

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title of Assignment	National Consultancy: National Community Management of Acute Malnutrition (CMAM) guideline adaptation	
Requesting Section	Nutrition	
Location	Place of assignment: <ul style="list-style-type: none"> • This assignment will be based in Lilongwe with visits to Salima, Mangochi and Blantyre. • The consultancy is not office-based; however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions at Ministry of Health and UNICEF in Lilongwe. • The consultant will also be expected to participate in CMAM deep dive, Health Service Delivery (HSD), Senior Ministry of Health management meetings and other relevant technical working groups/committees as scheduled Lilongwe, Salima, Mangochi or Blantyre. 	
Contract Duration	2.5 months (18 March – 28 June 2024)	
Estimated number of working days	55 days	
Planned Start and End Date	From: 18 March 2024	To: 28 June 2024

BACKGROUND AND JUSTIFICATION

Malawi is a high-risk country for climate shocks such as extreme flooding, exacerbated by diseases outbreak such as Cholera, severe food insecurity, and increased poverty due to economic shocks. In March 2023, the country was hit by the cyclone Freddy which affected at least 2.5 million people; 659,278 were displaced, 2,186 were injured, and 679 were killed. The cholera epidemic in Malawi between 2022 and 2023 resulted in over 58,000 confirmed cases, with over 1,700 deaths over an 18-month period. This represents a 3 per cent fatality rate, which is very high. About 4.4 million people, representing 22 percent of the Malawi population, are facing food insecurity and require food assistance between October 2023 to March 2024, according to the Malawi Integrated Food Security Phase classification (IPC). With weather forecasts from international and national agencies anticipating El Niño conditions which are linked with delayed onset of rains, below-normal precipitation, and dry spells in southern Malawi, the food situation is likely to worsen. Undernutrition such as wasting remains public health issue with >150,000 children under five still at high risk of acute malnutrition (source: acute malnutrition burden estimate based on SMART survey 2020).

The nutrition situation in Malawi is characterized by high levels of undernutrition of the under-5 children. In 2019/2020, stunting (height for age) was at 35.5 per cent, wasting (weight for height) at 2.6 per cent, underweight (weight for age) at 12 per cent, overweight at 4 per cent and 12.8 per cent children were born at a low birth weight (less than 2500g). Undernutrition is exacerbated by poor feeding and caring practices as demonstrated by minimal increase in proportion of infants (0-6 months old) exclusively breastfed to 64 percent in 2020 from 61 percent in 2016. In addition, only 9 percent of children aged 6 to 23 months meet the minimum acceptable diet (MAD). Similarly, the proportion of women meeting minimum dietary diversity (MDDW) is equally low (25 percent). The combination of poor access to nutritious diets and frequent illness (such as acute

respiratory infections, diarrhoea, and malaria) coupled with poor access to health services, exacerbate the risk of undernutrition. The underlying causes of undernutrition include poor hygiene practices; lack of safe water and proper sanitation; food insecurity; gender inequality; and poverty.

PURPOSE OF THE ASSIGNMENT

The Ministry of Health developed the first edition of Malawi Community-based Management of Acute Malnutrition (CMAM) Guidelines in 2012 after the Community Therapeutic Care (CTC) Interim Guidelines of 2006. The Second Edition of CMAM Guidelines were developed in 2016. These guidelines were developed to integrate the 2013 World Health Organization (WHO) updates on the management of severe acute malnutrition (SAM) in infants and children. During the period the guidelines have been operational there have been global and local issues as regards to management of acute malnutrition in children. Covid 19 and cholera pandemics brought challenges in managing the children with acute malnutrition in the context of these pandemics. Malawi also experienced different form of disasters including devastating Tropical Cyclone Freddy.

To ensure that management of acute malnutrition is cost-effective, the Ministry of Health (MoH) is testing some of the elements of these simplified approaches especially Family MUAC Intervention and reduced dose in the Village clinic.

In July 2023, the WHO released new recommendations for the prevention and management of wasting and nutrition oedema among children under five, replacing the earlier guidance that was published in 2013. Contrary to the 2013 version, the new guidelines provide an extended scope and for the first-time cover prevention of malnutrition: management of children with moderate acute malnutrition and management of children under six at risk of poor growth and development. In December 2023, UNICEF in collaboration with WHO and WFP supported the Ministry of Health organized a deep dive session to build capacity of the CMAM Guidelines Review Taskforce on the operationalization of the WHO recommendations. The key deliverable of the workshop was a road map to guide the adaptation of national CMAM guidelines. In addition, the team prioritized a list of the WHO recommendations to be considered for possible adaptation in the Malawi context.

In view of this, the Ministry of Health (MoH) plans to review the second edition of the guidelines for Malawi to contextualize operationalize the new WHO recommendations. It is expected that the contextualized WHO recommendations into National Guidelines will effectively contribute to prevention of child wasting and improve its management. The revision will also consider global and local current scientific evidence on the management of acute malnutrition, and local policy contexts within Malawi.

The MOH has requested UNICEF to support with recruitment of consultant for the national CMAM guidelines adaptation process to partner with an international consultant to be hired by WHO.

