

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I		
Title of Assignment	<i>National Intern: Support to adolescent nutrition Iron and Folic Acid compliance strengthening (1 intern per district of which UNICEF will support 6 districts)</i>	
Section	Nutrition	
Location	Mangochi, Machinga, Salima, Dowa, Dedza, Lilongwe	
Duration	26 weeks	
Start and End Date	<b>From:</b> 1 <sup>st</sup> September, 2020	<b>To:</b> 18 <sup>th</sup> March, 2021

### BACKGROUND

Since the adoption of the global Scaling Up Nutrition movement in 2011, Malawi has been implementing 13 high impact SUN interventions for children following a life cycle approach and has reduced stunting among under five children from 47% in 2010 to 37% in 2015-16 (Malawi Demographic and Health Survey). In addition, approximately 35 percent adolescent girls in the age group of 15-19 years suffer from some form of anaemia and overweight within the same age group has been steadily increasing from 4.2 in 1992 to 6.5% in 2015/16. Nearly thirteen percent (12.9%) of adolescent girls are thin. While there is a remarkable progress in combatting malnutrition in under five children, Malawi noted an apparent Policy and interventions gap targeting the Adolescent Population (10 – 19 years) which is estimated at 4.5 million and constituting more than a quarter (26 per cent) of the national population (Malawi Population and Housing Census Report, 2018). The Malawi Government has recently taken bold steps in addressing Adolescent nutrition considering its public health significance as per the WHO thresholds of nutritional deficiencies where intermittent iron and folic acid supplementation is recommended if anemia prevalence is 20% or higher among non-pregnant women of reproductive age (WHO Implementing effective actions for improving adolescent nutrition 2018).

In 2019, UNICEF supported the pilot of Weekly Iron and Folic Acid (IFA) supplementation and interventions among adolescent girls in districts (Lilongwe, Salima, Mangochi, Machinga, Dedza and Dowa) using multi-sectoral collaboration between Ministries of Health and Population and Ministry of Education. The target is adolescent girls (10-19 years) enrolled in school settings, and all out of school adolescent girls in community setting. Weekly, adolescent girls receive an IFA tablet containing 60mg elemental iron and 2800ug Folic acid and is taken for 52 weeks in a year. Multisector weekly IFA supplementation program showed promising acceptance. In the target districts 70.3% adolescent girls could be reached with weekly IFA supplementation through schools and community platforms.

### JUSTIFICATION

The Ministries of Education, Science and Technology and Health have played an important role in ensuring greater coverage, counseling and tracking of compliance of IFA in Schools and community platforms. However, challenges have emerged from the different structures in communication and reporting between health and education structures. IFA Compliance among the adolescents is also a challenge due to cultural beliefs and misconceptions. UNICEF Malawi would like to support the Ministry of Education Science and Technology and

the Ministry of Health in strengthening IFA compliance tracking and monthly reporting on comprehensive adolescent nutrition package (dietary diversification, promotion of consumption of fortified foods and supplementation) at district level.

As such, based on the gaps that the district councils identified and the recommendations from the field, UNICEF would like to strengthen the 6 districts' capacity by recruiting 1 intern per district to be based at the District Council to support the government's Principal Nutrition and HIV/AIDS Officers in monitoring and tracking adolescent nutrition programme indicators and IFA compliance on monthly basis in both implementation platforms so that up-to-date data is provided in timely manner to national level for evidence generation and replication in other districts. The use of Interns will facilitate the use of innovative ways to identify effective community platforms to provide nutrition education to motivate adolescents in increasing their knowledge, awareness, attitude and general behavior for preventing anemia and improving their overall nutritional status. The internship program will also be contributing the government of Malawi overall internship youth development scheme managed by the Ministry of Youth and Sports.

## **PURPOSE OF THE ASSIGNMENT**

To support District Principal Nutrition and HIV/AIDS Officers at the District Council under Department of Nutrition, HIV/AIDS in Ministry of Health in strengthening the IFA compliance among school and out of school adolescent girls; ensure that both school and out of school platforms are delivering the adolescent comprehensive package (Supplementation, Dietary Diversification and promotion of intake of fortified foods), and ensure that monthly data on coverage and compliance is summarised for the district use and also sent in timely manner to national level.

