**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **PART I** | | | |
| Title of Assignment | Senior Nutrition Consultant (outposted to SADC Social and Human Development Directorate) | | |
|  | International | National | |
| Contractor must be a national of a SADC member state |  | |
| Contract Type | Individual Consultant | Individual Contractor (Full Time) | |
| Indicate level of consultancy | Mid-Level (P-3/P-4) | | |
| Hiring Section | Nutrition | | |
| Location | SADC Secretariat, Botswana | | |
| Duration | 11.5 months (full time) with possibility for extension | | |
| Start/End date | **From:1-Dec-22** | | **To: 16-Nov-23** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared by | Charity Zvandaziva, Nutrition Specialist |  |  |
| Reviewed | Christiane Rudert  Regional Nutrition Advisor |  |  |
| Endorsed by | Jill Osborn, Regional Chief of Human Resources |  |  |
| Approved by | Rania Dagash  Deputy Regional Director |  |  |

|  |  |  |
| --- | --- | --- |
| **PART I:** | | |
| **Title of Assignment** | Senior Nutrition Consultant (outposted to SADC Social and Human Development Directorate) | |
| **Section** | Nutrition | |
| **Location** | SADC Secretariat, Botswana | |
| **Duration** | 11.5 months (full time), with possibility for extensions based on performance and mutual agreement of SADC and UNICEF (Nb UNICEF contracts can only be 11.5 months but can be extended). | |
| **Start date** | 1 December 2022 | 16 November 2023 |

**Background and Justification**

**Background:**

Prior to the preparation of the SADC Food and Nutrition Security Strategy of 2014, perceptions of malnutrition in the SADC region were primarily linked only with food insecurity. The SADC Member States have evolved to understand and appreciate a broader definition of malnutrition with multi-factorial causal pathways. The focus now includes children with stunting (short stature for age) and wasting (low weight for height), as well as those suffering from the ‘hidden hunger’ of deficiencies in essential vitamins and minerals and the growing numbers of children and young people who are affected by overweight or obesity. Adolescent and maternal nutrition are also key focus areas.

There are about 18.6 million stunted children in the SADC region, or one in every three children affected by stunting. These are children who will not reach their full growth and developmental potential because of the irreversible physical and cognitive damage caused by persistent nutritional deprivations from an early age. Stunting is associated with poor brain development, which affects a child’s cognitive development, educational attainment, and productivity in adulthood, which in turn influences the development potential of a nation. Only one Member State of the 16 is on-track to meet the World Health Assembly (WHA) and SDG targets for reducing stunting, namely Zimbabwe. Additionally, there has been some reductions in the prevalence of stunting in Eswatini, Malawi, United Republic of Tanzania, Namibia, and Zambia, even though major efforts to accelerate action to meet the WHA/SDG nutrition targets are needed.

Child wasting, remains a concern as 6 Member States have levels classified as medium or high by WHO at more than 5%. There are currently an estimated 6.4 million children with wasting, and about 1.7 million being severely wasted in SADC member states. The national level prevalence data mask vulnerable areas with very high levels of wasting, including 10 drought-affected districts in Southern Madagascar, 5 drought-affected provinces in Southern Angola as well as conflict-affected Cabo Delgado in Northern Mozambique and conflict-affected areas of DRC. In 2022, there has been increasing admission trends for cases of wasting in Angola, Malawi, and Namibia. In 2021, only 19% of the total estimated 1.46 million cases of severe wasting were admitted for treatment in SADC member states.

In terms of overweight, the Southern Africa member states are most severely affected by the rising trend in overweight, with 12% of children under five affected, and there are an estimated 14.4 million overweight and 8.6 million underweight children aged 5-19 in the SADC region. Overweight rates among adult women in the SADC region range from 30-65%.

In the past few years, SADC Member States have been hit hard by the economic fallout emanating from the Covid-19 pandemic, and on top of this the impact of the Ukraine-Russia war on global food and fuel prices and rising levels of inflation. Many have also been affected by climate-related shocks and other emergencies. All these factors are expected to set back progress significantly on maternal and child nutrition

SADC’s nutrition agenda is anchored in the Regional Indicative Strategic Development Plan (RISDP 2020-2030), SADC Food and Nutrition Security Strategy (2015-2025), and UNICEF ESARO and SADC have joint action plans for nutrition starting as far back as 2016 and both are now in the process of development a subsequent plan of action to cover the period 2023-2025.

