

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Data Analysis and Report writing of Food Consumption and Micronutrient Survey	Funding Code	Type of engagement <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka
Purpose of Activity/Assignment: To support NFNC and TDRC in conducting data analysis, interpretation and report writing of the Food Consumption and Micronutrient Survey.			
<p>Zambia is one of the countries facing the high burden of malnutrition. According to the latest Demographic and Health Survey Report 2018, the anthropometric indices among children namely stunting, underweight and wasting stand at 35%, 12% and 4% respectively. With ≥ 30 percent stunting prevalence, there is need to invest in understanding some contributing factors such as dietary patterns among Infant and Young Children, adolescent and women of reproductive age contribute to malnutrition.</p> <p>Micronutrient deficiencies are common among children in Zambia. Anemia, a proxy for iron deficiency is a severe public health problem, yet there is no significant reduction in anemia among children 6-59 months. The latest national survey indicated a prevalence of 54% of vitamin A deficiency (NFNC 2003), whilst the proportion of households consuming adequately iodized salt remains low at 53% (NFNC 2010). The latest nationally representative Demographic Health Survey (DHS) and census surveys that measured the prevalence of micronutrient deficiencies and the dietary patterns of young children and women of reproductive age was conducted in 2003 and this data is out of date. Zambia, in 2003 to measure for these reasons, a national food consumption and micronutrient survey was conducted to measure the food consumption patterns, micronutrient status, micronutrient intakes levels and the coverage of current nutrition interventions amongst target populations in Zambia, in 2020. This survey will contribute to the follow four main areas of gap: was addressed; the development of micronutrient deficiency prevention and control strategy, the updating of the Zambia Food Composition Tables, and the development of a national dietary guidelines, and contribution to a detail national, regional and global reports. The survey will inform the design of the combination of interventions to achieve adequate dietary and micronutrient status at the In Zambia.</p> <p>Data collection was completed by November 2020 with a total of 5491 Zambians (women 15-49 years, adolescent girls, and 1480 children 6-59 months of age) sampled as part of the biochemical data collection, referred to as the biomarker survey. Out the sample, 5434 blood samples and 3970 urine samples were collected for biomarker analysis. In addition, sugar and salt samples were collected from 1250 and 2741 households respectively to establish the iodine and vitamin A fortification levels. The biomarker samples were collected from 4217 households (94.7%) of the 4453 households with expected eligible participants, covering 437 clusters (99.3%) of the sampled 440 clusters nationally. Entry of the dietary data is ongoing, whilst laboratory analysis of all sugar (1,101) samples and salt (2538) samples has been completed. Blood samples have been shipped to the VitMin Lab in Germany and the University of Nottingham lab in the United Kingdom whilst the urine samples were shipped to the Tanzania Food and Nutrition Centre in Dar es Salaam and all laboratories have started analysis and TDRC has started receiving results from in both Germany and UK, thus, it is expected that all the lab results would be in by the end of September 2021.</p> <p>The survey partners in Zambia are National Food and Nutrition Commission, Tropical Diseases Research Centre, National Institute of Industrial & Scientific Research and University of Zambia who will be working towards drafting and finalising of the survey report. Three external partners are supporting the survey under a <i>probono</i> arrangement include INTAKE, a US Based Organisation that focuses on its support on increasing capacity of low- and middle-income countries in conducting dietary surveys. The two other partners supporting the analysis <i>probono</i> are London School of Tropical Medicine and Hygiene and Nottingham University who are supporting additional analysis of nutrients of blood samples, data analysis (including geospatial analysis), cleaning, interpretation of the results and report writing.</p>			

UNICEF as the technical agency secured about 75% of the funds required for data collection, data analysis and report writing and continues to provide oversight for the entire process. Given the complexity of the survey design which has two major biochemical and dietary and micronutrient component of this assessment and the multiple partners involved, there is need for an experienced researcher who has worked on survey designs to support the data analysis, interpretation, report writing and dissemination of the final report. Technical support will also ensure that the processed listed above and the finalization of the report and dissemination will be done in a timely manner.

Scope of Work:

The main aim of the Consultancy is to support the interpretation and writing of the survey report: The specific tasks include:

Task 1: Support coordination of survey partners:

- Compile minutes and action points from the Food Consumption and Micronutrient Survey TWG meetings.
- Develop a detailed gantt chart showing the tasks to be completed related to the survey. This includes data analysis, interpretation, report writing and dissemination.

Task 2: Support data analysis, interpretation, report writing and prepare and deliver presentations at dissemination meetings

- Develop data analysis plan and report outline including tables and figures.
- Lead data analysis and merging of both dietary and micronutrient data sets.
- Develop presentations for dissemination for 3 audiences namely scientist/academicians, programme officers and policy makers.
- Make presentations for various audiences.

Task 3: Conduct mentorship in data analysis and report writing

- Conduct mentorship sessions on data analysis and report writing with NFNC, TDRC, NISIR, UNZA staff.
- Lead in drafting of the final survey report in close collaboration with NFNC, TDRC, NISIR, UNZA, INTAKE, London School of Tropical Medicine & Hygiene and Nottingham University.

