

## TERMS OF REFERENCE

### ALSANNA GOVERNANCE AND STRATEGIC COORDINATION CONSULTANT

**CONTRACT MODALITY** Individual Consultancy

**DUTY STATION** Panama Country Office, Panama – Remote / Home-based with international trips

**DURATION OF CONTRACT** 8 months

#### Purpose of Assignment

Under the overall guidance of the Nutrition Specialist, the consultant will provide technical support to strengthen the governance, strategic positioning and regional coordination of the Alliance for Healthy Food for Children and Adolescents in Latin America and the Caribbean (ALSANNA).

#### Scope of Work

Latin America and the Caribbean is one of the regions most affected by all forms of malnutrition, including a growing burden of childhood overweight and obesity. While the region has made progress in reducing undernutrition, these gains have slowed and important inequalities persist across countries and populations.

Recent regional estimates indicate that more than 4 million children under five years of age and nearly 50 million children and adolescents aged 5–19 years are living with overweight. These trends are closely linked to unhealthy food environments characterized by the widespread availability and promotion of unhealthy products, limited access to healthy diets and broader commercial determinants shaping dietary patterns.

In line with the UNICEF Nutrition Strategy 2020–2030, UNICEF works with governments, academia, civil society and development partners to advance policies and programmes that contribute to healthier food environments for children and adolescents.

In this context, the Alliance for Healthy Food for Children and Adolescents in Latin America and the Caribbean (ALSANNA) was launched during the Latin American Nutrition Congress (SLAN) in Cuenca, Ecuador, with the support of UNICEF, PAHO/WHO and the National Institute of Public Health of Mexico (INSP). ALSANNA was established as a regional platform led by academia and civil society to support policy action, advocacy and collaboration to improve food systems and food environments affecting children and adolescents.

During its initial phase, ALSANNA focused on establishing its coordination mechanisms, developing foundational documents, mapping key stakeholders and documenting progress related to the ten recommendations of the Cuenca Consensus.

As ALSANNA moves into a new phase, there is a need to strengthen its governance, further consolidate its strategic positioning, expand partnerships and support its engagement in relevant regional policy spaces. There is also a need to document progress and lessons learned in a more structured way to inform the next stage of the alliance's development.

This consultancy will therefore support the next phase of ALSANNA's consolidation through governance strengthening, strategic dissemination and positioning, regional coordination, partnership expansion and the preparation of the ALSANNA Regional Report 2026.

## Key Activities

Under the overall guidance of the Nutrition Specialist, the consultant will provide technical and coordination support to strengthen ALSANNA's governance, strategic positioning and regional engagement. Key activities include:

- Developing a transition and governance strengthening operational plan for ALSANNA, including roles, coordination arrangements and key actions to support continuity and consolidation.
- Developing a regional dissemination and strategic positioning strategy for ALSANNA for 2026–2027.

Preparing a strategic participation plan for ALSANNA and UNICEF engagement in the Latin American Nutrition Congress (SLAN), including key messages, advocacy opportunities and partner engagement.

- Developing a strategic partnership expansion plan identifying priority regional actor from academia, civil society, UN agencies and other relevant networks.
- Supporting the planning and preparation of ALSANNA's participation in relevant regional and international events, whether virtual or in-person, including the identification of strategic engagement opportunities and preparation of key inputs, as appropriate.
- Preparing technical inputs and coordination materials to support ALSANNA's participation in the Latin American Nutrition Congress (SLAN), including the development of concept notes, presentations, talking points and validated agenda materials.
- Supporting the planning and coordination of a dedicated ALSANNA side event at SLAN, including coordination with partners, agenda development and participation in the event, including international travel if required.
- Supporting the documentation and systematization of ALSANNA's regional activities and outcomes during 2026.
- Preparing the ALSANNA Regional Report 2026, consolidating progress by countries, governance strengthening efforts, partnership expansion and strategic recommendations for 2027.
- Preparing a Latin America and the Caribbean Fix my Food guideline draft in joint effort with the Youth Alliance and a LAC Fix my Food progress report, and support activities derived from this initiative.
- Developing a digital content plan and stakeholder matrix for 2026.
- Supporting regular coordination and communication among ALSANNA members and strategic partners.

