

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

*Title: International Consultant to Support Nutrition Information Systems Strengthening in Lao PDR		
*Funding Code: WBS: 2460/A0/06/200/001/002 Grant: SC250206	*Type of engagement: <input checked="" type="checkbox"/> International Consultant (individual) <input type="checkbox"/> National Consultant (individual) <input type="checkbox"/> Low Value Contract (individual consultant)	*Duty Station: UNICEF Lao PDR Office, Vientiane
*Purpose of Activity/Assignment: <p>The Government of Lao PDR has prioritized nutrition as a key development issue over the past decades. Findings from the Lao Social Indicator Surveys (LSIS I and II) show that even if stunting among children under five declined from 44.2 percent in 2011 to 33 percent in 2017, results from LSIS III (2023) indicate a stagnation in progress. Significant disparities persist across provinces and among socio-economic and demographic groups. For example, 12 out of 18 provinces report stunting prevalence above 30 percent, which is classified as “very high” according to World Health Organization (WHO) standards. In addition, disparities by geographic location, sex, household wealth quintile, and other socio-demographic factors are observed.</p> <p>Beyond chronic malnutrition, acute malnutrition—or wasting, which carries a high risk of mortality—has increased over successive survey rounds. Wasting prevalence rose to 10.7 percent in 2023, compared to 9.0 percent in 2017 (LSIS II) and 5.9 percent in 2011 (LSIS I). Monitoring progress in addressing nutrition-related deprivations and tracking the delivery of nutritional interventions is central to the fight against malnutrition. There is strong demand for high-quality nutrition data to inform programme implementation and meet national, regional, and global reporting requirements. For instance, the ongoing National Nutrition Strategy and National Plan of Action on Nutrition will be supported by a comprehensive Common Results Framework, comprising indicators across process, outcome, and impact levels. Nutrition indicators are also integrated into the 10th National Socio-Economic Development Plan (NSEDPlan), which tracks progress annually. At the global and regional levels, Lao PDR is committed to localizing and monitoring the Sustainable Development Goals (SDGs) and reporting annually against the ASEAN Framework on Nutrition.</p> <p>Despite the high demand for nutrition data, significant challenges remain in accessing timely and high-quality information. Although secondary data are available within the national statistical system, access to and effective use of these data for planning purposes remain limited due to user-unfriendly systems and fragmented data platforms. In addition, weak routine information systems constrain the availability of key process and output indicators, particularly for interventions such as micronutrient supplementation, Infant and Young Child Feeding (IYCF), and the management of severe acute malnutrition. These data gaps undermine effective planning, budgeting, and advocacy for increased public investment in nutrition, and limit evidence-based decision-making to strengthen the delivery and scale-up of nutrition interventions.</p> <p>UNICEF has been working on strengthening multisectoral nutrition information systems since 2018 through the EU funded National Information Platform for Nutrition (NIPN) programme and also through a joint programme with WHO (also EU funded) that sought to strengthen health system data on nutrition through DHIS2. UNICEF is currently supporting the Government of Lao PDR to the scale up nutrition interventions in 11 out of 18 provinces in the country under Child Nutrition Fund (CNF).</p> <p>To continue supporting both the information needs for the new NPAN monitoring, support strengthening capacities of Government officials on nutrition evidence-based planning as well as to monitor progress of the CNF, UNICEF is looking to hire an International Consultant with strong experience in management on nutrition data and information systems.</p>		

***Scope of Work:**

The consultant shall be partially based in UNICEF office with frequent interactions at the Ministries of Health and Finance. She/ he shall work closely with Nutrition section teams and other sectoral departments to ensure smooth coordination for reporting on nutrition data. The consultant will also work in collaboration with a National Consultant.

More specifically, in consultation with the UNICEF Nutrition Team, the consultant will support on the following areas:

Data Generation, Quality and Analysis

- Collaborate with MOH and WHO to support individual health trackers as part of DHIS2, including tracking for treatment of severe acute malnutrition.
- Support analysis of national/ provincial nutrition data for trends and program performance.
- Support MOH to conduct routine data quality assessments and provide feedback.
- Develop templates for dashboards and scorecards for decision-makers.
- Support data generation and dissemination through research, surveys, etc.