**Justification:**

The SADC Secretariat has received technical assistance from UNICEF under the RISING I initiative funded by the Bill and Melinda Gates Foundation (2018-2022), both technically and financially towards areas of food fortification, early childhood nutrition and social behavioural change and communication. During this time SADC Secretariat benefitted from an outposted UNICEF health and nutrition staff member. During this period of support strategic outputs were attained including a number of regional tools, standards and decisions which were also endorsed by member states. Furthermore, member states have started to domesticate and nationalise these tools. These processes have been facilitated through the political leadership of Ministers of Health and HIV**, with nutrition firmly an agenda item for each of their annual meetings since 2018.**

Given the nutrition context in the SADC region, significant efforts are still needed to accelerate implementation of high impact nutrition interventions using the health, food systems, social protection, WASH, and education systems towards improving the situation. Having observed the achievements gained under RISING I, SADC is seen as a strategic institution to advance the nutrition agenda through its high level decision- making mechanism in the region. The current outposted staff position will come to an end with the closing of the RISING I grant by end December 2022. The agreed way forward for continued technical assistance from UNICEF to the SADC Secretariat is to outpost a senior individual contractor with nutrition experience, a national of a SADC member state, to focus on nutrition to facilitate implementation of approved regional nutrition guidelines and Ministers’ decisions and to support development of further guidance, positions and decisions.

UNICEF ESARO staff in Nairobi are widely stretched and fall short of providing the dedicated full-time technical assistance required to continue the collaboration on nutrition with SADC, and thus an individual contractor is sought to be outposted in the SADC Secretariat.

**Scope of Work**

**Goal and Purpose:**

Building on the previous collaboration between UNICEF ESARO and SADC on nutrition, UNICEF ESARO will continue to support and work with the SADC Secretariat with specific emphasis on accelerating nutrition actions. The accountability for results which UNICEF agreed to in accepting the partnership with BMGF for RISING translated into a primary focus on nutrition. The new UNICEF Nutrition Strategy 2020-2030, outlines UNICEF’s vision of ‘a world where all children, adolescents and women realize their right to nutrition’ and highlights strategic objectives to support governments and partners in ending maternal and child malnutrition in all its forms.

Therefore, the assignment will facilitate the work that is slowly emerging of strengthening the adoption of a systems approach and ensuring the Member States implement programmes that aim to deliver nutrition results through the Food, Health, Water and Sanitation, Education, and Social Protection systems. These result areas will serve as a basis for the scope of work between UNICEF and SADC on nutrition.

**Activities and tasks:**

The assignments will focus on the following areas:

1. **Provide support and relevant inputs to the Nutrition focus area in as defined within the SADC Health and Nutrition Key Result Area, the SADC Regional Indicative Strategic Development Plan (2020-2030) and Food and Nutrition Security Strategy (2015-2025), including supporting the development, implementation, monitoring and evaluation of nutrition projects/programmes within SADC.**

