicating relevant experience, availability for the assignment, research plan and schedule of work.
- Detailed budget.
- CV for all relevant team members who will work on this project.
- At least two references.

The closing date is 11 May 2011 and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your application document to shiwana@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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