

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: International Consultant Nutrition Specific Interventions		
Funding Code: WBS: - 2460/A0/06/200/002 GRANT: SC220431	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, Lao PDR
Purpose of Activity/Assignment: <p>Despite of considerable progress made in reduction of malnutrition rate in children from 44.2% in 2011 to 33% in 2017 (LSIS I and LSIS II), the recent data of LSIS-III, 2023 highlight the fact the stunting prevalence rate has remained stagnant and unchanged. Contradictory wasting prevalence has even worsened and increased from 9% to 11 as per LSIS II and LSIS II data. This poses a serious challenge to prevent morbidity and mortality in the children linked to the severe acute malnutrition as we know the fact that children with SAM are 12 times more likely to die than normal children if remain under treated.</p> <p>UNICEF Lao PDR has been the forefront partner of Ministry of Health to plan and implement Integrated Management of Acute Malnutrition (IMAM) programme in the country which includes of both facility and community based programme, focuses on primarily capacity building of health care workers and frontline workers on treatment and management of children with acute malnutrition, procurement of nutrition supplies and management, early identification and referral of children and support for data collection , reporting and management.</p> <p>In the current Country Programme Document (CPD) 2022-2026, investments were made to establish IMAM program in priority provinces with high prevalence of wasting as per the last national survey report. This activities includes scaling up prevention, early identification and referral of children with severe acute malnutrition, capacity building of health care workers, procurement of nutrition supplies and data management etc. So far more than 200 health facilities have been targeted for IMAM program and now efforts are under way to improve admissions rate and implementation of program in these designated health facilities.</p> <p>This will include close monitoring and follow up of progress based on the data reported to make improved decision and support to enhance services through selecting appropriate interventions to improve quality of services.</p> <p>Additionally efforts are underway to promote and protect breastfeeding practices through capacity building of health care workers on Infant and Young Child feeding practices and leverage the expertise of Breastfeeding Accreditation Experts who were trained in last 4 cohorts across all provinces with an vision to use their knowledge and wisdom in promotion and implementation of breastfeeding activities. Furthermore innovative channels and platforms were also been explored to see the possibilities of how to disseminate the IYCF messages and information to remote and rural communities.</p>		

Micronutrient deficiencies has always been the emerging problem in the country which has been impacting all age groups but not enough evidence is available to measure the severity of problem. The LSIS-II 2017 revealed that almost half of children under the age of 5 years suffer from anaemia, with rates even higher in children aged 6-11 months. Anaemia in adolescents is rampant, with 42% of girls aged 15-19 years affected. Rates of anemia in pregnant women remain high, affecting 4 out of 10 women. There is a growing evidence that Multiple Micronutrient Supplements (MMS) has tremendous benefits in terms of reducing micronutrient deficiencies and averting still birth and SGA birth outcomes and yield benefits that are 194 times greater than the costs as per the Nutrition International MMS Cost – benefit tool.

In this regard UNICEF – Lao PDR aims to recruit an International Nutrition Consultant who will support Ministry of Health (MOH) in planning, implementation, monitoring and evaluation of preventative and curative nutrition interventions delivered through the health system in line with the national Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) strategy and the National Plan of Action for Nutrition (NPAN). This will include sustaining the technical support to improving the quality of IMAM program and support in strengthening the integration of nutrition in the areas of well child and early essential newborn care under the RMNCAH strategy. The consultant will support the on-going review of the National IMAM Guidelines, review and revision of the IMAM training packages, strengthening of the supply chain management of nutrition commodities, data management using DHIS2 and IMAM Tracker, and other relevant interventions for improving a systems-wide nutrition programming. The consultant will also support in strengthening the implementation of the breastfeeding program and its relevant component to Infant Young Child Feeding (IYCF) program, which could include improving the key messaging among health facilities and communities, utilizing the health workers trained as breastfeeding advocates. The consultant will also support in planning and implementation of Multiple Micronutrient Supplementation (MMS) program in line with global guidance to address the problem of micronutrient deficiency. Additionally, the consultant will support coordination, collaboration and partnership with several key development partners and other UN agencies doing the same scope of work on Nutrition, and strengthen the synergy of the implementations of the Nutrition Program across Lao PDR.