o Health Division, ASEAN Socio-Cultural Community

1. Provide technical inputs and direction in the implementation of regional nutrition programme activities, in consultation with Director Social and Human Development and the SADC SPO Health and Nutrition, on regional health priorities focused on enhancing programming and investment to address all forms of malnutrition as anchored by the RISDP (2020-2030).
2. Provide technical support and facilitation for the implementation of the SADC Food and Nutrition Security Strategy (2015-2025) and of the SADC-UNICEF action plan for nutrition 2023-2025, including for the development of new SADC standards related to nutrition, such as the guidance on the standard for national laws on regulations on marketing of foods, overweight and obesity strategic framework and action plans.
3. Assist in developing programmes, projects and securing approval for their implementation following existing internal processes of UNICEF ESARO and SADC.
4. Coordinate and monitor implementation of programmes and projects relevant to the nutrition focus area such as infant and young child feeding and standard for national laws on the Code of Marketing of Breastmilk Substitutes; action framework for complementary feeding, minimum standards and guidance on maternal nutrition policies/standards including large scale food fortification and multiple micronutrient supplementation; progress towards full institutionalization and scale up of integrated management of acute malnutrition; programming to prevent all forms of malnutrition in middle childhood (5-9 years of age) and adolescence (10-19 years of age) and minimum standards and guidance for school nutrition policies and programmes and overweight prevention legislation.
5. Coordinate with relevant SADC Sectors/bodies and Directorates in the SADC Secretariat, engaged or involved with the implementation of the RISDP 2020-2030, particularly Health, Agriculture, Industrial Development and Trade, WASH and Education.
6. Coordinate inter-linked and cross-cutting areas relevant to the nutrition focus area, including the impacts of climate change on food and nutrition security.
7. Prepare information and advocacy materials on nutrition and coordinate with other divisions in SADC Secretariat for public dissemination/publication following SADC processes.
8. Liaise with the SADC Member States and external parties on nutrition following SADC guidelines .
9. **Support and service the Meetings and other relevant events of the Health Ministerial and Senior Official Levels, Technical and Steering Committee, Member State hosted meetings and events on Nutrition, training sessions, meetings in other SADC Platforms including in other SADC directorates as well as UNICEF and external meetings**
10. Prepare the necessary nutrition-related documents required for various regular SADC meetings including agenda, discussion papers and drafting reports
11. Act as a resource person and facilitator on Nutrition at meetings and trainings, with guidance from Director SHD and SPO Health and Nutrition
12. Assist the host organization and/or sectoral/cluster chair in preparing for meetings and/or other special events
13. Participate in meetings related to Nutrition of the SADC directorates of Agriculture, Education and Industrial Development and Trade; and help position nutrition within these directorates.
14. Participate in external meetings relevant to nutrition, such as UNICEF ESARO nutrition section weekly meetings, monthly ESARO-country office calls, UNICEF Nutrition Network Meeting, UNICEF-hosted monthly partners’ meetings, AUC, AUDA-NEPAD and other nutrition partner’s meetings that supports implementation of SADC nutrition priorities.

**3. Support the relevant bodies of the SADC Community**

1. Provide necessary support in the implementation of relevant decisions / follow-up requirements from Ministers of Health and other SADC Sectoral Ministerial Committee/s related to Nutrition
2. Coordinate and/or collaborate with other relevant bodies/directorates for harmonised or complementary activities related to nutrition
3. **Assist in producing SADC publications on nutrition and to populate the SADC Nutrition Report and scorecard** 
   1. Take the lead in preparing the update of Nutrition Profiles and SADC Nutrition

report, to be published annually in collaboration with the Member States, UNICEF, WHO, WFP and FAO.

1. Liaise with SADC Member States, UNICEF, WHO, WFP and FAO to populate the SADC Accountability scorecard for Nutrition and to package the information for advocacy, high level meetings, publications, and reports.
2. Promote stronger linkages between food security and nutrition data collection instruments including Regional Vulnerability Assessments and Analysis, the FNSWG and SARCOF in collaboration with the Agriculture and Disaster Risk Reduction Divisions.
3. Assist in producing and obtaining endorsement for various joint publications on nutrition with UN agencies and other SADC partners, including training package on Public Finance for Nutrition, guidance, tools, research, advocacy materials, reports, and others.
4. **Support the Directorate Social and Human Development (SHD) in undertaking substantive technical work on Nutrition**
   1. Provide necessary technical and strategic input to the SHD Directorate, pertaining to the design and implementation of the SADC nutrition-related projects, programmes and activities including relevant advocacy initiatives.
   2. In collaboration with UNICEF, support a review of existing nutrition policies for overweight prevention, maternal nutrition school age/adolescent and early childhood nutrition (focusing on complementary feeding) in selected SADC Member States and development of policy matrices and recommendations on SADC strategic frameworks for these areas.
   3. Identify additional areas of strategic and technical engagement on nutrition.
   4. Monitor policy, financing, and evidence developments on nutrition at regional and international level.
   5. Contribute to documentation of SADC nutrition initiatives and the RISING contribution to SADC.
   6. Provide support on additional assignments related to the core role on Nutrition within the Directorate SHD as agreed and guided by both the Director and UNICEF ESARO, on the understanding that these additional tasks do not interfere with the accomplishment of the core Nutrition assignments.

