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**TERMS OF REFERENCE**

**Title: National consultancy to provide technical assistance**

**for the roll out of IMAM programme in the context of COVID-19**

**LOCATION/DURATION:**

*Duration: 60 working days over a period of 3 months between 2 November 2020 – 30 January 2021*

*Location: Dushanbe, Tajikistan*

*Start date: 2 November 2020 Reporting to: Nutrition Officer, UNICEF Tajikistan*

**BACKGROUND:**

The ongoing COVID-19 pandemic will have lasting effects on people and their nutrition, healthcare, economies and food systems in all corners of the world. Poor people often lack sufficient economic resources to access health care and/or live in remote areas far from services. People in food crises often have higher rates of underlying health conditions, including non-communicable diseases and malnutrition (acute, chronic and micronutrient deficiencies), which weaken the immune system and increase the risk of people developing severe COVID-19 symptoms.

In Tajikistan, 18% of children between 0 and 5 years of age suffer from stunting and 6% were reported to be wasted, among which 1.8% of them are considered severely wasted. Before COVID 19 pandemic, food insecurity and malnutrition especially in remote area and in poor households has been challenge. The annual estimated number of cases of severe wasting in Tajikistan is over 58,000, but the indirect coverage of the treatment of Severe Acute Malnutrition (SAM) is less than 6%. Prevention and management of acute malnutrition is therefore a large unfinished agenda in the country. With COVID 19 and rising levels of food insecurity and limited of access to healthcare – either because of movement restrictions, strained health systems or falling incomes – are likely to increase acute malnutrition rates, particularly among children, pregnant and lactating women in Tajikistan.

UNCIEF has been supporting Ministry of Health and Social Protection (MoHSP) in treating children with SAM since 2016. Between 2017 and 2018, UNICEF worked alongside with the WHO and WFP to support the MoHSP in updating the National Integrated Management of Acute Malnutrition (IMAM) guidelines ensuring the compliance with 2013 WHO global recommendations on SAM.[[1]](#footnote-1) Most recently, with the aim of SAM treatment coverage, together with MoHSP and other partners developed national plan on scaling up of IMAM programme in the country to be implemented with UNICEF technical support. In this regard, UNICEF requires additional technical support of appropriate and experienced nutrition professional to provide support for the roll out of IMAM programme in the context of COVID-19.

**OBJECTIVE:**

The proposed national consultancy would provide technical assistance to the UNICEF country office for capacity building/strengthening of health staff at primary health centers in Dushanbe and Khatlon on treatment of Severe Acute Malnutrition through provision of monitoring, and support UNICEF and MoHSPP in setting up effective monitoring and supervision in the targeted areas.

**DESCRIPTION OF ASSIGNMENT:**

The national consultant will be responsible for the assignments stipulated below:

1. Conduct supportive supervision to health staff in Dushanbe and Khatlon on SAM treatment, including the context of COVID-19.
2. Development of capacity of health officials in IMAM monitoring and support the health official at the regional level in adopting of the monitoring plan and tools.
3. Review and provide recommendations to UNICEF, government and partners on the technical, institutional and financial feasibility and constraints of IMAM in coordination and collaboration with government and other partners.
4. Provide technical inputs to MoHSP in finalization of the National Nutrition preparedness and response plan in the context of COVID-19.

**KEY DELIVERABLES:**

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| **№** | **Tasks** | **Deliverables of tasks** | **Deadline** | **Estimated number of work days** | **Payment Schedule** |
| 1. | Conduct monitoring of SAM treatment programme in Dushanbe and Khatlon |  Monitoring of SAM treatment programme in Dushanbe and Khatlon conducted | 30 of December 2020  | 30 | 50% of consultancy fee upon submission of deliverables approved by UNICEF  |
| 3. | Review and provide recommendations to UNICEF, government and partners on the technical, institutional and financial feasibility and constraints of IMAM  | . Report with recommendations on the technical, institutional and financial feasibility and constraints of IMAM submitted  | 30 of December 2020 | 15  |
| 4 | Provide technical inputs in finalization of the National Nutrition preparedness and response plan in the context of COVID-19. | Inputs for the draft National Nutrition preparedness and response plan in the context of COVID-19 provided and submitted to MoHSPP | 30 of November 2020 | 10 | 50% upon UNICEF approval of all deliverables |
| 6 | Prepare a completion report for the completed tasks. | Final consultancy completion report | 30 January 2020 | 5 |

*Considering the prevailing COVID-19 situation, the tasks and deliverables may need adjustment, therefore the consultant is required to be flexible to re-adjust the deliverable in consultation with UNICEF.*

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

**TRAVEL**

The consultant will be stationed in Dushanbe with travel to Khatlon region (15 days) and Dushanbe.

