

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

<b>Title</b> Integrated Health & Nutrition Programme Consultant (SUN-II)	<b>Funding Code/WBS:</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> LUSAKA, ZAMBIA
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**Purpose of Activity/Assignment:**

Despite some progress in the recent years, malnutrition remains a major challenge in Zambia. Stunting rates stand at 35 percent while wasting remains stagnant at 4 percent. Undernutrition among adolescent remains high and is of particular concern considering growing proportion of adolescent population in Zambia (25 percent of total population) and high prevalence of teenage pregnancies (29 percent). In addition, only 13 percent of children 6-23 months are fed a minimum of acceptable diet and less than 1 in 4 fed minimal dietary diversity. To address the widespread issue of malnutrition, the global movement “Scaling Up Nutrition” (SUN) was launched and Zambia joined the movement in 2010.

In line with SUN movement strategies and approaches, the Government Republic of Zambia (GRZ) designed and implemented its flagship programme “The First 1000 Most Critical Days Programme” (MCDP I) that has entered its second phase (MCDP-II). Under the MCDP-II framework, different partners are supporting the GRZ to implement programmes which are currently covering 42 high priority districts with high prevalence of stunting across the 10 provinces. UNICEF is the lead agency to implement the SUN-II Programme in collaboration with the National Food and Nutrition Commission (NFNC), government line ministries, NGOs, and other UN agencies in 17 districts. SUN-II Programme delivers a multi-sectoral package of both nutrition-specific and nutrition-sensitive interventions, adopting coordinated approaches of service delivery to achieve impact on stunting by focusing on households with adolescent girls, pregnant and breastfeeding women, children under 2 years, and women of reproductive age. The overall programme objective is to reduce stunting among children below 2 years by 7 percent in four years' time (2019-23).

Learnings throughout the SUN movement have identified that synergies and collaboration across various programmes and sectors are necessary for the success of SUN-II, particularly the interlinkages between the nutrition and health programmes to design and deliver an integrated package of Reproductive, Maternal, Neonatal, Child and Adolescent Health and Nutrition (RMNCAH&N) interventions using health sector platforms. SUN-II Programme has 4 outcome areas under which the following outputs are linked with the health sector:

1. Quality nutrition counselling on infant and young childcare and feeding practices
2. Quality nutrition counselling to adolescents and pregnant and lactating women
3. Use of quality maternal health, family planning and other health services
4. Strengthen connections between community health workers, volunteers, and health facilities
5. Conduct appropriate referrals for child health services
6. Conduct appropriate referrals for maternal health, family planning and other health services

SUN-II Programme focuses on strengthening the integrated health and nutrition service delivery at the district level, which require to closely collaborate with the health facilities, community health workers and community-based volunteers (CBVs). The Programme aims to reinforce and build effective referral services that connect children, adolescent girls and pregnant and lactating women to essential health and nutrition services and ensure appropriate follow-up care and counselling within the household. This requires a successful integration and delivery of RMNCAH&N interventions especially at the community level in the SUN-II Programme districts through effective planning, implementation, monitoring and reporting of activities implemented under the health sector.

The Programme has established a community structure called Nutrition Support Group for nutrition service delivery while the health sector (MoH) has rolled out their Community Health Strategy. There is a need for effective coordination and collaboration between RH Unit & Child Health and Nutrition Unit under the Public Health Department at MoH to ensure the achievement of results (listed below) related to Maternal and Child Health and Family Planning Services under the SUN-II programme. This requires technical support, effective coordination, and facilitation for planning, implementation, and monitoring of the RMNCAH&N interventions from national to community level especially among PHD, DHD and NGOs through District Nutrition Coordination Council (DNCCs). In order to achieve this, UNICEF's Health and HIV Section seeks an individual consultant with an expertise in public health and nutrition programme planning, implementation, monitoring and supervision to ensure that an integrated essential health and nutrition services are delivered to the women, adolescent and children.

**Scope of Work:**

The consultant, under the direct supervision of Health Specialist (RMNCAH) and overall guidance of the Chiefs of Health and Nutrition in UNICEF, will closely collaborate with MoH Public Health Department (both the Child Health and Nutrition Unit and the Reproductive Health Unit) and NFNC, Provincial Health Directors (PHDs), District Health Directors (DHDs), WHO, NGOs and other implementing partners. This role specifically focuses on the integration of nutrition interventions across various RMNCAH interventions being supported by the health sector, and must ensure effective coordination of the multi-sectoral components of the SUN-II programme's broader programme goals

The key elements of the assignment are as follows:

- i. **Integration of Health and Nutrition Actions** – Provide technical and coordination support to integrated planning and delivery of RMNCAH&N services in the SUN-II programme, including the design, review, implementation, and monitoring of RMNCAH&N programmes across 17 SUN-II districts. For the planning, the consultant will work with DHD, DNCCs and NGO partners at district level; with PHD, PNCCs and NGO partners at provincial level and with various units of MoH Public Health Department and NFNC for development of Health Sector Specific Work Plan for SUN-II, and facilitate implementation and service delivery of integrated health and nutrition interventions (RMNCAH) at district level. The consultant will act as an interface between Reproductive Unit and Child Health & Nutrition Unit of MoH at national level, provide support to Provincial Health Office (PHO) and District Health Office (DHO) related to health and nutrition activities for the SUN-II Programme.
- ii. **Technical Assistance on Standards and Protocols Development** – Provide technical support and health related inputs for drafting of technical guidelines, SOPs, and job-aids on various thematic areas under SUN-II such as IMAM, in-patient management of SAM cases, BFHI, interface between Community Health System and Nutrition Support Group, Strengthening outreach services for referral for maternal (ANC, PNC, FP) and child health (EPI, IMCI) services, C4D and SBCC (nutrition-sensitive health services),
- iii. **Intersectoral Coordination** – Undertake regular coordination with SUN-II team including relevant ministries and partners; interface between the UNICEF health section and the MOH on SUN II implementation and linkage with provincial and district health offices; represent health section across various SUN-II coordination / meetings/ working groups/ review platforms, ensuring the availability of accurate, complete, and up-to-date information on the status of implementation of health (RMNCAH) interventions under the SUN-II programme. Provide support to 17 districts to strengthen coordination between DHO and DNCCs for the SUN-II Programme.,
- iv. **Data and Evidence Generation** – Analyse available programme and HMIS data; and provide updated data and information on the coverage, continuity and equity on health (RMNCAH) interventions in 17 SUN-II programme districts with identification of gaps and technical and coordination support with MoH, partner agencies and nutrition team to provide feedback and identification of strategic actions to address the gaps.
- v. **Programme Monitoring and Reporting** – Coordinate and lead the drafting of the health sections inputs for the SUN II programme reviews, programme presentations, donor reports, annual report and other programme documentation related to coverage, continuity, and equity on health (RMNCAH) interventions in 17 SUN-II districts. Support the districts in strengthening the nutrition information system for recording and reporting under health sector for the SUN-II Programme
- vi. **Supportive Supervision** - Undertaking field visits to provinces, districts, and sub-districts with focus on 17 SUN-II districts for monitoring and supervision of project activities and to improve the coverage, continuity and equity of integrated health and nutrition interventions.
- vii.

**Child Safeguarding**

 Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

 YES  NO If YES, check all that apply:

**Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

 More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2021	<b>Requesting Section / Issuing office:</b> Health and HIV/AIDS Section	<b>Reasons why consultancy cannot be done by staff:</b> The assignment requires services of an independent professional having expertise in the field of public health nutrition, planning, supervision, monitoring, coordination, analytic work, and documentation. Additionally, it requires investing much more time exclusively to complete the assignment and hence not possible for existing UNICEF staff to undertake the tasks.
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify: The functions were initially supported through staff functions. However, considering the time engagement required, these was a felt need for dedicated technical support for the SUN-II program within Health & HIV team, with public health nutrition expertise to support the interventions. Hence, during the Mid-Year Review of Annual Work Plan for 2021, additional technical assistance was planned in consultation with nutrition section and senior management.

<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)	<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
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**If Extension, Justification for extension:**

<b>Supervisor:</b>	<b>Start Date:</b> 1 <sup>st</sup> October 2021	<b>End Date:</b> 15 <sup>th</sup> September 2022	<b>Number of Days (working)</b> 11.5 months
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**Work Assignment Overview**

<i>Tasks/Milestone:</i>	<i>Deliverables/Outputs:</i>	<i>Timeline (days/months)</i>	<i>Estimated Budget (ZMW)</i>
1. Support MoH structures at national, provincial and district	<b>Quarter 1 Progress Report</b> comprising of following as per the agreed work-plan:	2.5 months (Quarter-1)	25% Payment

<p>level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of health and nutrition activities based on the SUN-II Work Plan in Q-1 of the consultancy</p>	<ul style="list-style-type: none"> <li>- Details of coordination efforts and actions taken across various levels and programmes strengthening for integration and implementation of RMNCAH&amp;N interventions in 17 SUN-II districts along with meeting minutes/notes, progress/updates, and recommendations and follow-up.</li> <li>- Progressive indicator tracking with analysis of key RMNCAH&amp;N interventions in 17 SUN-II districts using available HMIS and SUN-II programme data with identification of critical gaps, priorities, and recommended actions taken.</li> <li>- Report of trainings related to RMNCAH&amp;N activities in 17 SUN-II districts with identification of critical gaps, priorities, and recommended actions taken</li> <li>- Report of coordination support to strengthen the community service delivery with interface between the Nutrition Support Group and Community Health Structures including strengthening of referrals for RMNCAH+N services</li> <li>- Report of supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken.</li> <li>- Update on Knowledge management, contribution to technical products, guidelines, donor reports, programme reviews and technical presentations.</li> </ul>		
<p>2. Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge</p>	<p><b>Quarter 2 Progress Report comprising of</b></p> <ul style="list-style-type: none"> <li>- Details of coordination efforts and actions taken across various levels and programmes strengthening for integration and implementation of RMNCAH&amp;N interventions in 17 SUN-II districts along with meeting minutes/notes, progress/updates, and recommendations and follow-up.</li> <li>- Progressive indicator tracking with analysis of key RMNCAH&amp;N interventions</li> </ul>	<p>3 months (Quarter- 2)</p>	<p>25% Payment</p>