Capacity Building

- Organize and deliver training for government staff on data collection, quality assurance, and analysis.
- Develop user-friendly SOPs and guidelines for nutrition data management as required.
- Carry out programmatic visits to assess the quality of implementation and to provide support to government officials at all levels.

M&E, reporting and Knowledge Sharing

- Assist in preparing CNF reports (quarterly, 6-monthly, annual), nutrition situation analysis and other reports.
- Support tracking of progress against national and global nutrition targets.

Innovation and Digital Solutions

- Support the use of digital solutions for real-time nutrition data collection.

System Strengthening

- Support integration of nutrition indicators into sectoral systems.
- Assist in harmonizing indicators across sectors aligned with national nutrition strategy.
- Explore interoperability solutions between systems (e.g., DHIS2, EMIS).

Coordination and Stakeholder Engagement

- Facilitate multi-sectoral coordination for nutrition data management.
- Collaborate with WB, ADB, WHO and other partners working on nutrition information systems
Support the consolidation and analysis of multisectoral nutrition data for submission to the National Nutrition Committee.

***Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

***Direct contact role** YES NO

If YES, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

***Child data role** YES NO

If YES, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

*More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

United Nations Children's Fund

*Budget Year: 2026/27	*Requesting Section/Issuing Office: Nutrition	*Reasons why consultancy cannot be done by staff: .
*Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
*Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both *Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Single source <input type="checkbox"/> Roster <input type="checkbox"/> Emergency – Director's approval		
*Supervisor: Nutrition Specialist	*Start Date: 01/04/2026	*End Date: 31/01/2027 *Total duration: 10 months

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
Deliverable 1: Planning of data related activities for 2026	1.1 Workplan agreed with supervisor 1.2. IMAM bottleneck analysis conducted 1.3. Roadmap on the development of the child health tracker in collaboration with WHO 1.4. Agreement with WB and ADB on how to share relevant programme data 1.5. NPAN M&E framework drafted 1.6. Training plan for 2026	1 st May 2026
Deliverable 2: Establish the foundation for data compilation and analysis	2.1. SMART surveys conducted in 7 Provinces and findings disseminated [10 days travel to 2 Provs TBC] 2.2. Internal nutrition data tracking systems established and functional 2.3. Data quality assessment mechanisms established and functional 2.4. SOPs on nutrition indicators developed 2.5. Training materials for subnational training of CNF provinces developed 2.6. IPs trained as trainers for subnational trainings 2.7. Methodology for community-based surveillance developed 2.8. NPAN M&E framework finalized 2.9. Contributions to the biannual CNF report (data and analysis)	15 th July 2026
Deliverable 3: Subnational capacity strengthening	3.1. Technical support for data analysis and interpretation provided to 70 districts [10 days travel to 2 Provs TBC] 3.2. Child health tracker implemented in at least 1 Province 3.3 Community based surveillance training provided and pilot started [5 days travel to 1 Prov TBC]	1 st September 2026
Deliverable 4: Scale up of subnational capacity strengthening	4.1. Technical support for data analysis and interpretation provided to 70 districts [10 days travel to 2 Provs TBC] 4.2. Child health tracker implemented in at least 2 Provinces 4.3. Community based surveillance pilot progress report	1 st November 2026

Deliverable 5: Documentation and learning	5.1. Technical support for data analysis and interpretation provided to 70 districts [5 days travel to 1 Prov TBC] 5.2. Community based surveillance preliminary findings shared 5.3. Child health tracker in least 3 Provinces and documentation on the process, lessons learned and recommendations produced 5.4. Contributions to the biannual CNF report (data and analysis)	15 th January 2027
TOTAL		

*Estimated Consultancy fee	*Grand total (USD)
Professional fee	
Travel International (if applicable):Round trip to Vientiane	
Travel Local : 8 trips of 5 days to CNF Provinces (to be selected)	
DSA (if applicable)	
Health insurance	
*Total estimated consultancy costs¹	

