

## TERMS OF REFERENCE

<b>TITLE</b>	Food systems knowledge management and evidence dissemination Consultant
<b>CONTRACT MODALITY</b>	Homebased/Remote
<b>DUTY STATION</b>	Panama
<b>DURATION OF CONTRACT</b>	10 Months

### Purpose of Assignment

Under the overall guidance of the Food Systems Specialist, the consultant will provide technical and analytical support for the publication, positioning and strategic use of LAC evidence and knowledge products on food systems, through knowledge management and evidence dissemination efforts.

Latin America and the Caribbean is one of the regions most affected by all forms of malnutrition, including overweight childhood and obesity globally. 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. In several countries, prevalence among school-age children and adolescents exceeds 30 per cent, reflecting a sustained increase over the past two decades.

UNICEF has consistently highlighted that childhood overweight is influenced by structural and environmental determinants, including unhealthy food systems, the marketing of unhealthy foods and beverages to children, and limited access to nutritious, affordable and safe diets. These factors interact with broader social and commercial determinants that shape children’s food choices and dietary patterns.

In response, UNICEF has invested in the generation of regional evidence and analytical tools to inform multisectoral action for the prevention of childhood overweight. This includes regional thematic reports and a portfolio of studies and knowledge products addressing food systems and nutrition policies, social and behaviour change, digital food marketing, mental health and nutrition, and commercial complementary foods. These efforts are aligned with the UNICEF Nutrition Strategy 2020–2030, which identifies food systems and healthy diets as critical entry points to prevent all forms of malnutrition, including overweight and obesity.

UNICEF is currently advancing a pipeline of regional publications, including reports, policy briefs, methodological guidance and technical studies. To ensure that this body of evidence effectively informs policy dialogue, advocacy and programme implementation, there is a clear need to strengthen technical support for finalization, dissemination and uptake, ensuring consistency of messages, accessibility of content and effective use by decision-makers at regional and country levels. The evidence and analytical work to be disseminated in 2026 was generated and technically developed during 2025. The focus of this consultancy is therefore to ensure the finalization, publication, strategic positioning and effective dissemination of this body of evidence throughout 2026.

Strengthening knowledge generation, management and dissemination is therefore essential to enhance the use of existing evidence, support Country Offices and partners, and contribute to UNICEF’s LACs priorities on the prevention of childhood overweight.

### Scope of Work

Under the overall guidance of the Food Systems Specialist, the consultant will provide technical and analytical support to strengthen the publication, dissemination and use of UNICEF’s regional evidence on childhood overweight prevention, food systems and healthy food environments, as well as targeted technical inputs related to urban food environments for children.

Key activities include:

- Developing and proposing a regional dissemination and positioning plan for evidence generated and scheduled for publication and strategic dissemination in 2026 and 2027.
- Conducting the technical revision and editorial readiness of regional knowledge products, including drafting, restructuring or completing content where needed, to ensure they are finalized and prepared for publication and strategic dissemination in 2026, focusing on clarity, coherence and accessibility in line with UNICEF standards. Covering thematic areas such as food systems, nutrition policies for childhood overweight prevention, school food environments and social and behaviour change, monitoring and regulation of digital marketing of unhealthy foods and beverages, commercial complementary foods, and mental health and nutrition, and other relevant for nutrition and food environments
- Deliver the publication process, including follow-up on timelines, preparation of final manuscripts and review of outputs prior to publication.
- Design and deliver webinars, workshops, virtual launches and online technical briefings, and support other online dissemination events, including drafting agendas, preparing presentations, background notes, key messages and supporting materials
- Prepare presentation materials, background information, key messages and speaking points, under the guidance of the supervisor.
- Developing technical dissemination materials to support uptake and use of evidence by Country Offices and partners, including the preparation, adaptation and drafting of presentation decks, executive summaries, briefs and digital dissemination inputs.
- Providing technical inputs to digital and social media dissemination, in coordination with communications colleagues, including drafting key messages and developing content to increase the visibility and reach of evidence.
- Supporting the planning, preparation and participation in regional or global events (e.g., SLAN Chile or ICO Mexico, etc), **including international travel**, to participate in and contribute to the dissemination and strategic positioning of UNICEF's evidence on food systems

