



United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: Individual contract to support the government in writing up the final draft of NPAN 2021-2025

Terms of Reference

1. Background:

Despite progress in recent years including a reduction in prevalence of stunting among children under five years of age from 44 to 33 per cent, malnutrition remains a significant challenge in Lao PDR. Resulting in enormous human and economic costs including impairment of normal brain development; increased risk of disease and death; reduced learning outcomes; overall reduction in lifetime earnings and significant reduction in GDP due to malnutrition.

The European Union and UNICEF are supporting the Government of Lao PDR with other development partners on the current and best approaches for addressing the high burden of malnutrition in the country in the context of their Partnership for Improved Nutrition (PIN) in Lao PDR. They support the National Nutrition Committee, National Nutrition Committee Secretariat and the National Nutrition Institute for improved multisectoral nutrition coordination and implementation of nutrition specific actions as part of the National Nutrition Strategy and Plan of Action (2016-2025). The strategy prioritizes evidence based, high impact interventions, as described in the Lancet Maternal and Child Nutrition Series (2008 and 2013), the State of Food and Agriculture – Food Systems for Better Nutrition (2013), and as advocated by the Global SUN movement.

In 2018/19 the European Union Delegation to Lao PDR and UNICEF supported the government to conduct a Mid-Term Review (MTR) of the National Plan of Action for Nutrition (NPAN) 2016-2020. The MTR provided an opportunity to review contextual and situational changes that may require revisions or changes to the NPAN including approaches taken by nutrition stakeholders in the country. The Government of Lao PDR aims to use this MTR report to inform the formulation of a new National Plan of Action for Nutrition (NPAN) 2021-2025, in turn, will guide implementation of the National Nutrition Strategy until 2025.

The European Union and UNICEF as Co-conveners of Development Partners in Nutrition are supporting the Government of Lao PDR with the development of the next NPAN (2021-2025) by ensuring that stakeholders in health, agriculture, education and related sectors are guided by available global evidence in the selection and prioritization of nutrition interventions. The process shall benefit from ongoing assessments and reviews under the National Information Platforms on Nutrition (NIPN) and Public Financial Management (PFM) Initiatives jointly implemented by the European Union and UNICEF. An international consultant with good experience in reports writing shall be recruited to draft the next NPAN (2021-2025) in English.

2. Purpose:

The purpose of this assignment is to support government to write the final draft of NPAN 2021-2025 in English.

3. Work Assignments:

- i. The consultant will participate and capture key discussions and consensus of technical working group meetings and discussions related to the development of NPAN 2021-2025.
- ii. The consultant will prepare the final draft NPAN 2021-2025 in English capturing the views and inputs of stakeholders using the right terminologies
- iii. The consultant will ensure that the write-up highlights multi-sectorality and contributions of relevant sectors

4. Qualifications or Specialized Knowledge/Experience Required:

- Bachelor's or advanced degree in English Language
- At least 3 years professional experience as technical writer, reporter, and speech writer.
- Excellent reporting skills and professional writing
- Good analytical and report writing skills
- Familiarity with different terminology terms of nutrition, health, agriculture, and education is preferred.
- Fluency in English is required, and knowledge of Lao will be an advantage.

5. Location:

The Consultant shall be based at the Nutrition Centre, Department of Hygiene and a Health promotion, Ministry of Health in Vientiane Capital with flexibility to work from home.

6. Duration:

The individual Consultant shall be required to work for 6 months (July – December 2020).

7. Reporting Requirements:

The consultant will be under contract to UNICEF Lao PDR and report to the Nutrition Manager. The Director General of the Nutrition Centre, Department of Hygiene and a Health promotion, Ministry of Health shall provide both technical and contextual guidance. Monthly updates will be provided to the EU delegation and UNICEF as co-conveners of the Development Partners group on Food and Nutrition Security.

8. Payment Schedule linked to deliverables:

- Payment is against deliverables upon satisfactory completion of the activity and certified by the UNICEF Nutrition Manager
- A direct payment will be made to the service provider upon submission of invoices and related reports
- Payment will be made in USD within 30 days of submission of invoice as per UNICEF guideline.

<i>Deliverables (exact deadlines of the deliverables will be agreed at the start of the assignment)</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>
Prepare and submit 1 st draft of NPAN report (2021-2025)	20%	Draft report in word document
Prepare and submit 2 nd draft of NPAN report (2021-2025)	30%	Draft report in word document
Prepare and submit 3 rd draft of NPAN report (2021-2025)	30%	Draft report in word document
Prepare and submit Final draft of NPAN report (2021-2025)	20%	Draft report in word document

9. Administrative Issues:

- If the consultant is expected to undertake some domestic travels within the country, UNICEF Lao PDR shall provide transport for such missions.
- The consultant is responsible for his/her own medical insurance and related expenses incurred during the assignment.
- The consultant is expected to use his/her own computer/laptop for the duration of the assignment.
- The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF.

10. Contract supervisor:

The Consultant shall work under the general supervision of the Nutrition Manager of UNICEF and consult regularly with the EU delegation.

The consultant is expected to observe the highest standard of professional ethics and integrity, promote a results-oriented approach in the area of his/her responsibility and accountability and report irregularities to his/her supervisor.

11. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

12. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is 03/07/2020

13. Assessment Criteria:

Degree Education in (30 points)

- Bachelor's or advanced degree in English Language

Knowledge of (20 points)

- Excellent reporting skills and professional writing
- Good analytical and report writing skills
- Familiarity with different terminology terms of nutrition, health, agriculture, and education is preferred.
- Fluency in English is required, and knowledge of Lao will be an advantage.

Experience in..... (30 points)

- At least 3 years professional experience as technical writer, reporter, and speech writer.

Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened / evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]

14. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan:

Section Request: Health & Nutrition

Programme Area: Output 4: By 2021, strengthened multisectoral capacity and systems for scaling up nutrition interventions

IR Milestone: 4.1 Government at national and subnational level develop, implement and monitor evidence based multisectoral policies, plans and budgets for nutrition (improved enabling environment)

Included in approved AWP: ☒ Yes ☐ No