

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Finalization of the National School Nutrition Policy		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Jamaica

Purpose of Activity/Assignment:

Background:

On May 11, 2022 the National School Nutrition Policy was tabled in the House of Representatives as a Green Paper and is now available for public feedback and consultation. It will then follow as series of steps in the policy development process to be finalized and approved as a National Policy. In keeping with the Sustainable Development Goals 2030, the National School Nutrition Policy, and supporting Nutrition Standards, once finalized and approved, will provide a national framework that promotes and facilitates healthy eating habits and a physically active lifestyles among students in Jamaica. The Policy is a part of a national response to improving the nutritional status of children in Jamaica and to highlight the significant policy and programmatic steps the Government of Jamaica has taken to address the threats faced by the Jamaican population resulting from unhealthy diet and physical inactivity.

Childhood obesity and overweight are issues of growing concern in Jamaica from infancy through the adolescent years - 8.5 per cent of children under age 5 are overweight. According to the Global School Based Student Health Survey, the rate of obesity doubled among adolescent boys and increased by almost 50% in adolescent girls aged 13-17 between 2010-2017. Fewer than one in four adolescents are engaged in some type of physical activity for at least 60 minutes each day. Poor nutrition and physical activity in the younger populations has the potential to negatively affect their educational attainment, physical, social and emotional health and development, with longer-term impacts on obesity and NCDs in later life. It is widely accepted that the food environment in and around schools influences our children's food choices and helps shape their eating habits. Additionally, good nutrition practices in schools can improve cognitive and academic performance.

The development, approval and implementation of the National School Nutrition Policy responds to the Convention on the Rights of the Child (CRC) specifically, the fair treatment and best interest of the child, measures to safeguard the rights of children, including assessing our social services and funding for these services, governments responsibility to assist parents in fulfilling their role as nurturers and the right of the child to nutritious food and information to help them stay healthy as part of the right to health.

UNICEF Jamaica's Country Programme recognizes that equitable access adequate nutrition as critical step to achieving the right of the child to good health. This Programme aims to strengthen Jamaica's policy, legal and programming environment for improved child and adolescent nutrition. Recognizing that school nutrition policies can support good health and educational outcomes by ensuring adequate and equal access to healthy food for all students, UNICEF Jamaica seeks the services of a consultant to support the Ministry of Education and Youth, to finalize the National School Nutrition Policy, now a Green Paper, and Nutrition Standards through a consultative and participatory process.

Objective:

The overall objective of this consultancy is to:

- Review the National School Nutrition Policy, now a Green Paper, and provide updated current information/data to support the policy and to make recommendations for elimination of outdated ones where necessary (based on literature review).
- To review recommendations/suggestions made by stakeholders, access its credibility and consider for inclusion in the National School Nutrition Policy and National School Nutrition Standards where applicable.
- Conduct activities to enhance and support the Ministry of Education and Youth to advance and finalize the National School Nutrition Policy and supporting Nutrition Standards.

Scope of Work:

In collaboration with UNICEF and the Ministry of Education and Youth, the consultant will:

1. Develop a detailed workplan of activities and actions with a projected timeline required for successful completion of the assignment
2. Attend planned stakeholder consultations/town hall events to generate feedback on the draft policy and recommendations for full promotion and implementation
3. Provide technical assistance to revise the Policy (Green Paper), as needed, incorporating recommendations from MoEY, MOHW and stakeholder consultations
4. Prepare regular reports from consultations including feedback and recommendations for alignment, finalization and full implementation of the policy document, and consensus on key components of the policy
Finalize policy for advancement through the policy development process

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:

The consultant will engage with youth in a town hall/consultation setting. This will entail at most 2 hours contact time with participants.

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](#)

Budget Year: 2022	Requesting Section/Issuing Office: Health Programme/Kingston Jamaica	Reasons why consultancy cannot be done by staff: Time and technical expertise to conduct activities	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: Novia Condell	Start Date: August 8, 2022	End Date: September 30, 2022	Number of Days (working)
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Signed Contract	-	8/8/2022	
Workplan	Drafts submitted and approved	12/08/2022	30%
Consultation reports	Reports submitted and approved	23/9/2022	30%
Updated draft policy document	Approved draft policy document	30/9/2022	40%
Final report	Final Report submitted and approved		

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> - Advanced degree in public policy or administration, Public Health, Nutrition, Education, Agriculture, or related field. - At least 7 years' work experience at government level and/or national and/or international institutions in developing in, policy development, analysis, planning and evaluation 	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> - Experience in policy development - Strong knowledge of the food and nutrition environment and nutritional issues facing children, adolescents and adults in Jamaica - Previous experience in the health or education sector will be an advantage - Strong analytical and report writing skills - Excellent communication and facilitation skills 		
Administrative details: Visa assistance required: N/A <input type="checkbox"/> Transportation arranged by the office: N/A <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<i>Approval of Chief of Operations (if Operations):</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	

ⁱ 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

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.