

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: International consultant: Development of operational guidelines and training materials for nutrition interventions in secondary schools	Funding Code: WBS: SC220431 2460/A0/06/200/002/005	Type of engagement: <input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Duty Station: UNICEF Lao PDR Office, Vientiane, Lao PDR
Purpose of Activity/Assignment: Nutrition during childhood and adolescence is key to ensuring optimal growth, health and well-being and has a long-term impact in the lives of children. Lao PDR has recognized the importance of integrating nutrition into education and has therefore included it as a key contributing sector in the National Plan of Action on Nutrition 2021-2025, as well as incorporated nutrition actions into the Education and Sports Sector Development Plan 2021-2025. Furthermore, as part of the multi-sectoral efforts in addressing malnutrition, the Ministry of Education and Sports is part of the National Nutrition Committee, chaired by the Deputy Prime Minister. A National Nutrition Forum is organized annually, with the participation of the Education sector, to review the progress and challenges of nutrition in Lao PDR, and to identify priorities. Nutrition education in schools can promote healthy diets among students, teachers, parents, and communities and improve awareness and knowledge about optimal nutrition. The education platform also provides opportunities for other school-based nutrition interventions, such as micronutrients' supplementation, deworming, hygiene promotion, and nutritious school meals, which can improve the nutritional status and learning outcomes of children. Lao PDR is in the process of defining a minimum package of nutrition interventions to be implemented in primary and secondary schools. UNICEF currently supports the implementation of nutrition programmes in the country using the systems approach. This involves capacitating sectors to design and implement evidence-based nutrition services across the country. As part of its support to strengthen nutrition in the Education sector, UNICEF seeks to hire a consultant to support the development of operational guidelines on the implementation of the selected package of nutrition interventions in secondary schools, as well as a set of training materials and tools for the implementers.			
The overall objective of this consultancy is to provide the necessary resources to the Ministry of Education and Sports (MOES) to rollout a package of nutrition interventions in secondary schools. Specifically, the consultant will: <ul style="list-style-type: none"> (i) Develop operational guidelines for the implementation of the minimum package of nutrition interventions in secondary schools, according to the package prioritized by Laos; (ii) Develop a set of training materials for implementers: Central / Provincial / District level officials and school officials; (iii) Develop necessary tools (e.g. monitoring, job aids) for the implementation of the minimum package of nutrition interventions in secondary schools. 			
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: 2024	Requesting Section/Issuing Office: Nutrition Section, Lao PDR	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. Activities are tied to donor funds which are time bound.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: All the activities are contained in the 2024 rolling workplan of the section.			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster			
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)			
If Extension, Justification for extension:			
Supervisor: Karina Lopez Enye, Nutrition Specialist		Start Date: 01/10/24	End Date: 31/01/25 Period: 4 months

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Percentage per deliverable
Develop operational guidelines for the implementation of the minimum package of nutrition interventions in secondary schools;	- Inception report with background and workplan	15/10/24	10%
	- Support consultation with stakeholders to define the processes for implementation of the minimum package - Operational guidelines (final version)	30/11/24	35%
Develop a set of training materials for the implementation of the minimum package of nutrition interventions in secondary schools	- Training package (trainers and participants tools) for Managers: Central, Provincial and District level Officials (final version) - Training package (trainers and participants tools) for Implementers: Schools' Principals and Teachers (final version)	03/01/25	35%
Develop necessary tools for the implementation of the minimum package of nutrition interventions in secondary schools.	- Pack of additional identified as necessary during the guidelines development, e.g. M&E forms, teachers job aids, etc. (final version)	15/01/25	20%
TOTAL			100%

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Estimated Consultancy fee			
Professional consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan) ¹			
DSA (if applicable)			
Health insurance			
Mandatory insurance premium			
Total estimated consultancy costsⁱ			
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, education, international development or other clearly related disciplines ▪ At least 10 years professional work experience in related areas 	<ul style="list-style-type: none"> ▪ Understanding of nutrition programming and particularly school nutrition interventions. ▪ Relevant work experience in developing operational guidelines and training packages. ▪ Good analytical and writing skills. ▪ Excellent communication skills. ▪ Fluency in English is required- both in oral and written communication. ▪ Understanding of the Lao context will be an added value. 		
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. 			
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation, 75 points Degree Education in (5 points) <ul style="list-style-type: none"> ✓ Post- graduate degree in public health, nutrition, education, international development or other clearly related disciplines Knowledge of (30 points) <ul style="list-style-type: none"> ✓ Nutrition programming. ✓ School nutrition interventions. ✓ Fluency in English both in oral and written communication. ✓ Understanding of the Lao context will be an added value. Experience in (30 points) <ul style="list-style-type: none"> ✓ At least 10 years professional work experience in related areas ✓ Relevant work experience in developing operational guidelines and training packages. Quality of past work (10 points) <ul style="list-style-type: none"> ✓ Assessment of previous work including written skills ✓ Reference checks B) Financial Proposal 25 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 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.			

<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment and internet access required: <input type="checkbox"/></p>
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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

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.

¹ Travel to Xiengkhouang, Savanakheth, Sekong (tentative provinces to be confirmed)