

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title of Assignment	<i>National Consultancy:</i> Zonal Nutrition Field Monitor (2 Consultants)	
Requesting Section	Nutrition	
Location	Place of assignment: <ul style="list-style-type: none"> • Two nutrition field consultants will be with one based in Lilongwe and another in Blantyre with frequent visits to various districts. • The consultancy is not office-based; however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions either in Lilongwe or Blantyre and the districts under their responsibility • Consultant will also be expected to virtually participate in emergency and technical Friday Morning Meetings (FMM) as scheduled 	
Contract Duration	12 months	
Estimated number of working days	21.75 per month for 12 months	
Planned Start and End Date	From: 1st March 2024	To: 28th February 2025

BACKGROUND AND JUSTIFICATION

Malawi is a high-risk country for climate shocks such as extreme flooding, exacerbated by diseases outbreak such as Cholera, severe food insecurity, and increased poverty due to economic shocks. In March 2023, the country was hit by the cyclone Freddy which affected at least 2.5 million people; 659,278 were displaced, 2,186 were injured, and 679 were killed. The cholera epidemic in Malawi between 2022 and 2023 resulted in over 58,000 confirmed cases, with over 1,700 deaths over an 18-month period. This represents a 3 per cent fatality rate, which is very high.

About 4.4 million people, representing 22 percent of the Malawi population, are facing food insecurity and require food assistance between October 2023 to March 2024, according to the Malawi Integrated Food Security Phase classification (IPC) acute food insecurity analysis for June 2023 - March 2024. Of the 4.4 million, 656,721 are children under the age of five, 528,000 are adolescent girls and 264,000 are pregnant and breastfeeding women. With weather forecasts from international and national agencies anticipating El Niño conditions which are linked with delayed onset of rains, below-normal precipitation, and dry spells in southern Malawi, the food situation is likely to worsen. Undernutrition such as wasting remains public health issue with >150,000 children under five still at high risk of acute malnutrition (source: acute malnutrition burden estimate based on SMART survey 2020).

Malnutrition in Malawi is also compounded by the high prevalence of HIV among malnourished children. Thirty per cent of children living with HIV who are not on antiretroviral treatment are likely to die before their first birthday; most of these deaths occur within the first few months of life. Diagnosing and initiating treatment in children before three months of age will significantly increase their likelihood of survival.

It is against this background that UNICEF would like to engage Zonal Nutrition Field Monitors to support districts in preparatory activities for the lean season response and strengthen monitoring, supervision and reporting of nutrition activities to ensure smooth implementation.

PURPOSE OF THE ASSIGNMENT

The Zonal Nutrition Field Monitor will provide technical support to the coordination, planning, implementation, monitoring and supervision of nutrition activities to strengthen resilience building at district and community levels. Additionally, the zonal nutrition field monitor will back-stop the district nutritionists and work closely with the Principal Nutrition, HIV and AIDS Officers (PNHAO) with the aim of systems strengthening.

SCOPE OF WORK/OBJECTIVES

A. Support Coordination of Maternal Infant and Young Child Nutrition (MIYCN) and micronutrient activities in the target districts

- a. Support the implementation of IYCN, Early Childhood Nutrition (ECD) and maternal nutrition activities at district level.
- b. Support implementation of school age children and adolescent nutrition programming.
- c. Support interventions to strengthen food systems transformation for improvement of children's foods, food environments, and practices.
- d. Promote nutrition resilience interventions to mitigate the impact of emergencies on maternal and child nutrition.
- e. Support Multiple Micronutrient Supplements (MMS) and Iron Folic Acid (IFA) activities as well as salt iodization.

B. Support Coordination of Community Management of Acute Malnutrition (CMAM) activities in the target districts

- a. Provide technical support to the overall implementation of the CMAM programme including mentoring frontline workers, conducting monitoring and supportive supervision in conjunction with the District Nutritionist and the PNHAOs.
- b. Assess capacity of frontline workers on CMAM program and identify key gaps for improvement.
- c. Provide technical support in CMAM data management including supporting monthly data quality audits, collection, compilation and submission of CMAM data including death audits.
- d. Support processes for the CMAM integration into the community case management as applicable.
- e. Strengthen prevention and management of acute malnutrition during emergencies.

C. Support district level coordination and capacity strengthening in Nutrition in Emergencies (nutrition coordination, preparedness and response at district level)

- a. Enhance capacity for nutrition preparedness at district and lower level.
- b. Strengthen coordination of nutrition emergency response at district level and lower levels.
- c. Early identification and referral of children with a acute malnutrition.
- d. Support Infant and Young Child Feeding in emergencies (IYCF-E) activities at district and lower levels.
- e. Actively participate in District Nutrition Coordination Committee (DNCC) and District Health Management Team (DHMT) meetings and report to the national level.

- f. Support DNCC in the district reporting and utilization of multisectoral National Nutrition Information System (NNIS).

D. Support Supply Chain Systems Strengthening including end-user monitoring of nutrition supplies at District Level

- a. Support capacity strengthening efforts in supply chain integration and End user monitoring including trainings, mentorship, and supervision
- b. Support the district teams in Stock management including reviewing Distribution plans, stock reports in LMIS and timely repositioning of nutrition supplies wherever necessary to avoid stock outs
- c. Support the District Nutritionist and Pharmacy teams in weekly tracking of stock status and provide updates to the national level for timely distribution
- d. Inspecting and enforcing the standards on keeping of stock to ensure effective inventory management FEFO, proper stacking)
- e. Conduct joint end user monitoring with district teams (nutritionN/Pharmacy) and provide timely reports to national level

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

- The consultant will report to UNICEF’s Nutrition Specialist (CMAM/Emergency) and regularly coordinate with Nutrition Officer (CMAM) and Emergency coordinator who are based in Lilongwe. The consultant will consult with the PNHAO and District Nutrition Officers in their focus districts.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

- Submission and acceptance of the district nutrition capacity assessment report of the health facilities in his/her zone.
- Submission and acceptance of monthly analytical progress reports based on the agreed workplan as per the below agreed deliverables.
- Submission and acceptance of final report during the last month of the consultancy detailing the key achievements, lessons learned and recommendations.

