



## United Nations Children's Fund (UNICEF)

### Vientiane, Lao PDR

## Individual Consultancy: Individual contract to facilitate process of developing NPAN 2021-2025

### Terms of Reference

#### 1. Background:

Despite progress in recent years including a reduction in prevalence of stunting among children under five years of age from 44 to 33 per cent, malnutrition remains a significant challenge in Lao PDR. Resulting in enormous human and economic costs including impairment of normal brain development; increased risk of disease and death; reduced learning outcomes; overall reduction in lifetime earnings and significant reduction in GDP due to malnutrition.

The European Union and UNICEF are supporting the Government of Lao PDR with other development partners on the current and best approaches for addressing the high burden of malnutrition in the country in the context of their Partnership for Improved Nutrition (PIN) in Lao PDR. They support the National Nutrition Committee, National Nutrition Committee Secretariat and the National Nutrition Institute for improved multisectoral nutrition coordination and implementation of nutrition specific actions as part of the National Nutrition Strategy and Plan of Action (2016-2025). The strategy prioritizes evidence based, high impact interventions, as described in the Lancet Maternal and Child Nutrition Series (2008 and 2013), the State of Food and Agriculture – Food Systems for Better Nutrition (2013), and as advocated by the Global SUN movement.

In 2018/19 the European Union Delegation to Lao PDR and UNICEF supported the government to conduct a Mid-Term Review (MTR) of the National Plan of Action for Nutrition (NPAN) 2016-2020. The MTR provided an opportunity to review contextual and situational changes that may require revisions or changes to the NPAN including approaches taken by nutrition stakeholders in the country. The Government of Lao PDR aims to use this MTR report to inform the formulation of a new National Plan of Action for Nutrition (NPAN) 2021-2025, in turn, will guide implementation of the National Nutrition Strategy until 2025.

The European Union and UNICEF as Co-conveners of Development Partners in Nutrition are supporting the Government of Lao PDR with the development of the next NPAN (2021-2025) by ensuring that stakeholders in health, agriculture, education and related sectors are guided by available global evidence in the selection and prioritization of nutrition interventions. The process shall benefit from ongoing assessments and reviews under the National Information Platforms on Nutrition (NIPN) and Public Financial Management (PFM) Initiatives jointly implemented by the European Union and UNICEF. A national consultant shall be recruited to support the government in the planning and consultative process including drafting of the action plan.

## **2. Purpose:**

The purpose of this assignment is to support the government to develop a costed National Plan of Action on Nutrition (NPAN) 2021-2025 based on best evidence, lessons learned, available funding and a revised M&E framework. For this assignment, UNICEF is seeking a technical consultant to facilitate and guide the process of developing NPAN 2021-2025. It is expected that the final draft of the NPAN will be completed by December 2020. The NPAN will guide governments and key partners in the implementation of multi-sectoral nutrition actions that will contribute to a reduction in malnutrition and achievement of the SDGs.

## **3. Work Assignments:**

- (i) The consultant will provide technical assistance to the technical working group on nutrition in designing and planning for the development of NPAN (2021-2025).
- (ii) The consultant will work closely with a report writer, government agencies and partners in the technical working group in drafting the NPAN (2021-2025) based on best global evidence and lessons learnt in implementation of NPAN (2016-2020).
- (iii) The consultant will ensure that the development of NPAN (2021-2025) follows an agreed process and timeline.
- (iv) Lead the preparation of a new and refined M&E results framework for NPAN (2021-2025).

## **4. Qualifications or Specialized Knowledge/Experience Required:**

- Master's degree or PhD in Nutrition, Public health or equivalent in public policy or administrative, international development, public health, nutrition, agriculture or related fields.
- At least 10 years professional work experience at government level and/or professional experience working in large national and/or international institutions in related areas
- Proven experience in developing and reviewing National Strategies in Nutrition and/or Health in Lao
- Good experience of nutrition issues in Laos, and/or in countries with similar situations within the region is an advantage.
- Experience in policy development in Lao including engagement with stakeholder across Health, Nutrition and Agriculture
- Excellent communication and facilitation skills
- Fluency in English (both in oral and written communication) and Fluency in Lao (both written and oral)

## **5. Location:**

The Consultant shall be based at the Nutrition Centre, Department of Hygiene and a Health promotion, Ministry of Health in Vientiane Capital with flexibility to work from home.