Scope of Work:

The Consultant shall work closely with UNICEF- Nutrition Section but also with Health Section to provide technical support and guidance to the Ministry of Health for implementation of preventive and curative nutrition interventions. This shall include the following:

- Technical guidance and support to the MOH and relevant department for the planning of nutrition intervention across contexts in alignment with RMNCAH / National Plan of Action on Nutrition (NPAN). Besides technical support the consultant will support for coordination meeting across department and potentially trainings to programme managers and planners to improve the understanding and appreciation of nutrition challenges, interventions and investments needed.
- To provide technical support to government counterparts in conducting consultations to review global guidelines on wasting treatment and adapt them to the Lao context.
- To support the continuous scaling up of the Integrated Management of Acute Malnutrition (IMAM) programme including data collection and reporting, supply chain management, monitoring and supportive supervision as well as development and revisions of training packages based on the global wasting guidance including of integration of e- learning course of wasting management.
- To provide technical support to leverage the expertise of breastfeeding specialists trained under the BFA cohorts to promote breastfeeding practices in health facilities and communities.

- Support in the development and roll out of technical guidance materials pertaining to multiple micronutrient supplementation programme to strengthen the capacity of Provincial/ District Health Officers and frontline workers.
- Support the implementation of the protocols developed for Nutrition in Emergency through the development of inter-agency contingency plans and the mechanism of actions for Nutrition Program should there be an emergency.
- Support in development of concept note and project proposals to explore opportunities for more funding for nutrition focuses interventions delivered through the health sector.
- Support in writing reports for donors, human interest stories, and other briefing notes as may be needed for the program. This will also include supporting any donor visit to project sites.
- Support to strengthen networking and partnership building for nutrition interventions delivered through the health sector.
- Innovation, knowledge management and capacity building of government counterparts to adapt innovative approaches and good practices to scale up intervention for delivery of concrete and sustainable results for nutrition through health sector.

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](#)

<p>Budget Year: 2025/26</p>	<p>Requesting Section/Issuing Office: Nutrition Section, Lao PDR</p>	<p>Reasons why consultancy cannot be done by staff: The Section currently lacks the capacity to undertake the identified streams of work in a coherent and timely manner. Some of the activities are tied to donor funds which are time bound.</p>
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: All the activities are contained in the 2025/26 rolling workplan of the section.</p>		
<p>Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both</p>		

Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Single source <input type="checkbox"/> Roster <input type="checkbox"/> (Emergency - Director's approval)		
Supervisor: Hari Vinathan, Nutrition Specialist	Start Date:	End Date: Total duration: 5.5 months

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (USD)
1.1 Technical support to government department in the coordination and planning of supply distribution of nutrition commodities across Lao PDR, including monitoring of stocks within health facilities and the supervision of its efficient use.	- Distribution Plan developed and implemented in coordination with relevant government departments to distribute nutrition supplies and commodities. - Monitoring & Supervision plan of supplies usage and children treated will be used for all health facilities. (Including travel cost)	28 February 2025	USDXXX (5%)
1.2 Technical support to relevant government agencies and development partners in the review of the National IMAM Guidelines, Job Aids, and the Training Packages for IMAM.	- Coordinate review meetings to finalize the IMAM guidelines with final printed version of guidelines and oversee the launch of guidelines in close collaboration . (Including travel cost)	31 March 2025	USDXXX (5%)
1.3 Support the respective government agencies in planning and organizing the National IMAM program activities across Lao PDR.	- Quarterly Work Plans planned, developed and executed with Center of Nutrition / DHHP and DHR, and other relevant implementing partners.	30 April 2025	USDXXX (43%)
1.4 Technical support to relevant government department to improve data collection and input using the database system for IMAM programming.	- Date input and analysis of data from the DHIS2 and IMAM tracker system, and use of these data in IMAM programming. (Including travel cost).	30 April 2025	
1.5 Provide technical support in the implementation and roll out of Multiple Micronutrient	- Coordination meetings with relevant government departments to finalize and implement the rolling out of the	30 April 2025	

