

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| Title of Assignment | Ulimi ndi Chilengwedwe m’Malawi (UCHI) - Regional Programme Coordinator | |
| Requesting Section | Nutrition | |
| Location | Place of assignment: <ul style="list-style-type: none"> • Four consultants will be based in four Ulimi ndi Chilengwedwe m’Malawi (UCHI) Programme regional offices to be established in Karonga, Nkhatakota, Mzimba and Thyolo with frequent visits to various project districts. • Consultant will be expected to virtually participate in scheduled programme coordination meetings and technical section meetings as scheduled. | |
| Contract Duration | 12 months | |
| Estimated number of working days | 21.75 per month for 12 months | |
| Planned Start and End Date | From: 26th November 2024 | To: 25th November 2025 |

BACKGROUND AND JUSTIFICATION

UNICEF Malawi with funding from the European Union will be implementing The Ulimi ndi Chilengwedwe m’Malawi (UCHI) Project, a component of the larger UCHI Programme, an EU-funded initiative that aims to contribute to sustainable inclusive economic growth and transformation of food systems in Malawi. The project is built on the premise that healthier diets for young children, adolescents, and pregnant and breastfeeding mothers are at the heart of achieving nutrition security. The project will work to enhance access to diversified, nutrient-dense foods coupled with contextual, innovative, and evidence-based Social Behaviour Change (SBC) initiatives to promote the production of nutrient-dense foods, optimal feeding practices, parenting, healthy diets, adequate hygiene practices and consumption patterns, and timely screening and referral of cases of acute malnutrition. The UCHI Programme will be implemented over a five-year period from September 2024 to August 2029, in 10 districts of Chitipa, Karonga, Nkhata Bay, Mzimba, Nkhatakota, Salima, Kasungu, Thyolo, Mulanje and Chiradzulu.

It is against this background that UNICEF needs to engage four UCHI Regional Programme Coordinators to support district implementation of the UCHI Nutrition Project.

PURPOSE OF THE ASSIGNMENT

The UCHI Regional Programme Coordinator will have the key responsibility to design the implementation of the community outreach component in each of the districts assigned to him/her and facilitate a smooth implementation of the programme in close collaboration with all stakeholders. The Regional Programme Coordinator will work in close collaboration with Principal Nutrition and HIV/AIDS Officer (PHNAO), and the District Nutrition Coordinating Committee (DNCC) with the aim of systems strengthening.

SCOPE OF WORK/OBJECTIVES

- Take the responsibility for the day-to-day management of the programme in the respective programme districts and coordination of planning, implementation supervision of activities to ensure efficient provision of both administrative and technical support services at district level.
- Initiate, coordinate and supervise scheduled capacity development and support activities for frontline workers, care groups and Farmer Organizations (FOs)/ Small and Medium Enterprises (SMEs) in respective project district.
- Identify catchment areas per district in which women of childbearing age, adolescents, and infant and young children (with emphasis on children under 2 years old) and other vulnerable household members are at risk of malnutrition to prioritize their targeting under UCHI.
- Provide guidance and training on a regular basis to Nutrition and Agriculture Extension Workers, particularly fostering exchange of knowledge and integration of activities with the UCHI Agriculture Commercialisation component.
- Monitor the provision of training at Care group level, facilitating the establishment of demonstration plots, organizing nutrition field days, cooking demonstrations, community-based learning activities that motivate behaviour change at household level.
- Cascade training materials adapted to the district for front line workers or communities in close collaboration with UCHI Agricultural Commercialization partners at District level.
- Coordinate efforts with DNCC, Health, Agriculture, and other relevant Government counterparts at district level to elaborate joint work plans and joint activities in the UCHI communities.
- Work in collaboration with UNDP and other relevant partners at district level in order to foster positive synergies within UCHI Programme components.
- Support in the day-to-day supervision of the Regional Monitoring and Evaluation Associate deployed in his /her respective Regional Office.
- Produce monthly, quarterly, and annual reports to the UCHI Nutrition Programme Implementation Unit (PIU).

REPORTING REQUIREMENTS

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

- The consultant will be under the supervision of the UNICEF's Nutrition Specialist (Food Systems) who is based in Lilongwe. The consultant will work in close collaboration with the Principal Nutrition and HIV Officer (PNHAO), Food and Nutrition Officer (FNO) and District Nutrition Coordinating Committee 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 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, challenges, 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 UCHI districts allocated to that regional office.
- 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.