## **6. Duration:**

The individual Consultant shall be required to work for 6 months (July – December 2020) part time.

## **7. Reporting Requirements:**

The consultant will be under contract to UNICEF Lao PDR and report to the Nutrition Manager. The Director General of the Nutrition Centre, Department of Hygiene and a Health promotion, Ministry of Health shall provide both technical and contextual guidance. Monthly updates will be provided to the EU delegation and UNICEF as co-conveners of the Development Partners group on Food and Nutrition Security.

## **8. Payment Schedule linked to deliverables:**

- Payment is against deliverables upon satisfactory completion of the activity and certified by the UNICEF Nutrition Manager
- A direct payment will be made to the service provider upon submission of invoices and related reports
- Payment will be made in USD within 30 days of submission of invoice as per UNICE guideline.

<b><i>Deliverables (exact deadlines of the deliverables will be agreed at the start of the assignment)</i></b>	<b><i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i></b>	<b><i>Reporting Requirements for each deliverable</i></b>
Submission of inception report showing agreed road map and timelines for NPAN development	20%	Report and accompanying presentations
Facilitate consultative meetings on prioritization of interventions, agreement on key activities and development of a revised results framework	20%	Minutes of meetings, presentations and 1 <sup>st</sup> draft of report
Preparation of draft NPAN report including M&E framework.	40%	Summary of inputs for NPAN report including i) agreed interventions and prioritization of these across the lifecycle and by sector; ii) activities to be undertaken by interventions; and iii) list of agreed indicators, baselines and targets
Ensure all stakeholders are consulted on draft versions of the NPAN and review final NPAN. Review Lao version of NPAN to ensure that language is appropriate and reflects discussions held	20%	Minutes of Final consultation of NPAN, presentations Final report in Lao

## **9. Administrative Issues:**

- If the consultant is expected to undertake some domestic travels within the country, UNICEF Lao PDR shall provide transport for such missions except for movements in Vientiane.
- The consultant is responsible for his/her own medical insurance and related expenses incurred during the assignment.
- The consultant is expected to use his/her own computer/laptop for the duration of the assignment.
- The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF.

## **10. Contract supervisor:**

The Consultant shall work under the general supervision of the Nutrition Manager of UNICEF and consult regularly with the EU delegation.

The consultant is expected to observe the highest standard of professional ethics and integrity, promote a results-oriented approach in the area of his/her responsibility and accountability and report irregularities to his/her supervisor.

## 11. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

## 12. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- 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 and accommodation cost for this assignment as per work assignment.

The deadline for applications is 03/07/2020

## 13. Assessment Criteria:

*For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:*

a) *Technical Qualification (max. 100 points) weight 70 %*

### ***Degree Education in ..... (30 points)***

- Master's degree or PhD in Nutrition, Public health, an advanced or equivalent in public policy or administrative, international development, public health, nutrition, agriculture, public finance for nutrition or related fields.

### ***Knowledge of ..... (20 points)***

- Proven experience in developing and reviewing National Strategies in Nutrition and/or Health in Lao
- Good experience of nutrition issues in Laos, and/or in countries with similar situations within the region is an advantage.
- Experience in policy development in Lao including engagement with stakeholder across Health, Nutrition and Agriculture
- Excellent communication skills, substantive facilitation skills

### ***Experience in ..... (30 points)***

- At least 10 years progress professional work experience at government level and/ or professional experience working in large national and/or international institutions in policy analysis, planning, coordination, development, and system innovation in developing and/or middle-income country context. Significant experience from Lao an asset.
- Proven record in facilitating complex processes involving stakeholders across sectors

### ***Quality of past work (e.g. understanding, methodology) (20 points)***

*b) Financial Proposal (max. 100 points) weight 30 %*

*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 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.*

*The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]*

**14. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan:**

**Section Request:** Health & Nutrition

**Programme Area Output 4:** By 2021, strengthened multisectoral capacity and systems for scaling up nutrition interventions

**IR Milestone:** 4.1 Government at national and subnational level develop, implement and monitor evidence based multisectoral policies, plans and budgets for nutrition (improved enabling environment)

Included in approved AWP: ☒ Yes ☐ No