

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code:	Type of engagement:	Duty Station:
National Consultant: Technical support for the integration of nutrition interventions in the education sector	WBS: 2460/A0/06/200/002/005 Grant SC220431	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	UNICEF Lao PDR Office, Vientiane, Lao PDR
<p>Purpose of Activity/Assignment:</p> <p>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.</p> <p>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. The MOES supported by key partners, including UNICEF, is in the process of defining a minimum package of nutrition interventions to be implemented in schools.</p> <p>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.</p> <p>As part of its work supporting the education sector, UNICEF is planning to support the development of necessary tools for the implementation of the minimum package of nutrition interventions in secondary schools, by developing operational guidelines, training materials, job aids etc. The piloting of the package in a few schools is also envisaged with support from stakeholders.</p> <p>UNICEF seeks to hire a consultant to support efforts to integrate nutrition interventions in the education sector, working in close collaboration with MOES and key partners. This consultancy is expected to be a full-time engagement.</p>			
<p>The overall objective of this consultancy is to support the MOES to integrate nutrition interventions into the education system.</p> <p>Specifically, the consultant will:</p> <ul style="list-style-type: none"> (i) Support the MOES nutrition committee to coordinate interactions, including quarterly meetings. (ii) Coordinate trainings for the MOES nutrition committee as per identified needs. (iii) Support the definition of a minimum package of nutrition interventions to be integrated into primary and secondary schools. (iv) Support the development of a package of nutrition interventions in secondary schools and its operationalization (form to be agreed, e.g. operational guidelines, etc). (v) Support the establishment of the monitoring system for the package, as necessary, and the integration of key indicators into existing reporting platforms and information management system. (vi) Support the development of a training package for government officials, including teachers for the implementation of a nutrition package for secondary schools (vii) Support MOES by providing them and selected schools with technical support during the pilot of the package. (viii) Support UNICEF in close engagement and coordination with key partners. 			
<p>Child Safeguarding Is this project/assignment considered as “<u>Elevated Risk Role</u>” from a child safeguarding perspective?</p>			

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:

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: 2024	Requesting Section/Issuing Office: Nutrition Section, Lao PDR	Reasons why consultancy cannot be done by staff: The Section has limited bandwidth and multiple deliverables are expected in a short amount of time (last year of the grant), resulting in the need for additional short term support for this area of work .
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 checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Khangneun Oudomphone, Nutrition Specialist	Start Date:	End Date: Period: 10 months

Deliverables	Outputs	Delivery deadline	Percentage per deliverable
Deliverable 1	<ul style="list-style-type: none"> - Individual workplan. - Final package of nutrition interventions agreed. - Plan to develop operational guidelines (result of a consultation meeting). 	15 th September 2024	9%

	<ul style="list-style-type: none"> - Progress report and detailed workplan for the next month. - Minutes of nutrition committee meeting. 		
Deliverable 2	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month, outlining achievements on: <ol style="list-style-type: none"> 1. Operational guidelines. 2. Nutrition package M&E plan and key indicators to be integrated into LESMIS identified. - Detailed workplan for the next month. 	15 th October 2024	10%
Deliverable 3	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month, outlining achievements on: <ol style="list-style-type: none"> 1. Operational guidelines. 2. Training package 3. Nutrition package M&E plan and key indicators integration into LESMIS. 4. List of schools for pilot project identified. - Detailed workplan for the next month. 	15 th November 2024	10%
Deliverable 4	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month, outlining achievements on: <ol style="list-style-type: none"> 1. Operational guidelines. 2. Training package 3. Nutrition package M&E plan and key indicators integration into LESMIS. - Pilot project plans - Minutes of nutrition committee meeting. - Detailed workplan for the next month. 	15 th December 2024	10%
Deliverable 5	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month. - Report of trainings conducted for pilot. - Detailed workplan for the next month. 	15 th January 2025	10%
Deliverable 6	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month outlining achievements on the follow up and support of the Pilot project. - Detailed workplan for the next month. 	15 th February 2025	10%
Deliverable 7	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month outlining achievements on the follow up and support of the Pilot project. - Minutes of nutrition committee meeting. - Detailed workplan for the next month. 	15 th March 2025	10%
Deliverable 8	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month outlining achievements on the follow up and support of the Pilot project. - Detailed workplan for the next month. 	15 th April 2025	10%
Deliverable 9	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month outlining achievements on the follow up and support of the Pilot project. - Detailed workplan for the next month. 	15 th May 2025	10%
Deliverable 10	<ul style="list-style-type: none"> - Progress report, showing accomplishment of at least 80% of what was planned for the month outlining achievements on the follow up and support of the Pilot project. - Minutes of nutrition committee meeting. 	15 th June 2025	10%
TOTAL			USD 100%

Estimated Consultancy fee			
Professional consultancy fee			
Travel International			
Travel Local			
DSA			
Health insurance			
Mandatory insurance premium			
Total estimated consultancy costsⁱ			
Minimum Qualifications required*:	Knowledge/Expertise/Skills required *:		
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> ▪ Degree in education, public health, nutrition, social sciences, international development or other clearly related disciplines ▪ At least 8 years professional work experience in related areas 	<ul style="list-style-type: none"> ▪ Relevant work experience on education and/or nutrition. ▪ Knowledge and experience on education and/or nutrition programming. ▪ Understanding of the Lao Education System at the National, Provincial and District levels. ▪ Experience providing technical assistance to Government. ▪ Experience collaborating with Government and Development partners. ▪ Capacity building experience. ▪ Excellent facilitation skills both face to face and online. ▪ Proven ability to work with a range of stakeholders. ▪ Good analytical and report writing skills. ▪ Excellent communication skills. ▪ Fluency in English is required- both in oral and written communication. 		
Submission of applications: <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports of past employment and/or references of similar consultancy assignments. ▪ Financial proposal: All-inclusive lump-sum cost including medical insurance with medivac, travel and accommodation cost for this assignment as per work assignment 			
Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>)) <p>A) Technical Evaluation , 75 points</p> <p>Degree Education in (10 points)</p> <ul style="list-style-type: none"> ✓ Degree in education, public health, nutrition, social sciences, international development or other clearly related disciplines <p>Knowledge of (25 points)</p> <ul style="list-style-type: none"> ✓ Education programming ✓ Nutrition programming ✓ Lao PDR's Education System at the National, Provincial and District levels. 			

<ul style="list-style-type: none"> ✓ Excellent facilitation skills both face to face and online. ✓ Good analytical and report writing skills. ✓ Excellent communication skills. ✓ Fluency in English - both in oral and written communication. <p>Experience in (25 points)</p> <ul style="list-style-type: none"> ✓ At least 8 years professional work experience in related areas ✓ Relevant work experience on education and/or nutrition ✓ Providing nutrition technical assistance to Government. ✓ Capacity building. ✓ Working with a range of stakeholders (government and DPs) <p>Quality of past work (e.g. understanding, methodology) (15 points)</p> <ul style="list-style-type: none"> ✓ Relevant reports/ materials produced <p>B) Financial Proposal, 25 points</p> <p>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> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: some days in office</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment and internet access required: <input type="checkbox"/></p>

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.