Table 1: Expected Deliverables against Task and Milestones`

| Task/Milestone | Deliverable/Outcome (e.g., Inception, progress, final reports, training material, workshop, etc.) | Planned Completion date | Estimated cost payable |
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| A. Support all planning processes/inception phase of the UCHI Nutrition Programme and other food systems initiatives implemented by UNICEF | <ul style="list-style-type: none"> • Supported the introduction of the UCHI Nutrition Programme and other food systems interventions implemented by UNICEF to District Management, DNCC and other key stakeholders at District level. • Mapping report of partners engaged in food systems transformation initiatives in the UCHI Nutrition districts. • Mapping report of food systems innovations in the UCHI Nutrition implementation districts • Reports for the inception meetings on UCHI Nutrition Programme with districts councils. • Supported inception assessments of the UCHI Nutrition Programme including programme baseline and geospatial mapping initiatives, among others | 31 st October 2025 | Monthly payments based on an all-inclusive fee. |
| B. Programme Implementation | <ul style="list-style-type: none"> • Provided technical leadership in the implementation of UCHI and other food systems initiatives implemented by UNICEF at District level. • Participated in in key technical meetings in the District on UCHI Programme to ensure delivery of integrated and quality nutrition services at district level. • Provided technical oversight over the implementation of community activities in | | |

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| | <p>the UCHI programme and other food systems initiatives implemented by UNICEF.</p> <ul style="list-style-type: none"> • Recipes for MAM management developed. • Supported capacity development initiatives for District teams and front-line staff in their respective districts on UCHI Programme and any other food systems transformation interventions. | | |
| C. Coordination | <ul style="list-style-type: none"> • Quarterly workplans for District Councils on implementation of the UCHI Nutrition Programme and any other food systems initiatives in their respective districts developed. • Provided technical support to District Councils on consolidation and implementation of DCTs in adherence to UNICEF quality control measures and regulations in handling DCTs for implementation of the UCHI Programme and any other UNICEF led food systems initiatives. • Convened/participated in coordination meetings with the UNDP and the Government at District level, on project progress. • Participated and contributed to weekly section meetings to analyze grant utilization, open commitments and DCT status. | | |
| D. Monitoring | <ul style="list-style-type: none"> • At least 2 monitoring and technical backstopping mission reports produced per month per district to UCHI Nutrition Districts designated to him/her on assessment of implementation progress and guidance provided on best practices to achieve maximum results. • Supported the implementation of yearly programme assessments and endline programme study. • Supported in the day-to-day supervision of the Regional Monitoring and Evaluation Associate deployed in his /her respective Regional Office. • Supported any missions from Government, EUD and UNICEF made in their respective districts for technical backstopping, programmatic visits, or donor missions. | | |
| E. Reporting | <ul style="list-style-type: none"> • Monthly progress reports on the implementation of the UCHI Nutrition Programme and other UNICEF led food | | |

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| | <p>systems initiatives in their respective districts.</p> <ul style="list-style-type: none"> • Provided timely inputs and data from the field for consolidation of the donor reports. • Ensured that all DCTs for implementation of the UCHI Nutrition Programme and any UNICEF led food systems initiatives disbursed to his/her respective districts are liquidated as per HACT guidelines and within the recommended timeframe | | |
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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 Terms of Reference
- 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, travel, living costs, communication, and stationery. No other costs are payable under this consultancy. UNICEF will provide a vehicle to support mobility of the consultant.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- A university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health, food science and nutrition, agrifood systems, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field.

Work experience:

- A minimum of five years of professional experience in one or more of the following areas is required: nutrition, public health, nutrition planning and management, food science and technology, or food systems for children.

- Experience in nutrition programme/project implementation is required.
- Experience working with national and sub-national nutrition coordination and governance structures is a requirement.
- Experience in health/nutrition programme/food systems/project development within a UN system agency is an asset.

Technical knowledge and skills:

- Knowledge of Malawi’s nutrition landscape is required.
- Background and/or familiarity with emergency is considered as an asset.
- Technical skills in programme planning, support and implementation are required.
- Proven networking and partnership-building skills are an asset.
- Excellent report writing skills

Language:

- Fluency in English and a local language both strong verbal and written skills, are essential.

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 consultants will be working from the host District Councils of the UCHI Regional Offices (one consultancy will be based in Karonga, another in Mzimba, the third one in Nkhotakota and the last one in Thyolo with frequent visits to various districts in their region as follows:

| Base District (UCHI Regional Office) | District |
|--------------------------------------|--------------------------------|
| Thyolo District Council | Thyolo, Chiradzulu and Mulanje |
| Nkhotakota District Council | Salima, Nkhotakota and Kasungu |
| Mzimba District Council | Mzimba and Nkhata Bay |
| Karonga District Council | Karonga and Chitipa |

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, professional fee, living cost, 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 for in-country travel will be provided to the consultant by UNICEF, 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.