**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

|  |
| --- |
| **PART I:**  |
| **Title of Assignment** | Development of a NIPN Phase II multi-country Description of Action for the European Commission |
| **Purpose of the assignment**  | The purpose of this assignment will be the development and delivery of a full Description of the Action (DoA) including detailed proposal, logical framework, work plan and budget for submission to the EU.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 5 country offices and 3 regional offices) and GIZ; local stakeholders and partners.  |
| **Section** | Nutrition |
| **Location** | Home-based |
| **Duration** | 30 billable days |
| **Start date** | 8 March 2021 | 31 July 2021 |

**Background and Justification**

**Background:**

UNICEF is in process to prepare a programme supported by the European Commission under the National Information Platforms for Nutrition (NIPN) project[[1]](#footnote-1). NIPN is an initiative of the European Commission to provide support to countries to strengthen their information systems for nutrition and to improve the analysis of data so as to better inform strategic decisions to prevent malnutrition and its consequences. UNICEF will be managing the NIPN in 5 countries spread across three UNICEF regions as follows: Kenya and Uganda in UNICEF’s Eastern and Southern Africa Region; Cote d’Ivoire and Burkina Faso in the West and Central Africa Region; and Lao PDRPDR in thee East Asia and Pacific Region. UNICEF will work in collaboration with GIZ[[2]](#footnote-2) who will be managing NIPN in other countries. UNICEF and GIZ will coordinate to ensure a commoncommon results framework is in place and monitored at country level to facilitate global reporting of NIPN progress.

This is the second Phase of the NIPN initiative, and NIPN has been operational in the above countries for the last 4 years. However, the role of UNICEF in the first phase of NIPN varies by country; in some countries UNICEF being the main recipient of funds (Cote d’Ivoire, Laos PDR and Uganda) whereas in Burkina Faso and Kenya funds were directly managed by government with UNICEF providing technical support for strengthening national nutrition information and reporting systems.

**Justification:**

In view of the need for development of a full proposal to the European Commission, UNICEF ESARO Nutrition Section is looking to hire a consultant who has experience of developing multi-country proposals for the EC and who can coordinate across the 5 country offices and 3 regional offices involved to produce a high-quality, comprehensive Description of the Action (DoA) for submission to the EC.

**Scope of Work**

**Purpose:**

The purpose of this assignment will be the development and delivery of a full Description of the Action (DoA) including detailed proposal, logical framework, work plan and budget.

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 5 country offices and 3 regional offices) and GIZ, local stakeholders and partners. In addition, although NIPN I and NIPN II are not directly linked, lessons learned from NIPN I implementation should be considered in the development of this DoA.

**Organisation of the work:**

* **Preparatory Phase (3 working days)**: Identify internal stakeholders; agree working methodology with Regional Office colleagues and plan phases of the assignment; preparation for Phase 1 of the assignment.
* **Phase 1 (7 working days):** Individual country calls to gather information and relevant documents for review, in order to develop a draft theory of change, logical framework and indicative budget to be presented to the 5 COs and the 3 ROs by webinar.
* **Phase 2 (15 working days):** Proposal Development: review inputs, relevant literature and documents; finalize draft narrative proposal, including visibility plan and all annexes; coordinating of additional contributions from various stakeholders; finalize design of the programme with all deliverables; finalize logical framework matrix and draft budget with inputs from the webinar in Phase 1.
* **Phase 3 (5 working days):** Quality Assurance: gather and integrate feedback/comments from country offices, regional office and HQ divisions / relevant stakeholders; final presentation of the full proposal to the European Commission and other stakeholders.

**Activities and Tasks:**

1. Review relevant literature and documents received from COs, HQ and ROs to inform the preparation and finalization of the proposal document; gather outstanding information required through individual country calls.
2. Facilitate exchange of information and the organization of web-based meetings amongst COs, ROs, HQ and PPP Brussles Office, including at least 2 on-line webinars to present the DoA to to all listed offices and gather feedback. In addition, organize and carry out individual country calls as necesary.
3. In coordination with the Country Offices and Regional Offices, define the project activities under each component, incorporating all technical comments as they arise;
4. Based on the EU Action Document and the information/input gathered and building upon the strengths of the different country offices, design a programme, including logical framework, work plan, budget, and narrative proposal.
5. Define the baseline and targets, and monitoring mechanisms for indicators, referring to the data gathered, as well as data sources;
6. Define the implementation framework and preparation arrangements including the technical coordination of each component/activity as appropriate;
7. Prepare a full draft project proposal in line with the EU Action Document, requirements from the EU, UNICEF policies and regulations and the aid modalities foreseen for this grant;

**Work relationships:**

This DoA will cover 5 countries split across three regions. Therefore, the consultant will liaise closely with the regional Nutrition Specialists from UNICEFs Eastern and Southern Africa Regional Office (ESARO), West and Central Africa Regional Office (WCARO) and the East Asia and Pacific Regional Office (EAPRO).

1. The consultant will work under the overall supervision of the Regional Nutrition Specialist, ESARO, supported by the Regional Nutrition Specialists in WCARO and EAPRO;
2. The Regional Nutrition Specialists will facilitate access to the required information fromthe 5 country offices: each Nutrition Specialist will be responsible for the countries in his/her region;
3. The consultant will complete all activities and deliverables listed within the allotted time-frame.
4. End consultancy performance review will be conducted upon receipt of all deliverables by the consultant, inputs from the respective Regional Offices and finalized by ESARO.

**Outputs/Deliverables**

The principal delivery of this consultancy will be a finalized proposal with a logical framework, work plan and budget. Other deliverables shall include a communictaion and visibility plan, all relevant annexes as required by the EU, and a presentation of the DoA to UNICEF and the EU.

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Deliverables** | **Duration****(Estimated # of days)** | **Schedule of payment** |
| Phase 1 and 2 | 1. Draft theory of change, logical framework and indicative budget
 | 10 days(16 April 2020) | 40% |
| Phase 3 and 4 | 1. Finalized narrative proposal, including the logical framework matrix, the budget, a communication and visibility plan and all annexes
 | 20 days(31 May 2020) | 60% |
|  | **TOTAL** | **30** | **100%** |

**Payment Schedule**

Payment shall be made on satisfactory completion of the principal deliverable, 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**

* An advanced university degree or first university degree plus substantial relevant experience in the social sciences domain or public health.
* At least 8 years progressively responsible work experience and/or qualifications in the field of donor relations, fundraising and proposal writing, Nutrition, Public Health or monitoring and evaluation is an advantage.
* Proven experience in proposal development with the European Union funding for International Organizations is a requirement.
* Strong program design skills, including capacity to prepare logical, coherent, and consistent documents including logical frames, risk management measures and budgets.
* Excellent English writing skills required. Ability to work in French is an advantage.

**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.
* Flexibility to adapt to any subsequent changes in the terms of reference based on feedback from technical colleagues or the European Commission

**Administrative issues**

* The contract will run for a period of five months (30 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, in coordination with the Nutrition Specialists WCARO and EAPRO and with oversight from the Regional Nutrition Advisor 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 (5 country offices and 3 regional offices). To avoid any foreseen and unforeseen delays, this will be mitigated through assigning one focal point for the work (Nutrition Specialist ESARO) who will be responsible for liaising closely with the two other regional offices. Each Regional Nutrition Specialist will be responsible for liaising with the Country Offices in his/her region.

**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.
1. <http://www.nipn-nutrition-platforms.org/?lang=en> [↑](#footnote-ref-1)
2. <https://www.giz.de/en/html/index.html> [↑](#footnote-ref-2)