<p>management of health and nutrition activities based on the SUN-II Work Plan in <b>Q-2</b> of the consultancy.</p>	<p>in 17 SUN-II districts using available HMIS and SUN-II programme data with identification of critical gaps, priorities, and recommended actions taken.</p> <ul style="list-style-type: none"> <li>- Report of trainings related to RMNCAH&amp;N activities in 17 SUN-II districts with identification of critical gaps, priorities, and recommended actions taken</li> <li>- Report of coordination support to strengthen the community service delivery with interface between the Nutrition Support Group and Community Health Structures including strengthening of referrals for RMNCAH+N services</li> <li>- Report of supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken.</li> <li>- Update on contribution to technical products, guidelines, donor reports, programme reviews and technical presentations.</li> </ul>		
<p>3. Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of health and nutrition activities based on the SUN-II Work Plan in <b>Q-3</b> of the consultancy</p>	<p><b>Quarter 3 Progress Report</b> comprising of</p> <ul style="list-style-type: none"> <li>- Details of coordination efforts and actions taken across various levels and programmes strengthening for integration and implementation of RMNCAH&amp;N interventions in 17 SUN-II districts along with meeting minutes/notes, progress/updates, and recommendations and follow-up.</li> <li>- Progressive indicator tracking with analysis of key RMNCAH&amp;N interventions in 17 SUN-II districts using available HMIS and SUN-II programme data with identification of critical gaps, priorities, and recommended actions taken.</li> <li>- Report of trainings related to RMNCAH&amp;N activities in 17 SUN-II districts with identification of critical gaps, priorities, and recommended actions taken</li> </ul>	<p>3 months (Quarter- 3)</p>	<p>25% Payment</p>

	<ul style="list-style-type: none"> <li>- Report of coordination support to strengthen the community service delivery with interface between the Nutrition Support Group and Community Health Structures including strengthening of referrals for RMNCAH+N services</li> <li>- Report of supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken.</li> <li>- Update on contribution to technical products, guidelines, donor reports, programme reviews and technical presentations.</li> </ul>		
<p>4. Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of health and nutrition activities based on the SUN-II Work Plan in <b>Q-3</b> of the consultancy.</p>	<p><b>Quarter 4 Progress Report</b> comprising of</p> <ul style="list-style-type: none"> <li>- Details of coordination efforts and actions taken across various levels and programmes strengthening integration and implementation of RMNCAH&amp;N interventions in 17 SUN-II districts along with meeting minutes/notes, progress/updates, and recommendations.</li> <li>- Progressive indicator tracking with analysis of key RMNCAH&amp;N interventions in 17 SUN-II districts using available HMIS and programme data with identification of critical gaps, priorities, and recommended actions taken.</li> <li>- Report of supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken.</li> <li>- Update on contribution to technical products, guidelines, donor reports, programme reviews and technical presentations.</li> </ul>	<p>3 months (Quarter -4)</p>	<p>25% Payment</p>
<p>4. Prepare and submit End of Assignment report as per agreed work plan.</p>	<p><b>Final Assignment Report</b> detailing the achievements, progresses, challenges, learnings from technical support to SUN-II; way-forward and recommendations to improve the health and nutrition interventions integration in Zambia beyond SUN-II and overall learnings for</p>		

	strengthening integrated RMNCH&N service delivery in the country.		
<b>Estimated Total Consultancy Fees (All Inclusive) in ZMW</b>			
Travel International (if applicable)	NA		
Travel Local (please include travel plan)	Office will provide transport support for field trips		
DSA (if applicable)	Lumpsum		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b>	<b>Knowledge/Expertise/Skills required:</b>		
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Public Health, Public Health Nutrition, Maternal and Child Health, Epidemiology, and Health Sciences.	i. At least eight years' relevant experience including in designing, reporting, and delivering Reproductive Maternal Newborn Child and Adolescent Health programmes including Maternal and Child Nutrition ii. Knowledge of RMNCAH and Nutrition programme context in Zambia iii. Strong communication skills in English (spoken and written). iv. Proven experience in planning, supervising health, and nutrition programmes v. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames.		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
<b>Request Authorised by Section Head:</b>		<b>Request Verified by HR:</b>	
<i>Approval of Deputy Representative Operations (if Operations):</i> _____		<i>Approval of Deputy Representative Programme (if Programme):</i> _____	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> _____			





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<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. 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

**Text to be added to all TORs:**

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.