#### 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.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and input days to complete deliverable
Proposed regional dissemination and positioning plan for the 2026 thematic package of knowledge products, including publication sequencing, target audiences, strategic dissemination pathways and recommendations to strengthen the policy and advocacy positioning of evidence.	Regional dissemination and positioning plan.	Within <b>2 weeks (10 days)</b>
First set of regional knowledge products (up to three knowledge products) developed and / or technically revised, finalized and ready for publication, including validated final versions and key positioning messages to support dissemination.	Report describing first set of regional knowledge products.	Within <b>5 weeks (14 days)</b>
Implementation and documentation of the first regional dissemination round, corresponding to the first set of knowledge products, including agreed dissemination actions and a summary of positioning and follow-up efforts.	Implementation report and documentation of the first regional dissemination round.	Within <b>9 weeks (14 days)</b>
Second set of regional knowledge products (up to three knowledge products) developed and/or technically revised, finalized and ready for publication, including strategic positioning inputs.	Report describing second set of regional knowledge products.	Within <b>13 weeks (15 days)</b>
Implementation and documentation of the second regional dissemination round, corresponding to the second set of knowledge products, including agreed dissemination actions and summary of outreach and follow-up efforts.	Implementation report and documentation of the second regional dissemination round.	Within <b>17 weeks (14 days)</b>

<p>strategic positioning review, assessing uptake, visibility and dissemination performance of knowledge products to date, including recommendations to strengthen impact in the second half of 2026</p>	<p>strategic positioning review.</p>	<p>Within <b>22 weeks (10 days)</b></p>
<p>Third set of regional knowledge products (up to three knowledge products) technically revised, finalized and ready for publication, including positioning and dissemination inputs.</p>	<p>Report describing third set of regional knowledge products.</p>	<p>Within <b>27 weeks (15 days)</b></p>
<p>Implementation and documentation of the third regional dissemination round, corresponding to the third set of knowledge products, including agreed dissemination actions and summary of positioning outcomes.</p>	<p>Implementation report and documentation of the third regional dissemination round.</p>	<p>Within <b>32 weeks (14 days)</b></p>
<p>Planning, preparation and participation in one strategic in-person event of relevance to UNICEF's regional food systems agenda, including development of presentation materials, key messages and summary of outcomes.</p>	<p>Workplan for regional events and participation report</p>	<p>Within <b>37 weeks (16 days)</b></p>
<p>Communication and narrative adaptation package, translating key findings from the 2026 knowledge products into adaptable messaging frameworks and communication assets to support innovative, audience-centered and cross-platform engagement.</p>	<p>Communication and narrative adaptation package.</p>	<p>Within <b>41 weeks (16 days)</b></p>
<p>Final consolidated report summarizing knowledge products supported, dissemination rounds implemented, participation in strategic events and key lessons learned to inform future (2027) knowledge management and positioning efforts.</p>	<p>Final consolidated report.</p>	<p>Within <b>43 weeks (11 days)</b></p>

<b>Estimated Consultancy fee</b>		
Travel - International	Number of trips = Three (3) international missions linked to dissemination of UNICEF's regional evidence on food systems*	13 days

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

**Education:**

Master's degree in public health, Nutrition, Public Policy, or other relevant disciplines aligned with the objectives of the ToR.

**Knowledge/Expertise/Skills required:**

- At least 5 years of progressively responsible professional experience in areas such as public health, nutrition, policy evaluation, knowledge generation, evidence translation or strategic dissemination, with demonstrated ability to work with evidence-informed products.
- Solid experience in technical and academic writing and editing, including the ability to translate complex evidence into clear, accessible and policy-relevant products (reports, briefs, presentations and advocacy materials), including peer-reviewed publications and policy-oriented outputs.
- Proven experience (minimum 4 years) supporting knowledge generation and dissemination, evidence uptake and strategic communication, including preparation of materials for webinars, online events, policy dialogues or advocacy purposes focused on nutrition.
- Demonstrated experience with nutrition and food systems (minimum 5 years), including experience working with or supporting nutrition-related evidence, policy evaluation, regulatory or fiscal measures, and food environment interventions
- Experience working with evidence in Latin America and the Caribbean and understanding of the policy context and evidence needs of the region.
- Ability to work with multidisciplinary teams, including technical specialists, communications colleagues and external partners, and to deliver high-quality outputs with limited supervision.
- Desirable: Experience contributing to peer-reviewed public health or nutrition publications and demonstrated ability to translate complex technical evidence into accessible, policy-relevant and communication-ready materials.
- Full professional proficiency in Spanish (written and oral) is required. Strong working proficiency in English (written and oral) is desirable.