TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Health and Nutrition</th>
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<tbody>
<tr>
<td>CONSULTANCY TITLE</td>
<td>Technical expertise for SMART surveys and IPC-AMN analysis</td>
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</tbody>
</table>
| TYPE OF ENGAGEMENT | ☑ Individual Consultant  
|                  | ☐ Individual Contractor (Part-Time)  
|                  | ☐ Individual Contractor (Full-Time) |

PURPOSE OF THE ASSIGNMENT:
The purpose of this assignment is to ensure the smooth running and technical quality (as assessed by the SMART Plausibility report) of nutrition surveys in 6 districts using the SMART methodology, and to support the IPC-AMN process.

BACKGROUND:
According to the Zimbabwe Vulnerability Assessment of 2022, child malnutrition has been steadily increasing since pre-Covid-19 with a global wasting prevalence above 5% this year for the first time since 2005, illustrating a precarious nutrition situation for women, children and adolescents. There are many compounding underlying factors that are accumulating on top of an already fragile nutrition situation characterized by low breastfeeding rates, low child diet diversity, high levels of micronutrient deficiencies, high rates of low birthweight (which perpetuates the inter-generational cycle of malnutrition) and high numbers of teenage pregnancies. Other key underlying factors include:

- The long-lasting secondary effects of the Covid-19 pandemic that are now being exacerbated by the current global rise in food prices and the economic situation in Zimbabwe.
- A drop in public health services following the pandemic resulting in a measles outbreak this year. Measles and malnutrition have a synergistic relationship, where children who contract measles are at risk of becoming malnourished and children who are malnourished are more prone to measles infection.
- A drop in Vitamin A supplementation coverage during the pandemic, leaving children who contract measles more at risk of complications and blindness.
- On top of this, food insecurity is likely to increase this year following a below average agricultural season, and the nutrition sector is preparing for a potential increase in cases of wasting over the rest of 2022 and into 2023 over the hunger gap period (Dec-Mar).

To prevent the deterioration of the nutrition situation any further, there is a need to strengthen and improve coordination of multi-sectoral community-based activities through the care group approach.

With this background, UNICEF will support the MoHCC to implement 6 nutrition surveys following the SMART methodology in order to measure child nutrition status and indicators around the immediate and underlying causes of malnutrition (as per UNICEF’s conceptual framework for malnutrition) to understand further the ZimVAC results and further investigate the nutrition situation in 6 worst-affected districts as per ZimVAC results.

ASSIGNMENTS:
- Finalize the survey protocol, budget and timeline including the preparatory activities.
- Ensuring all aspects of the survey, based on the protocol, are adequately costed and agreed with MoHCC.
- Ensure availability of equipment necessary for the survey (forms, digital data collection tools, scales, height boards, MUAC tapes, referral slips, stationary and other equipment).
- Finalize survey tools: data collectors guide, questionnaires, anthropometric standardization test tools, calendar of local events, referral forms etc before the start of training.
- Support training of the MoHCC supervisors and enumerator team, including preparing timetables, materials and organizing logistics.
- Organize and carry out a pre-test (field test) to validate the questionnaire, methodology, recording and data entry.
- Organize and carry out a standardization test for the anthropometric part of the survey to ensure high quality anthropometric data collection.
- Develop a data collection plan to deploy teams for data collection and develop a supervision plan in coordination with MoHCC.
- Ensuring logistics is in place for data collection – including vehicle hire, telephone airtime for communication between supervisors and teams, official ID for enumerators and supervisors.
- Ensure communication to communities takes place ahead of data collection.
- Supervise teams on the ground to ensure the quality of data collection on daily basis and provide corrective feedback as necessary to teams.
- Document constraints, difficulties and potential biases identified during data collection.
- Ensure accurate documentation of survey process, including photographic evidence for use for visibility and donor reporting.
- Ensure data management procedures are in place, including:
  - Identified and agreed server for data storage.
  - Regular back-ups of all data collected to ensure no loss of data.
  - Tablets are programmed / set-up correctly for data collection with the correct tested version of the questionnaire.
  - All teams have functioning tablets with functioning chargers, including solar chargers for areas with no power supply.
- Account for all tablets after data collection, and ensure they are maintained with MoHCC for use in future surveys.
- Analyze and interpret the results of the survey with technical specialists from MoHCC, UNICEF and SMART.
- Lead the final report writing of the survey.
- Assist MoHCC in presenting the results of the survey.
- Assist to coordinate preparations for the IPC-AMN and act as liaison between the IPC Global Support Unit and the FNC and the MoHCC.
- Participate in the IPC-AMN and support training and analysis as necessary.
- In response to the results of the ZimVAC and the surveys, coordinate, scale up and monitor the care group approach in coordination with MoHCC and partners.
- Other tasks as requested by the Nutrition Manager.

**REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:**
Specialist and dedicated technical support is required to support training to the MoHCC survey team (together with SMART regional / global experts), to closely supervise teams during data collection to ensure the quality of the data collected, to trouble-shoot arising issues during data collection, and to monitor quality of data throughout data collection and provide feedback to teams for correction of errors. This requires prior experience of the SMART survey methodology and dedicated time for the duration of training, data collection and report writing.