***Work relationships:***

The contractor’s work will be supervised by the Nutrition Specialist MIYCN, ESARO, with oversight by the Regional Adviser Nutrition, ESARO. He/she will also be accountable to the Director, Human and Social Development, SADC Secretariat. Monthly workplans and progress reviews will be done jointly between UNICEF ESARO and the SADC Secretariat.

The contractor will liaise closely with SADC Member States and is expected to work and liaise with the SADC Agriculture, Industrial Development and Trade, DRR, Education and WASH Teams. The individual contractor will also be expected to liaise, from time-to-time, with other relevant partners including WFP, FAO, WHO and others.

***Outputs and deliverables***

Monthly reports on progress on tasks, deliverables completed and plan for the following month, with submission of detailed reports/documents on completed deliverables (see table below).

**Table 1: Tasks and payment schedule**

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Payment** | **Deadline** |
| Monthly progress report which includes details on:   * Technical support provided to SADC Member States * Input made to support SADC efforts to deliver on a structured agenda for nutrition * supporting the development, implementation, monitoring and evaluation of nutrition projects/programmes within SADC * Support and service the meetings and other relevant events of the Health Ministerial and Senior Official Levels, Technical and Steering Committee, Member State hosted meetings and events on Nutrition, training sessions * Provide necessary support in the implementation of relevant decisions / follow-up requirements from Ministers of Health and other SADC Sectoral Ministerial Committee related to Nutrition * Assist in producing SADC publications on nutrition and to populate the SADC Nutrition Report and scorecard * In collaboration with UNICEF, support a review of existing nutrition policies.   Plan for the following month*(draft/final documents produced to be provided in an annex to the report).* | Monthly payment | 31/12/2022 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/01/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 29/02/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/03/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 30/04/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/05/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 30/06/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/07/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/08/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 30/09/2023 |
| * Monthly progress report as per above * Plan for the following month | Monthly payment | 31/10/2023 |
| Final report and folder of all documents produced | ½ Monthly payment | 15/11/2023 |

The task deliverables will be applied during the duration of the assignment.

Indicative final flagship results include the following:

1. Annual nutrition reports and nutrition scorecard
2. Reports on the domestication of SADC nutrition frameworks with the following breakdown:

* At least 8 SADC Member States adapting and adopting action framework for complementary feeding
* At least 12 SADC Member States with large Food Fortification National Standards and Regulations aligned to SADC minimum Standards.
* At least 8 Member States adopting the Maternal Nutrition Framework
* At least 5 Member States with Code revisions that include the WHA 69.9 recommendations.
* At least 6 Member States pursuing at least one policy/legislative measure for overweight prevention
* At least 8 Member States pursuing two or more focus areas on nutrition of school age children and adolescents

1. A set of regional guidance on nutrition of school age children/adolescents and overweight prevention is produced
2. A SADC position on the use of MMS ( multiple micronutrient supplement)as the micronutrient supplement of choice for pregnant and breastfeeding women is adopted
3. A SADC decision on mainstreaming and scale up of treatment of wasting is adopted
4. SADC Ministers of Health flagship projects and decisions implemented such as the SADC Centre of Excellence for Nutrition.
5. Evidence of nutrition mainstreamed across sectors specifically Health, Agriculture, Education, Social Welfare, DRR, and WASH.

**Payment Schedule**

**Professional fee:**

* Payment will be made monthly based on an invoice at the end of each month, accompanied by a short monthly report showing progress on all tasks as applicable for the month, a workplan for the next month, and with detailed submissions for completed deliverables according to the TOR and under the proposed contractual arrangement, and approval of the contract’s supervisor. The monthly payment will be pro-rated based on actual number of days worked, based on an average of 21.75 days per month.