SCOPE OF WORK/OBJECTIVES

- The consultant will review relevant documents which will include the Multi-Sectoral Nutrition Policy and Strategy, Health Sector Strategic Plan III, 2016 Malawi CMAM Guidelines, 2023 WHO Guidelines for Management of Wasting and Oedema, Nutrition Care Support and Treatment for Adults and Adolescents, Integrated management of childhood illness (IMCI) protocol, the National Child Health Strategic Plan 2021-2026 and any other scientific reports as guided by the CMAM Review Taskforce.
- The consultant will draft an inception report and present to the CMAM Guidelines Review Taskforce.

- Facilitate a workshop, document meeting proceedings, review and draft national CMAM guidelines in line with the WHO Recommendations.
- Present the draft CMAM Guidelines to the Targeted Nutrition Programme (TNP) Technical Working Group (TWG) and other relevant nutrition forums as advised by the Department of Nutrition Services.
- In collaboration with the Guidelines Review Taskforce, revise the guidelines based on TNP TWG comments.
- Present the draft Guidelines to Multi-Sectoral National Nutrition Committee and Health Service Delivery (HSD) TWG.
- Revise the guidelines considering the comments from HSD TWG and National Nutrition Committee.
- Present the final draft of the Guidelines to the MoH Senior Management.
- Produce final guidelines.

REPORTING REQUIREMENTS

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

- The consultant will report to UNICEF's Nutrition Specialist (CMAM/Emergency) with frequent coordination with the MoH, WFP and WHO in Lilongwe. The consultant will also work closely with an international consultant to be hired by WHO.
- The consultant will furthermore consult and interact with the CMAM Guideline Review Taskforce

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

- Daily, weekly and/or monthly monitoring updates on the progress made on outputs, challenges and areas requiring support.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

How will consultant consult and deliver work and when will reporting be done:

- The consultant will be home based in Lilongwe with regular presence for participation in the meetings as outlined in the scope of work.
- The consultant will frequently visit MoH and Department of Nutrition Services in Lilongwe.
- The consultant will provide monthly deliverables based on an agreed work plan and delivery schedule.
- At the beginning of the assignment, the consultant will produce an inception report outlining the key deliverables and timelines 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
Literature review of various key documents and hold consultation meetings with key stakeholders including Director of Nutrition, UNICEF, MoH, WHO, CMAM Review Taskforce and develop an inception report	Inception Report including the conceptualization of the assignment, work plan, data collection instruments, findings of the desktop review of relevant documents, initial brief on planned systematic consultations for the assignment and CMAM guideline document outline presented to the task force.	15 days	12 April	27%
Facilitate a workshop for the task force to review and draft national CMAM guidelines in line with the WHO Recommendations.	Draft CMAM guidelines per agreed outline and aligned with the WHO recommendations	10 days	26 April	18%
TNP validation meeting	Present the draft CMAM Guidelines to the Targeted Nutrition Program (TNP) Technical Working Group for validation	5 days	6 May	9%
Stakeholder meetings	Presentation of the draft Guidelines to Multi-Sectoral National Nutrition Committee and Health Service Delivery TWG	5 days	13 May	9%
Develop final draft of national CMAM guidelines	Revise the CMAM guidelines considering comments from HSD TWG and National Nutrition Committee	3 days	17 May	6%
Seek approval from senior management	Present the final draft of the CMAM Guidelines to the MoH Senior Management	2 days	22 May	4%
Finalize the CMAM guidelines	Submit the final CMAM guidelines to MOH and UNICEF incorporating comments from senior management and infographics based on the feedback	15 days	12 June	27%
	Total number of days	55 days		100%

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
- Adherence to UNICEF's child safeguarding policy

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and approved invoice. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

The consultancy cost will be based on an all-inclusive fee basis which will include all cost related to this assignment including, professional fee, travel and living cost, transportation cost (fuel, car hire, etc), stationary, communications etc. No other costs are payable under this consultancy.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification: Master's degree in Medicine, Nursing, Nutrition and/or Public Health.

Work experience:

- Minimum 10 years of postgraduate professional experience in nutrition.
- Experience in developing national CMAM nutrition guidelines
- Experience in working in or with government structures, especially the MoH departments.
- Experience and knowledge of Malawi's health and nutrition sectors will be an added advantage.

Technical skills, knowledge and strength areas:

- Familiarity with Malawi national CMAM protocols, WHO 2023 recommendations, regional and national nutrition landscape. Knowledge of Malawi country context and nutrition landscape will be an added advantage.
- Strong knowledge in integrated management of child wasting and nutrition oedema using the CMAM or Integrated Management of Acute malnutrition (IMAM) approach
- General knowledge of United Nations system policies, rules, regulations, and procedures governing administration.
- Excellent technical writing, communication, and interpersonal skills.
- Ability to multi-task, and work well independently under pressure to meet deadlines.

- Demonstration of proactiveness with a commitment to quality and accuracy with close attention.
- Computer skills, including word processing, spreadsheet and other standard software packages and systems.

Languages:

- Excellent written and verbal skills in English.

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.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- 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.

UNICEF offers reasonable accommodation 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.

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.

CONDITIONS

- The consultancy will be for a period of 3 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 in Lilongwe and with travels to Salima, Mangochi and Blantyre on a need basis.
- The consultant will be paid an all-inclusive fee (stationary, transport, communication, and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends, or public holidays.
- . 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 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.

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.