**QUALIFICATION REQUIREMENTS:**

***Education:*** Advanced University Degree in nutrition, Public Health, Medicine or in other related fields. Training on monitoring IMAM programme will be an added advantage.

***Work Experience***: 5 years of professional experience in Management of Severe Acute Malnutrition and Moderate Acute Malnutrition, particularly in monitoring and evaluation of SAM/MAM programme.

***Competencies:*** Solid knowledge and work experience with grounded understanding of Government processes and procedures in Tajikistan.

***Technical Knowledge:*** Excellent facilitation, analytical and report writing skills.

***Language:*** Fluency in Tajik and Russian languages (written and oral).

**EVALUATION PROCESS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application.
2. A technical proposal with proposed methodology/approach to managing the project, showing understanding of tasks, work plan.
3. Financial quote for the consultancy in TJS per deliverable, and/or daily rate in TJS. The travel cost and DSA should be indicated separately in additional line.
4. CV.
5. Examples of previous, relevant work related to the deliverables.
6. At least 2 References

Queries can be sent to: tad-procurement@unicef.org with subject line “**National consultancy to provide technical assistance for the roll out of IMAM programme in the context of COVID-19**.” Applications must be received in the system by the XX October 2020 at our website: <http://www.unicef.org/about/employ/index.php>

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. UNICEF considers best value for money as criteria for evaluating potential candidates.  As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

Individual consultants will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a weighted set of technical and financial criteria.

\* Technical Criteria weight – 70%;

\* Financial Criteria weight – 30%;

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| --- | --- | --- |
| ***Criteria***  | ***Weight*** | ***Max. Point*** |
| ***TECHNICAL QUALIFICATION (max. 70 points)*** | ***70%*** | ***70*** |
| ***Overall Response (25 points)*** |  |
| Understanding of tasks, objectives and completeness and coherence of response |  | *15* |
| Overall match between the TOR requirements and proposal |  | *10* |
| ***Proposed Methodology and Approach (20 points)*** |  |
| Quality of proposed approach/methodology |  | *10* |
| Quality of proposed work plan |  | *10* |
| ***Technical Capacity (25 points)*** |  |
| Advanced University Degree in nutrition, Public Health, Medicine or in other related fields. Training and monitoring IMAM programme will be an added advantage. |  | *5* |
| 5 years of professional experience in Management of Severe Acute Malnutrition and Moderate Acute Malnutrition, particularly in monitoring and evaluation of SAM/MAM programme. |  | *5* |
| Solid knowledge and work experience with grounded understanding of Government processes and procedures.  |  | *10* |
| Excellent proficiency in Tajik and Russian languages (written and oral). |  | *5* |
| ***FINANCIAL PROPOSAL (max. 30 points)*** (daily rate, lump sum, per deliverable) | ***30%*** | ***30*** |
| **TOTAL SCORE *(max. 100 points)*** |  |  |

Only candidates obtaining a minimum of 49 points in Technical Criteria evaluation will be considered for the Financial Evaluation.

**Prepared by**:

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Deputy Representative

**Approved by:**

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Representative

**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractor (the “Contractor”) is engaged in a personal capacity and not as representative of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946 (“the Convention”). The Contractor may, however, be afforded the status of "Expert on Mission" in the sense of Section 22 of Article VI of the Convention and if the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract shall neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICEF relating to fraud and corruption; information disclosure; use of electronic communication assets; discrimination, harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform his or her obligations under this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract. In cases where travel costs have not been set in the contract, travel may either be organized by UNICEF or reimbursed upon submission of receipts within ten (10) days of completion of a specific travel on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route, provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

1. UNICEF will pay for out-of-pocket expenses associated with such travel, up to an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be incurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expenses in order to perform his or her obligations under this contract, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Consultants and Individual Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.

1. WHO. Guideline: Updates on the management of severe acute malnutrition in infants and children.

Geneva: World Health Organization; 2013. [↑](#footnote-ref-1)