Task 4: Support development of FCMNA publications

- Finalise the detailed field work report providing details and highlighting key recommendations for each component for future surveys.
- Develop executive summaries targeted at two audiences i.e. policy makers and programme officers.
- Provide input in drafting policy briefs and infographics for policy makers and programme officers.
- Provide input for donor reports.
- Finalise of the FCMNA report including verification of camera ready version for printing.

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](#)

Budget Year: 2021 & 2022	Requesting Section/Issuing Office: Nutrition	Reasons why consultancy cannot be done by staff: UNICEF secured funding and has implemented the survey in collaboration with the National Food and Nutrition Commission (NFNC), the Tropical Disease and Research Center (TDRC), and Intake. The is a large undertaking, including complexity of the components i.e. dietary assessment and micronutrient survey, this requires full time person to focus on coordinating the drafting of the report and supporting presentation of the preliminary and final results.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: NA			
Supervisor: Chief of Nutrition	Start Date: 1st November, 2021	End Date: 20th June, 2022	Number of Days (working) 147
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline and estimated number of working days	Estimate Budget
Finalise existing data analysis plan and report outline including division of labour for	1.Final FCMNS data analysis plan	30 th November 2021 21 working days	13% Payment

<p>contributors of various sections, tables and figures) and come up with a revised integrated FCMNS gphant chart (including data analysis, report writing, dissemination and publications).</p> <p>Develop the field survey report (providing details and highlighting key recommendations for each component for future surveys).</p>	<p>2. Final FCMNS report outline</p> <p>3. Revised FCMNS survey gphant chart</p> <p>4. Minutes with detailed action points from FCMNS TWG</p> <p>5. Final FCMNS Fieldwork survey report.</p>		
<p>Conduct data analysis of the micronutrient assessment including mentorship of NFNC and TDRC staff.</p> <p>Develop presentation for programme level staff and donors</p> <p>Support dissemination of preliminary data and compilation of stakeholder feedback.</p>	<p>1. Preliminary tables for micronutrient data analysis.</p> <p>2. Draft presentation based on preliminary results.</p> <p>3. Report of mentorship of data analysis sessions with NFNC & TDRC.</p> <p>4. Summary of recommendations for refining data presentation.</p> <p>5. Minutes with detailed action points from partner FCMNS TWG meeting.</p>	<p>30th December, 2021</p> <p>21 working days</p>	13% Payment
<p>Conduct merging of micronutrient and dietary data component.</p> <p>Leading compilation and coordination of input of the FCMNA report.</p> <p>Conduct mentorship sessions on data analysis and report writing with NFNC & TDRC staff.</p>	<p>1. Draft FCMNS report</p> <p>2. Summary report on mentorship sessions of TDRC and NFNC.</p> <p>3. Draft input for the donor report</p> <p>4. Minutes with detailed action points from partner coordination meeting.</p>	<p>31st January, 2022</p> <p>21 working days</p>	13% Payment
<p>Facilitate stakeholder feedback for the draft FCMNS report.</p>	<p>1. Synthesis of feedback received from stakeholders in finalising the FCMNA report.</p> <p>2. Minutes with detailed action points from partner coordination meeting.</p>	<p>28th February, 2022</p> <p>21 working days</p>	13% Payment
<p>Lead in revision of the draft FCMNS report. Develop presentations for dissemination for 3 audiences namely scientist/academicians, programme officers and policy makers.</p> <p>Support dissemination sessions for various audiences and compile report.</p>	<p>1. Final Report of FCMNA.</p> <p>2. Powerpoint Presentations for three audiences of researchers, programme managers and policy makers.</p> <p>3. Minutes with detailed action points from partner coordination meeting.</p>	<p>31st March, 2022</p> <p>21 working days</p>	13% Payment

<p>Draft two executive summaries targeted at policy makers (abbreviated version) and programme officers (full version). Provide input in drafting policy briefs and infographics for policy makers and programme officers.</p>	<p>1.Detailed Executive for policy makers. 2.Executive Summary for programme Officers. Policy brief for policy makers. 3.Minutes with detailed action points from partner coordination meeting.</p>	<p>30th April, 2022 21 working days</p>	<p>13% Payment</p>
<p>Finalisation of various publications for printing including final report, executive summaries, infographics and journal publications and infographics. Contribute to donor reporting</p>	<p>Copy of reviewed documents (with comments) including FCMNA report, two executive summaries, journal article and infographics.</p>	<p>20th June, 2022 37 working days</p>	<p>22% Payment</p>

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines Nutrition, Public Health, Statistics and Epidemiology	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Master level qualification as a minimum in Nutrition, Public Health, Statistics & Epidemiology - A PhD is an added advantage. • Prior experience in compiling a National Nutrition Survey Report. • At least 5 years of progressively responsible professional work in data analysis of national surveys. • Knowledge in Dietary Assessment and previous experience is a must. • Knowledge of computer software for statistical analysis such as EPI INFO, CSPRO, SPSS as a minimum. • Prior experience in combined survey of Food Consumption and Micronutrients Assessment Survey. • Must have published a minimum of 5 articles in international journals. • Strong interpersonal skills and ability to negotiate with programme counterparts. • Fluency in spoken and written English 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Request Authorised by Section Head:	Request Verified by HR Specialist:		

Approval of Deputy Representative Operations (if Operations): Approval of Deputy Representative (if Programme)

Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)

ⁱ 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.