**Child Safeguarding**
Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

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<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Direct contact role</td>
<td>☐ YES</td>
<td>☒ NO</td>
</tr>
</tbody>
</table>

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:

The survey will involve weighing and measuring children, however the identified consultant will not be directly responsible for these measurements (s/he will be supervising and training those that are) and all contact will be as part of a team and in the presence of household members (the child’s primary care-giver).

**Child data role**

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<th>YES</th>
<th>NO</th>
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If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

The surveys will collect child data, however none of it will be personally identifiable information except where the child has severe wasting and needs immediate health care in which case she will be referred to the nearest health facility by name and location. This information will only be recorded on the transfer slip which stays with the mother / caretaker and will not be part of the collected dataset.
More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#).

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<tr>
<th>Tasks/Milestone:</th>
<th>Deliverables/Outputs:</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Support survey training, including a standardisation test and field test.</td>
<td>Training report and standardization report.</td>
<td>15 days By week 4: 20% payment</td>
</tr>
<tr>
<td>Ensure readiness for the survey, supervise data collection, monitoring data quality and feeding back to teams on areas for improvement.</td>
<td>Report of preliminary survey results.</td>
<td>24 days By week 8: 40% payment</td>
</tr>
<tr>
<td>Support preparation of final survey report and support to IPC-AMN</td>
<td>Final survey report.</td>
<td>24 days By week 12: 40% payment</td>
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**Minimum Qualification required:**
- ☒ Bachelors  ☐ Masters  ☐ PhD  ☐ Other

**Disciplines**
- Public health nutrition, epidemiology, nutrition information management, or related technical field.

**Languages**
- Fluency in English required.
- Excellent writing skills in English.

**Experience**
- Minimum five years of professional work experience in nutrition information and/or nutrition programming.

**Consultant Sourcing:**
- ☒ National  ☐ International  ☐ Both

**Consultant Selection Method:**
- ☐ Competitive Selection (Roster)
- ☒ Competitive Selection (Advertisement/ Desk Review/Interview)

**Knowledge/Expertise/Skills required:**
- Experience of conducting nutrition surveys using SMART methodology.
- Experience of survey data analysis and report writing.
- Experience of IPC-AMN

**Desirable**
- Experience of working within UNICEF or other UN entities is an asset.

**Payment**
- **1Lumpsum or monthly:** deliverable based

**Travel International (if applicable)**
- ☐ Yes  ☒ No

**Travel Local (please include locations)**
- ☒ Yes
- ☐ No

Locations: Travel to the districts being surveyed will be required. Planned to be: Mutasa, Mt Darwin, Mudzi, Kariba

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1 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.

A consultant (ZCON) is an individual who is a recognized authority or specialist in a specific field engaged by UNICEF under an individual contract, within a specific period of time, in an advisory or consultative capacity, having specialized skills or knowledge, that is not readily available within UNICEF, and for which there is no continuing need in UNICEF. The functions of a consultant are results-oriented and normally involve analyzing problems, directing seminars or training courses, preparing documents/carrying out research for conferences or meetings, or writing reports on matters within their area of expertise. A consultant shall not perform any of the existing functions or responsibilities of staff members. Eg of consultant – Coach or Advisor. A consultant may have multiple/overlapping contracts.

An individual contractor (ZIND) is an individual engaged by UNICEF under an individual contract to provide expertise, skills or knowledge for the performance of a specific task. The work assignment may involve functions similar to those of staff members. A strategy for a long-term staffing solution must be in place. Eg of individual contractor – Administrative support or Media & Communication support. A part-time individual contractor may have multiple/overlapping contracts. A full-time individual contractor is not allowed to have multiple/overlapping contracts.

Contracts shall be limited to a maximum duration of 11.5 months in a 12-month period, up to a maximum cumulative duration of 46 months in a 48-month period.
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<tr>
<th>Human Resources</th>
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<tr>
<td><strong>DSA (if applicable)</strong></td>
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<tr>
<td>Approximate number of days: 15 days</td>
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<tr>
<td>☑ Yes</td>
</tr>
<tr>
<td>☐ No</td>
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<tr>
<td><strong>Administrative details:</strong></td>
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<tr>
<td>Visa assistance required: ☐</td>
</tr>
<tr>
<td>Transportation arranged by the office: ☑ (for field trips)</td>
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<tr>
<td>☐ Home Based</td>
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<tr>
<td>☑ Office Based:</td>
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<tr>
<td>If office based, seating arrangement identified: ☑ Yes</td>
</tr>
<tr>
<td>IT and Communication equipment required: ☑ Yes</td>
</tr>
<tr>
<td>Internet access required: ☑ Yes</td>
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<tr>
<td><strong>Application requirement</strong></td>
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<tr>
<td>☐ Technical Proposal (No)</td>
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<tr>
<td>☑ Financial Proposal (Yes)</td>
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<td>Submission of CV and support letter describing experience required.</td>
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**Text to be added to all TORs:**

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.