Supplementation (MMS) with Ministry of Health.	Multiple Micronutrient Supplementation Program in Lao PDR. Including travel as needed.		
2.1 Technical support to government department to develop and improve training and capacity-building interventions of all target health facilities, to improve the quality of service for SAM children.	Conduct ToTs for existing and new trainers on IMAM (IPD, OPD and Community) training program across all targeted health facilities, and to provide support in cascading IMAM trainings. (Including travel cost).	31 May 2025	USDXXX (11%)
2.2 Technical support in the implementation of the SOP for Nutrition in Emergencies, through linkages within the health systems and its integrative implementation within the National IMAM program.	<ul style="list-style-type: none"> - Review and finalization of the SOP for Nutrition in Emergencies and its integration into the National IMAM Guidelines. - Updating of the contingency contacts, and the implementation of the inter-agency contingency plan, with the development of emergency algorithm should there be an emergency, ensuring service delivery are sustained despite the emergency situation. 		
3.1. Support in the documentation of lesson learned, case studies, Human Interest Stories and training reports for the purpose of donor visibility.	<ul style="list-style-type: none"> - At least three case studies or Human-Interest Story (HIS) developed in collaboration with Comms section & government department. - 	30 June 2025	USDXXX (36%)
3.2 Support in development of concept note and project proposals to explore opportunities for more funding for nutrition focuses interventions.	<ul style="list-style-type: none"> - At least 3 concept/ briefing note or proposal developed to explore more funding for nutrition interventions. 		
3.3 Support to strengthen networking and partnership building through attending strategic and technical meetings of nutrition specific interventions.	At least 2-3 coordination meetings with relevant partners and government agencies and committees.		
TOTAL amount in USD			USD XXX 100%

Estimated Consultancy fee	Remarks/ Criteria	Grand total (USD)
Consultancy fee		USD XXX
Travel International (if applicable)		USD XXX
Travel Local (please include travel plan)		NA
DSA (if applicable)		NA
Health insurance		USD XXX
Mandatory insurance premium (for International Consultant is USD 137.53 and National Consultant is USD 24.40)		USD
Total estimated consultancy costsⁱ		USD XXX
Minimum Qualifications required*:	Knowledge/Expertise/Skills required *:	
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> ▪ Post- graduate degree in public health, nutrition, international development or other clearly related disciplines ▪ At least 5 years of professional work experience in related areas 	<ul style="list-style-type: none"> ▪ Proven knowledge and experience of working in health/nutrition programme/project development and management with government health system and a good understanding of preventive and curative nutrition interventions. If within the UN system agency or organization is an asset, while experience with UNICEF is highly valued ▪ Excellent knowledge and understanding of training approaches, skills and expertise in leading trainings. ▪ Provision of nutrition technical assistance to Government based on global evidence and best practices. ▪ Proven ability to work with a range of stakeholders. ▪ Good analytical and report writing skills ▪ Excellent communication skills ▪ Fluency in English is required- both in oral and written communication. 	
Submission of applications: <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. Additional requirements:		

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation¹ (minimum 50 and maximum 80 Points), 80 points

Evaluation Criteria	Points
Degree Education in: Post- graduate degree in Public health, nutrition, international development or other clearly related disciplines	10
Knowledge of: <ul style="list-style-type: none"> ✓ Development/utilization of information management systems ✓ DHIS2 and other relevant platforms databases for monitoring nutrition results ✓ Excellent communication skills ✓ Fluency in English is required- both in oral and written communication. 	20
Experience in: <ul style="list-style-type: none"> ✓ At least 10 years professional work experience in related areas ✓ Experience in supporting countries develop and/or utilize information management systems ✓ Experience in working with DHIS2 and other databases/information management systems for monitoring nutrition results. ✓ Experience analysing nutrition data and writing reports 	40
Quality of past work (e.g. understanding, methodology): <ul style="list-style-type: none"> ✓ Assessment of previous work including written and analytical skills ✓ Reference checks 	10
Total	80

B) Financial Proposal (maximum 20 and minimum 10 Points), 20 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.

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

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

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 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 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 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.