<b>Work Assignments Overview</b>	Deliverables/Outputs	<b>Delivery deadline (in weeks/months) and input days to complete the deliverable</b>
Transition and governance strengthening operational plan for ALSANNA developed, including governance arrangements, priority actions, coordination mechanisms and roadmap for implementation.	Governance strengthening operational plan	Within 8 weeks (9 days) / 27 July 2026
Regional dissemination and strategic positioning strategy for ALSANNA for 2026–2027 developed, including target audiences, positioning opportunities, key channels and	ALSANNA dissemination and positioning strategy	Within 12 weeks (9 days) / 24 August 2026

dissemination recommendation		
Strategic participation plan for ALSANNA and UNICEF engagement in SLAN developed, including agenda priorities, key messages, strategic sessions, partner engagement and advocacy opportunities	SLAN strategic participation plan	Within 16 weeks (8 days) / 21 September 2026
Strategic partnership expansion plan developed, identifying priority regional partners, engagement opportunities and recommended actions to strengthen ALSANNA's network and collaboration platform	ALSANNA partnership expansion plan	Within 20 weeks (8 days) / 19 October 2026
Final technical inputs and coordination package for SLAN prepared, including side event planning, and implementation, including concept note, presentations, talking points, validated agenda and other supporting materials.	SLAN coordination and supporting material package	Within 24 weeks (9 days) / 16 November 2026
Report documenting ALSANNA and UNICEF participation in SLAN prepared, including summary of engagement, commitments, strategic recommendations and proposed follow-up actions.	SLAN participation report.	Within 28 weeks (6 days) / 14 December 2026
ALSANNA Regional Report 2026 prepared, consolidating country progress, governance strengthening, partnership expansion, strategic achievements and recommendations for 2027	ALSANNA Regional Report 2026	Within 34 weeks (7 days) / 28 December 2026
Provide support to ALSANNA's country representatives (Mexico, Guatemala, Costa Rica, Panamá, Colombia, and Ecuador) regarding the Youth Alliance participation in the Fix my Food workshops and in SLAN	Fix my Food Latin America and the Caribbean workshop technical guideline and progress report	Within 36 weeks (9 days) / 25 January

<p>Digital content plan for 2026 aligned with ALSANNA’s communication and partner institutions priorities, including a calendar of key dates, coordinated content opportunities, and a curated list of allied organizations and stakeholders to be tagged in posts.</p>	<p>Content calendar and stakeholder matrix for 2026</p>	<p>Within 37 weeks (5 days) 30 January</p>
<p>Travel - International (if applicable)</p>	<p>Number of trips = Two (2) international missions</p>	

**Payment Schedule:**

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

**Important Notes**

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

**Minimum requirements:**

- **Education:** Bachelor’s degree in Public Health, Nutrition, Public Policy or other relevant disciplines aligned with the objectives of this consultancy..
- **Work Experience:**
  - At least 3 years of progressively responsible professional experience in public health, nutrition, food systems, policy advocacy or related fields.
  - Demonstrated experience supporting multi-stakeholder coordination processes involving academia, civil

society, government and/or international organizations.

- Experience in strategic planning, policy-oriented writing, preparation of technical reports and coordination of regional initiatives.
- Experience working on nutrition, healthy food environments or related public health policy issues in Latin America and the Caribbean is highly desirable.
- Experience working with UN agencies or international organizations is an asset.
- Ability to work independently and coordinate effectively with multiple partners in a multicultural and multidisciplinary environment.
- Experience working with ALSANNA stakeholders and partners is desired
- Full professional proficiency in Spanish is required. Strong working knowledge of English is desirable.