

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<b>Title of Assignment</b>	<b>National Consultancy: Regional Monitoring and Evaluation Consultants (x4)</b>	
<b>Requesting Section</b>	Nutrition	
<b>Location</b>	<b>Place of assignment:</b> <ul style="list-style-type: none"> <li>• Four Regional Monitoring and Evaluation Consultants will each be based in UCHI – Nutrition Programme four regional offices namely Thyolo, Nkhotakota, Mzimba and Karonga with frequent visits to assigned districts.</li> <li>• The consultancy is office-based in the assigned regions ((1. Karonga (Karonga and Chitipa); 2. Mzimba (Mzimba and Nkhata Bay); 3. Thyolo (Thyolo, Chiradzulu and Mulanje); 4. Nkhotakota (Salima, Nkhotakota and Kasungu)); however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions either in Lilongwe or the districts under their responsibility.</li> <li>• The consultant will also be expected to virtually participate in The Ulimi ndi Chilengedwe m’Malawi (UCHI) Nutrition Programme Coordination meetings convened by the Project Implementation Unit (PIU) and technical Friday Morning Meetings (FMM) as scheduled.</li> </ul>	
<b>Contract Duration</b>	12 months.	
<b>Estimated number of working days</b>	21.75 day per month for 12 months.	
<b>Planned Start and End Date</b>	<b>From:</b> 1 <sup>st</sup> November 2024	<b>To:</b> 30 <sup>th</sup> October 2025

**BACKGROUND AND JUSTIFICATION**

UNICEF Malawi with funding from the European Union will be implementing The Ulimi ndi Chilengedwe m’Malawi (UCHI-Nutrition) Programme, which is 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 Action 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. This can be achieved through access to diversified, nutrient-dense foods coupled with contextual, gender transformative, innovative, and evidence-based Social Behaviour Change (SBC) programmes 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 (Chitipa, Karonga, Nkhata Bay, Mzimba, Nkhotakota, Salima, Kasungu, Thyolo, Mulanje and Chiradzulu).

It is against this background that UNICEF would like to engage Regional Monitoring and Evaluation Consultants to support district implementation of the UCHI Nutrition Programme.

## PURPOSE OF THE ASSIGNMENT

The Regional Monitoring and Evaluation Consultants will be responsible for monitoring, evaluation and reporting of all UCHI Nutrition Programme activities in their allocated districts. Additionally, the Regional Monitoring and Evaluation Consultants will back-stop the District Monitoring and Evaluation Officers, in close collaboration with the District Monitoring and Evaluation Coordinating Committee (DMECC) with the aim of strengthening the government systems.

## SCOPE OF WORK/OBJECTIVES

- Support the design of a sound Monitoring and Evaluation System that would be able to capture nutrition and food security data at community level.
- Provide training to different stakeholders at district level on the use of indicators, data collection activities, reporting and information management.
- Provide needed training on report writing for programme and counterpart staff implementing different programme activities.
- Support the implementation of baseline line survey (type of data, questionnaires, sampling size, statistical analysis, etc.) yearly assessments and endline survey.
- Support the development of reporting systems for programme activities, reporting formats, frequency of reporting, etc.
- Supervise reporting of all programme activities in the two or three assigned districts and processing of the reports in databases and progress reports.
- Provide assistance in and supervise development of programme database(s) and, when ready, assist and supervise data entry and management of programme database(s).
- Ensure timely data collection, analysis and reporting on key programme indicators monthly.
- Support the review of data with the District Monitoring and Evaluation Coordinating Committee (DMECC) and the District Nutrition Coordinating Committee (DNCC) members and prioritize planning based on data and gaps identified.
- Prepare technical reports as may be required or requested.

## REPORTING REQUIREMENTS

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

- The consultant will be under the technical supervision of the UNICEF's Nutrition Specialist (Nutrition Governance and Information System) who is based in Lilongwe, and day to day supervision of the UCHI Regional Programme Coordinator in his respective region. The consultant will consult with the District Monitoring and Evaluation Officers in their focused 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, lessons learned and recommendations.

**How will consultant consult 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.)	Estimated # of days	Planned Completion date	Estimated cost payable
<b>A. Manage and oversee data collection, management and collation for the project and assessments being implemented by the organization.</b>	<ul style="list-style-type: none"> <li>• Comprehensive Monitoring and Evaluation System for capturing nutrition and food security data at community level developed.</li> <li>• Regular progress report on key programme indicators (primary data collection, analysis and reporting) linked with primary activities.</li> <li>• Progress report on the reviewed nutrition data with the District Monitoring and Evaluation Coordinating Committee (DMECC) and the District Nutrition Coordinating Committee (DNCC) members and prioritize planning based on data and gaps identified in the NNIS, DHIS-2 and other information systems).</li> <li>• Districts progress report on support on mobile data collection of community-based tracking and monitoring tool.</li> <li>• Regular reports summarizing findings from monitoring activities, including data analysis, observations, and assessments of program implementation.</li> <li>• Monthly summary reports of field visits conducted in project areas.</li> </ul>	Monthly	Monthly	Payment is monthly upon satisfactory delivery of tasks as verified by supervisors. The deliverables are accompanied by concise deliverables report and acceptable documentation

<b>B. Situation Monitoring and Assessments</b>	<ul style="list-style-type: none"> <li>• Progress data quality audit report (evaluating the quality, reliability, and validity of the data collected and used for monitoring and evaluation activities of the program) for existing information systems (NNIS, CBTT and DHIS-2).</li> <li>• Documentation of good practices and lessons learned from program delivery in the focused districts.</li> <li>• Report summarizing feedback and insights gained from engaging with program beneficiaries and other stakeholders.</li> </ul>	Monthly	Monthly	presented as proof for the said deliverables.
<b>C. Capacity Building</b>	<ul style="list-style-type: none"> <li>• Planning and training report on monitoring and evaluation capacity (on use of indicators, data collection, reporting and information management) of program staff and stakeholders in the focused districts.</li> <li>• Training report for programme and counterpart staff implementing different programme activities on report writing.</li> </ul>	Monthly	Monthly	

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, communication and stationery. No other costs are payable under this consultancy. The consultant will use project vehicle assigned to the project area to support mobility of the consultant.

## DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

### Academic qualification:

- A minimum of a University Degree in Economics, Food and Nutrition, Agricultural Economics, Agricultural Extensions, Development Economics, Data Science, Statistics, Epidemiology or any other related subject.

### Work experience:

- At least two years of experience in undertaking research studies, monitoring and evaluation of multi-sector food and nutrition security programmes, with strong technical skills in developing reporting systems, database management and statistical analysis.
- Experience in online data collection platforms including Kobo toolbox or survey solutions.
- Should be computer literate in spreadsheet programs and data analysis software's such as SPSS and Stata, and Microsoft Excel.
- Proven experience in conducting Data Quality Assessments.
- Experience in a developing country is required.
- Experience in health/nutrition/ agriculture/ food security programme/project development within a UN system agency is an asset.

### Technical knowledge and skills:

- Technical skills in programme monitoring and evaluation are required.
- Background and/or familiarity with emergency is considered as an asset.
- Proven networking and partnership-building skills are an asset.

### Language:

- Fluency in English and a local language (particularly Chichewa), 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 consultant will be working from the regional office with frequent visits to various districts in their region as follows:

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

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.

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.

## 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 (professional fees, living costs, stationary, 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 will be provided by UNICEF to the consultant during in-country field travel, 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.