## **SCOPE OF WORK/OBJECTIVES**

For each intern in each of the districts, the following will be the scope of work:

- Under the guidance of the District Principal Nutrition and HIV/AIDS Officer, support the District School Health and Nutrition Coordinator at District Education Manager's Office and District Nutritionist at District Health Office in tracking coverage and compliance of adolescent nutrition interventions at both school and community platforms respectively.
- Track programme coverage of Social Behavioural Change Communication interventions including nutrition education and counselling sessions on monthly basis for both platforms
- Support the District Principal Nutrition and HIV/AIDS Officer, District Nutrition Officer in analysing and compilation of monthly district adolescent nutrition data for district use and submission to national level
- Monitor monthly IFA supplements stock levels in Health Facilities and schools
- Support UNICEF Nutrition Officer in compilation and analysis of U-Report on adolescent nutrition
- Provide regular feedback on adolescent nutrition issues and U-report to relevant officers in UNICEF Nutrition and Education and Adolescents sections

## REPORTING REQUIREMENTS

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

-The Intern shall report to the UNICEF Nutrition Specialist in Nutrition section, working directly with the Adolescent Nutrition Officer (Education) at Country Office; and reporting to the Principal Nutrition, HIV/AIDS Officer at District level.

### What type of reporting will be expected from the Intern and in what format/style will the submissions of , outputs be done:

Together with the supervisor, a monthly work plan will be developed with the Intern, which will indicate key activities, deliverables and performance indicators.-The Intern will be required to submit monthly reports to the Country Office and District Council on programme implementation with a copy to District Health Office and District Education Office

- A strong channel of communication with the Intern will be established, considering that all meetings are virtual or until such time that travel is possible.
- Daily contact will be established between the supervisor (s) and Intern to check-in on his/her wellbeing, the progress of the work, and learning.
- Team meetings will be virtual or have the capacity to accommodate remote participants.

## EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the Intern will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Monitoring of Supplies	No IFA supplements stock outs in Health facilities and schools	Every month for 6.5 months	18.03.2021	S200/month
Strengthen IFA monthly compliance	Operational monthly IFA compliance tracking system within the district	every month for 6.5 months	18.03.2021	
Comprehensive delivery of adolescent nutrition package in school and community platforms	Monthly progress report on comprehensive adolescent nutrition interventions	every month for 6.5 months	18.03.2021	

End user training session and guides on compliance and U-Report	Detailed technical guides for U-Report. U-report analysis	50 days from Jan-February, 2021	28.02.2021	
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However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the Intern and the supervisor upon contract signature.

### PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

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

- Completion of tasks specified in TOR
- No stockout of IFA supplements in districts
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

### PAYMENT SCHEDULE

It is expected of the Intern to work on a full-time basis. At the end of each month, the Intern will fill out an invoice template and payment will be made as soon as the invoice is approved by the supervisor.

Costs incurred during official travel authorized by UNICEF shall be covered in accordance with UNICEF procedure on Duty travel (DHR/PROCEDURE/2017/11/Rev.1) .

### ELIGIBILITY CRITERIA FOR INTERNSHIP

To be considered for an Internship with UNICEF, applicants must meet the following requirements:

- Be enrolled in an undergraduate or graduate (Masters or higher) degree programme or be a recent graduate (graduated within the past two years) in field of Nutrition, Food Science, Environmental Health, Nursing or related field.
- All Interns must be at least 18 years old.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Be proficient in English and Chichewa.
- Have no relative (father, mother, brother, or sister) working in any UNICEF office.

## ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the Intern 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.

Interns are not staff members. Notwithstanding this status, Interns shall observe all applicable rules and regulations, instructions and procedures and directives of UNICEF. The Intern will be based in Mangochi, Machinga, Dedza, Salima, Lilongwe and Dowa. Therefore, applicants based in these districts will be strongly preferred. Any applicant meeting the desired competencies and experience but from outside these districts will be considered, however, UNICEF will not give extra remuneration.

The Intern would need to cover his/her expenses which include: travel costs to the place of work in the district, living allowances/expenses, accommodation, health insurance etc.

UNICEF in collaboration with District Councils will provide office space, access to office resources and other administrative arrangement.

## CONDITIONS

- The Internship will be full time basis for 26 weeks
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for Internship programme.
- The internship may commence unless the offer is signed by both UNICEF and the Intern.
- The Interns will be based in Mangochi, Machinga, Dedza, Dowa, Salima and Lilongwe.
- The Intern will be paid monthly stipend.
- Under the Internship agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The Intern is not entitled to payment for overtime, weekends or public holidays, medical insurance, and taxes.
- The Intern may take up to 2.5 days per month off work for any reason, including medical reasons. The stipend will be reduced for any absence beyond this quota.
- The Intern must have proof of their own medical insurance covering their Internship Programme time and must specifically cover any possible medevac as well as COVID-19 related medical expenses and medevac.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the Intern and reimbursed against actuals, unless otherwise agreed and as approved on the respective monthly invoice.
- Transport will be provided to the Intern during in-country field travel, if planned and approved and once travel is possible.
- 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.
- An evaluation will be completed by both supervisor and Intern at the end of Internship programme.

- Interns will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an off-site support.

#### HOW TO APPLY

Interested Interns should provide the following:

1. Curriculum Vitae
2. Cover letter
3. Proof of studies