How will consultant consult and deliver work and when will reporting be done:

- The consultant will be based in a specific district (district to be indicated once the contractual agreement is in place) with regular visits to all the zonal districts allocated by the nutrition section.
- The consultant will provide monthly deliverables based on an agreed work plan and delivery schedule.
- In the first week of the month, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- The consultant will present the draft documents and the final report to UNICEF as agreed during the time of engagement and as per the work plan.

EXPECTED DELIVERABLES

In alignment with the scope of work described above, the consultant will be expected to perform the following activities and deliverables per the schedule and estimated dates below as well as any other activities as deemed necessary and related to the successful delivery of the assignment. Due to the emergency response nature of this assignment, the consultant will carry out nutrition emergency response activities which are mostly similar in output across the months, for which there will be monthly payments based on satisfactory performance-service delivery.

Table 1: Expected Deliverables against Task and Milestones`

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	Estimated cost payable
A. Support Coordination of MIYCN and micronutrient activities in the target districts	Support the implementation of IYCN, ECD, Maternal and Adolescent nutrition activities at district level.	1 March 2024	28 February 2025	Monthly payments based on an all-inclusive fee
	Support interventions to strengthen food systems transformation for improvement of children’s food, children’s food environment, and children’s food practices.			
	Provide technical support in CMAM, VAS, MMS, IFA and MNPs data management including supporting monthly data quality audits, collection, collation, and submission.			
B. Support Coordination of CMAM activities in the target districts	Provide technical support to the overall implementation of the CMAM programme including mentoring frontline workers, conducting monitoring and supportive supervision in conjunction with the District Nutritionist and the PNHAOs.			
	Support and coordinate NRU death audits whenever death occurs and ensure availability of death audit reports with action points and follow up on the action points.			
	Assess capacity of frontline workers on CMAM program and identify key gaps for improvement			
	Provide technical support in CMAM data management including			

	supporting monthly data quality audits, collection, compilation and submission of CMAM data including death audits.			
C. Support district level coordination and capacity strengthening in Nutrition in Emergencies (nutrition coordination, preparedness and response at district level)	Enhance capacity for nutrition preparedness and response at district and lower level			
	Strengthen coordination of nutrition emergency response at district level			
D. Support Supply Chain Systems Strengthening including end-user monitoring of nutrition supplies at District Level	Support the district teams in Stock management including reviewing Distribution plans, stock reports in LMIS			
	Timely repositioning and prepositioning of nutrition supplies in hard-to-reach emergency areas to avoid stock outs			
	Support with supplies end user monitoring, tracking, and reporting			

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature and which will be updated on a regular basis as needed.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice. Once monthly reports are approved and signed by the supervisor, the specialist will issue a receipt for payment against the approved monthly report.

The consultancy cost will be based on an all-inclusive fee basis which will include all costs related to this assignment including professional fee, communication and stationery. No other costs are payable under this consultancy. UNICEF will hire a vehicle to support mobility of the consultant.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- A minimum of a degree in public health and nutrition, or International Health and Nutrition, Family health and Nutrition, or related field.

Work experience:

- Previous experience in field monitoring implementing CMAM and nutrition in emergency programs including infant and young child feeding in emergencies (IYCFe).
- More than 5 years' work experience, experience in health systems strengthening and working with government of Malawi will be an added advantage.
- Experience and knowledge of micronutrient supplementation programs including VAS, deworming, IFA, MNPs etc.

Technical skills, knowledge and strength areas:

- Technical skills in preventions and treatment of malnutrition, mentorship and supervision, program management skills are desirable.
- Knowledge of nutrition programs, Donor relations
- Strength in report writing and documentation of best practices and or lessons learnt in nutrition programmes.

Languages:

- Strong English skills both oral and written. Strong oral skills in Chichewa and any other local language will be an added advantage

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- The consultant is solely responsible for their own health insurance and will ensure the health insurance is valid for the entire period of the contract.
- the selected consultant is 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.

The consultant will be working from home (one consultancy will be based in Lilongwe and the other in Blantyre) with frequent visits to various districts in their zones as follows:

Base District	Districts in the Zone
Blantyre	Blantyre, Chikwawa, Nsanje and Mulanje
Lilongwe	Lilongwe, Dedza, Salima and Mchinji

The access to UNICEF email and system is restricted to UNICEF staff therefore consultants should not be granted access.

UNICEF offers reasonable support for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in their assignment.

Consultants must have their own equipment, tools and materials needed to perform their services. They will use their own laptops/computers, any application or system needed to complete the assignment.

The access to UNICEF email and system is restricted to UNICEF staff therefore consultants should not be granted access unless it is imperative to complete assignment. The need for email access will be determined in consultation with the contract supervisor and will require approval from management.

CONDITIONS

- The consultancy will be for twelve months.
- The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based at district level.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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. 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.

- Consultants must have their own equipment, tools and materials needed to perform their services. They will use their own laptops/computers, any application or system needed to complete the assignment.
- Consultant must ensure the use of his/her computer be able to communicate using direct calls/, WhatsApp, and any other approved electronic communication. For work efficiency and timely information sharing, the consultant may be provided a UNICEF email and ID unless it is imperative to complete assignment – the need for email access will be determined in consultation with the contract supervisor and only during the contract period.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details from at least 3 supervisors, including the current supervisor.