**Travel payment:**

* Travel costs funded by UNICEF are considered as part of the overall contract cost. This includes travel to and from the individual contractor’s home location and SADC Member States (at least 4 Member States per year, one week each), and two UNICEF ESARO Network/planning meetings in Nairobi (4 days each). In addition, SADC will support the contractor’s travel to attend SADC meetings, such as the SADC Food and Nutrition Security Technical Committee meeting and SADC Ministers of Health meetings, and further country visits (the travel costs for these are not included in the UNICEF contract).
* The individual contractor provides an estimate of travel costs for each of the 6 UNICEF trips (not the SADC ones) including travel and other costs to UNICEF ESARO for approval in advance. The individual contractor pays travel costs and claims reimbursement after travel has been completed.

The Individual Contractor is expected to make progress on the tasks and produce the outputs as listed above and be paid according to the table 1 above.

**Desired competencies, technical background, and experience**

Nationality: Contractor must be a national of a SADC Member State.

Required qualifications and experience:

* Advanced University Degree (at least Master’s Degree) in public health or nutrition.
* At least eight (8) years’ experience with proven record of accomplishment and exposure dealing with nutrition programmes, in development and humanitarian settings across the life cycle especially on infant and young child feeding, food fortification, maternal nutrition, overweight prevention and nutrition of school-age children and adolescents at the policy, evidence, advocacy, and programme levels.
* Experience of nutrition or health related research and analysis, including formative research
* Demonstrated competency in technical (including peer-reviewed articles) and advocacy writing, reviewing, editing, and production/publication.
* Experience of working with international or intergovernmental organizations or Governments
* Fluency in English (spoken and written). French or Portuguese an asset.

Desired

* Experience in and knowledge of UNICEF’s activities at the country and regional levels on nutrition programming.
* Relevant experience in a UN system agency or organization.
* Knowledge of French and Portuguese would be considered as an asset

Core Values:

* Care
* Respect
* Integrity
* Accountability
* Trust
* Sustainability

Core Competencies:

* Builds and maintains partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others

Additional competencies

* Experience in cross-cultural environment and international settings.
* Demonstrated ability to motivate people, influence stakeholders and work effectively with people at all levels of the organisation and across multiple organisations
* Demonstrated ability to work independently, take initiative and innovate.
* Competency in computer skills with sound knowledge of Microsoft Office, ideally data software (STATA or SPSS).

**Administrative issues**

* The contract will run for a period of 11.5 calendar months on a full-time basis. A month consists of 21.75 working days.
* The focal point for this contract will be the MIYCN Nutrition Specialist ESARO, supported by the Regional Nutrition Advisor ESARO.
* The contractor is expected to be based at the SADC Secretariat in Botswana with potential travel to SADC Member States for which UNICEF and SADC cover DSA and travel costs as applicable (see p.6 above). Travel will be in economy class.

**Conditions**

* The contract is based in Botswana SADC Secretariat where the office space will be provided, and computer equipment will be provided by the consultant.
* As per UNICEF Division of Financial and Administrative Management (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.
* 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.

**Risks**

* Risks include a delay in progress of the work due to unforeseen circumstances in SADC Member States such as funding availability, Government buy-in, UN collaboration, and other emergencies. Risks also include an inability to receive and respond to MS requests for technical assistance in a timely manner and potential delays in the finalisation of key documents. To avoid any foreseen and unforeseen delays, this will be mitigated through the MIYCN Nutrition Specialist and SPO Health and Nutrition in SADC who will be responsible for liaising closely with the UNICEF country offices and Member States respectively, other stakeholders and will take every measure to facilitate the work of the consultant and in particular her/his relations with the MS as key stakeholders of this consultancy

**How to Apply**

* Following receipt of this TOR through advertisement, the individual contractor is requested to share an expression of interest as per the timelines and instructions of the advertisement. In addition, the individual contractor will share an updated CV and contacts of three referees.
* The individual contractor 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, including the 5 trips to be covered by UNICEF as per p.6 above.
* Applications/expressions of interest without an all-inclusive cost/fee quoted in USD will not be accepted.