TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

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| **PART I:** | | |
| **Title of Assignment** | Individual consultancy for a multi-country annual donor report. | |
| **Purpose of the assignment** | The purpose of this assignment is to consolidate the annual report for the  Enhanced Child Health Days (ECHD) grant, with inputs from the 5 country offices involved. | |
| **Section** | Nutrition | |
| **Location** | Home-based | |
| **Duration** | 20 billable days | |
| **Start date** | 22 March 2021 | 30 June 2021 |

**Background and Justification Background:**

There has been considerable progress in child health and nutrition in recent years, but there is still much to do to eliminate preventable child deaths by 2030. An acceleration of the pace of progress is urgently required to achieve the Sustainable Development Goal (SDG) target on child survival, particularly in high mortality countries in sub-Saharan Africa. Whilst, we know that many causes of child mortality in these settings can be prevented with existing cost-effective interventions, a key challenge is to determine the most effective delivery mechanisms (or combination of mechanisms) to deliver these interventions, while also contributing to strengthening the overall health system for children and their families. Vitamin A deficiency continues to be a significant contributor to child mortality.

Health system strengthening is a key approach supported by UNICEF to ensure that all children and their families, even those in the most deprived settings, can and do access the high-quality services they need. It is also critical to ensure that whatever progress is made through various delivery mechanisms can be sustained and does not compromise other efforts to provide services for children. Within the context of Vitamin A Supplementation (VAS) and delivery mechanisms such as Child Health Day (CHDs), this is particularly important to consider so that these bi-annual events do not result in negative effects (e.g., diversion of management time, increased workload, and distraction of staff from routine primary health care (PHC) functions or distortion of the remuneration system through payment of incentives) but rather positive effects such as extra training, improved supervision and extra supplies and resources, especially for social mobilization and communication to promote routine immunization services as often resources are scarce in this area (Atun et al. 2008). More importantly, in order to strengthen systems, the delivery of interventions should be aligned with, and incorporated into, routine services that are part of the government health system and its budget. While a separate vertical approach with no or limited institutionalization may be the only feasible option in fragile settings with extremely weak health systems, over time efforts should be made to identify how to link these activities with the health system, and how to use them to strengthen it.

Through funding from the Government of Canada, UNICEF health and nutrition sections been supporting the transition from bi-annual events through Child health Days for VAS to institutionalization of VAS into routine delivery mechanisms to ensure sustainability and improved coverage of VAS. This support has been targeted to 5 countries in UNICEF’s Eastern and Southern Africa Region (ESARO), 2017-2020, and prior to that from 2014-2016.

At the end of this multi-year grant, ESARO is preparing to compile a comprehensive donor report that includes lessons learned and promising practices that have emerged over the grant implementation period, as well as findings from implementation research that has been carried out under the grant.

# Justification:

In view of the need for a comprehensive, coordinated and consolidated report to be submitted to HQ and then on to Global Affairs Canada (GAC), UNICEF is looking to hire a consultant who has experience of writing multi-country reports and who can coordinate across the 5 countries involved to produce a high-quality, comprehensive annual report for submission to UNICEF HQ for further consolidation and onward submission to the donor.

There may be a need at a later stage to extend this contract to include consolidation of a final report to GAC, including reporting on all 4 years of the grant and a consolidation of lessons learned from the 4 years across the 5 countries. This will depend on satisfactory performance of the consultant for the annual report and on donor requirements.

# Scope of Work

**Purpose:**

The purpose of this assignment is to consolidate the annual report for the Enhanced Child Health Days (ECHD) grant, with inputs from the 5 country offices involved.

In carrying out the assignment, the Consultant is required to employ a collaborative approach in ensuring that inputs are obtained from colleagues within UNICEF across the 5 countries, in coordination with ESARO.

# Activities and Tasks:

* Review the country level Project Implementation Plans (PIPs) and Project Monitoring Frameworks (PMFs) and ensure completeness for inclusion in the annual donor report.
* Review country level reports and gather any missing / further information required from countries to ensure high quality country level reports, following GAC reporting requirements.
* Incorporate regional offices review and feedback into the country level reports
* Consolidate the 5-final country-level reports into one report for submission to UNICEF HQ.