<p>*Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> ▪ Masters or an advanced university degree in Data sciences, Public Health, Nutrition, Epidemiology and Social science 	<p>*Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> ▪ Minimum of 8 years of experience in the capacity building in nutrition data analysis and use, data quality and management, planning, monitoring, reporting and knowledge management. ▪ Demonstrated experience in designing and delivering training programmes for nutrition information, developing materials and building stakeholder capacity. ▪ Solid overall computer literacy, including proficiency in various Statistics Packages (SPSS, STATA, R, ENA, etc), Microsoft Office applications (Excel, Word, among others), email, and internet; ▪ Extensive experience in analysing routine, surveillance and survey and other large datasets related to nutrition with proficiency in statistical tools and methodologies to extract actionable insights. ▪ Proven ability to develop factsheets, newsletters, analysis reports, research papers, articles, technical reports and documents for Nutrition in English. ▪ Expertise in developing knowledge management products for nutrition and using digital platforms for dissemination, with strong writing and presentation skills. ▪ In-depth knowledge of how nutrition integrates with health, agriculture, WASH, education, and social protection, including relevant frameworks, policies and strategies. ▪ Excellent oral and written skills; excellent drafting, formulation, reporting skills; ▪ Accuracy and professionalism in document production and editing; ▪ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines ▪ Self-motivated, ability to work with minimum supervision. 						
<p>*Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter)* ▪ CV or Resume* ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including travel, accommodation cost and insurance with medevac for this assignment as per work assignment* 							
<p>*Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p>							
<p>A) Technical Evaluation ¹(minimum 50 and maximum 80 Points) 75 points</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Evaluation Criteria</th> <th style="text-align: right;">Points</th> </tr> </thead> <tbody> <tr> <td>Post-graduate degree in Data sciences, Public Health, Nutrition, Epidemiology and Social science or other clearly related disciplines</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Knowledge of: <ul style="list-style-type: none"> ▪ Data analysis and use, data quality and management, planning, , monitoring, reporting and knowledge management. </td> <td style="text-align: right;">20</td> </tr> </tbody> </table>		Evaluation Criteria	Points	Post-graduate degree in Data sciences, Public Health, Nutrition, Epidemiology and Social science or other clearly related disciplines	15	Knowledge of: <ul style="list-style-type: none"> ▪ Data analysis and use, data quality and management, planning, , monitoring, reporting and knowledge management. 	20
Evaluation Criteria	Points						
Post-graduate degree in Data sciences, Public Health, Nutrition, Epidemiology and Social science or other clearly related disciplines	15						
Knowledge of: <ul style="list-style-type: none"> ▪ Data analysis and use, data quality and management, planning, , monitoring, reporting and knowledge management. 	20						

¹ **The technical weighting is between 80% and 50%** - in accordance with [UNICEF Procedure of Management and Evaluation of offers](#).

<ul style="list-style-type: none"> ▪ Solid overall computer literacy, including proficiency in various Statistics Packages (SPSS, STATA, R, ENA, etc), Microsoft Office applications (Excel, Word, among others), email, and internet; ▪ Proven ability to develop factsheets, newsletters, analysis reports, research papers, articles, technical reports and documents for Nutrition in English. ▪ In-depth knowledge of how nutrition integrates with health, agriculture, WASH, education, and social protection, including relevant frameworks, policies and strategies. ▪ Excellent written and spoken English 	
<p>Experience in:</p> <ul style="list-style-type: none"> ▪ Minimum of 8 years of experience in the capacity building in nutrition data analysis and use, data quality and management, planning, monitoring, reporting and knowledge management. ▪ Demonstrated experience in designing and delivering training programmes for nutrition information, developing materials and building stakeholder capacity. ▪ Extensive experience in analysing routine, surveillance and survey and other large datasets related to nutrition with proficiency in statistical tools and methodologies to extract actionable insights. ▪ Expertise in developing knowledge management products for nutrition and using digital platforms for dissemination, with strong writing and presentation skills. ▪ Applying nutrition data and indicators in policy and planning 	20
Assessment of previous work including written and analytical skills.	20
Total	75

B) Financial Proposal ²: 25 points

*The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum (*50) points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.*

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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.

² **The financial weighting is a minimum of 20% and a maximum of 50%** - in accordance with [UNICEF Procedure of Management and Evaluation of offers](#).

Text to be added to all TORs:

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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. The vaccine mandate, 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.