# Work relationships:

This report will cover 5 countries in UNICEF ESA region. The consultant will work under the overall supervision of the Regional Nutrition Specialist, ESARO, supported by the Regional Nutrition Advisor;

1. The Regional Nutrition Specialist will organise the call for reports from the 5 country offices. The Regional Nutrition Specialist will facilitate communication between the consultant and the country offices.
2. The consultant will complete all activities and deliverables listed within the allotted time-frame.
3. End consultancy performance review will be conducted upon receipt of all deliverables by the consultant, and finalized by ESARO.

# Outputs/Deliverables

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| **Activity** | **Deliverable** | **Duration (Estimated #**  **of days)** | **Due date** | **Schedule of payment** |
| 1. Review of all country PIP and PMF 2. Review country reports 3. Incorporate all feedback into country level reports | 5 finalised country level reports | 15 | 23 April  2021 | 75% |
| 4. Consolidation of country reports | One consolidated multi-country  (5) report for submission to HQ | 5 | 30 April  2021 | 25% |

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| **TOTAL** |  | **20** |  | **100%** |

The principal delivery of this consultancy will be a finalized consolidated report on the activities carried out across the 5 countries under the ECHD grant funding in 2020, and including the no-cost extension period up to end March 2021. The consultant will also deliver 5 high-quality individual country level reports.

# Payment Schedule

Payment shall be made on satisfactory completion of the deliverables, as detailed above, in two payments.

UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the satisfactory completion of deliverables described in the contract. UNICEF's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies in the bid that there are special circumstances warranting an advance payment. UNICEF will normally require a bank guarantee or other suitable security arrangement.

# Required qualification, experience, languages and competencies

* Advanced University Degree in Public Health or Nutrition or the social sciences, or first university degree plus substantial relevant experience.
* Minimum five (5) years progressively responsible professional level experience in nutrition programming, including child survival, vitamin A supplementation, and/or maternal-child health and nutrition programs including experience in developing countries.
* Strong track record in undertaking and supporting research, data collection, analysis and report and article writing.
* Strong technical skills in micronutrient nutrition and health systems strengthening.
* Demonstrated effectiveness in project planning and organization, as well as personal time management.
* Fluence in English, both oral and written is required. Fluency in French would be an asset.. Ability to read, analyze and interpret complex documents.

# Core values and Competencies:

* Ability to work efficiently and effectively with project members/partners in various locations and from multiple organizations.
* Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.

# Administrative issues

* The contract will run for a period of five months (20 billable days) and it is expected that the consultant will be paid for completed deliverables according to the timeframe stipulated in the TOR and under the proposed contractual arrangement.
* Due to COVID-19 related restrictions and risks, there will be no travel component as part of this consultancy
* The focal point for this work will be the Nutrition Specialist ESARO, with oversight from the Regional Nutrition Advisor in ESARO.

# Conditions

* + The consultancy is based remotely. No office space or equipment will be provided from UNICEF and will be the sole responsibility of the consultant.
  + The consultant is expected to use their own IT equipment (laptop, cell-phone etc.), where operating communication costs – long-distance calls, internet if any should be part of the overall quoted fees (no reimbursement will be applied).
  + As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.
  + The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

# Risks

* + Risks include a delay in progress of the work due to the need to coordinate across multiple offices. To avoid any foreseen and unforeseen delays, this will be mitigated through assigning focal point for the work (Nutrition Specialist ESARO) who will be responsible for liaising closely with the Country Offices.

# How to Apply

* Following receipt of this TOR through advertisement, the consultant is requested to share an expression of interest as per the timelines and instructions of the advertisement. In addition, the consultant will share an updated CV and contacts of three referees.
* The consultant will be requested to provide an all-inclusive cost quoted in USD in the financial proposal and to factor in all cost implications for the work.
* Applications/expressions of interest without an all-inclusive cost/fee quoted in USD will not be accepted.