


TERMS OF REFERENCE FOR CONSULTANTS
Syria Country Office

ASSIGNMENT SOURCE:

National International

TITLE OF THE CONSULTANT/CONTRACTOR: Consultancy to support the adaptation of the 2023 WHO guideline on the prevention and management of wasting and nutritional oedema (acute malnutrition) in infants and children under 5 years to the Syrian context.

SECTION IN CHARGE: Nutrition**BACKGROUND (RATIONALE AND CONTEXT):**

More than a decade of conflict and complex humanitarian crisis has had a devastating impact on the nutrition situation of children under five years old. The crisis period has seen a reversal of the gains of the previous investment to reduce undernutrition. The number of children under the age of five suffering from wasting in 2024 is the highest ever, with an estimated 300,000 children urgently requiring life-saving care and treatment for wasting. According to SMART Survey 2023, the prevalence of Global Acute Malnutrition (GAM) increased to 4.8% up from 1.7% in 2019. The deterioration is largely attributable to inadequate care practices, poor access to nutritious food and quality services against a backdrop of prolonged conflict and displacement. The Community-based Management of Acute Malnutrition (CMAM) in Syria is relatively new. The first ever CMAM guidelines were developed and rolled out in 2016 initially implemented in 22 health facilities nationally. Over time, the program has expanded with a national reach of 284 health facilities in 2024. The program is led by the Ministry of Health, with implementation support largely contributed by Civil Society Organizations (CSOs) and UN agencies. UNICEF works with WHO and WFP to support the Ministry of Health (MoH) to oversee the implementation of the CMAM program. Specifically, UNICEF is responsible for the treatment of Severe Acute Malnutrition (SAM) without complications, WHO for SAM with complications, and WFP for moderate wasting. A CMAM technical working group (TWG) comprised of UN agencies and CSOs was established in 2022 under the umbrella of the nutrition cluster in Syria to enhance program collaboration and coordination.

In light of the 2023 **WHO guideline on the prevention and management of wasting and nutritional oedema (acute malnutrition) in infants and children under 5 years**, there is consensus among stakeholder in Syria to review and update the 2016 national CMAM guideline.

The selected candidate will work with UNICEF, Ministry of Health, and the CMAM TWG, that also includes WFP and WHO, to perform the assigned tasks.

OBJECTIVES OF THE CONTRACT (PURPOSE OF THE ASSIGNMENT):

The purpose of the assignment is to support UNICEF Syria Country office to achieve the following objectives.

1. Review the current national CMAM guideline to identify strengths and implementation gaps.
2. Based on the implementation gap analysis from task 1 above, conduct a stakeholder meeting to adapt the 2023 WHO guidelines to the Syrian context.
3. Update the existing CMAM implementation tools including registers, patient cards, monitoring and reporting tools, training materials in alignment with the updated CMAM guideline.

LOCATION (GEOGRAPHIC AREA/ DUTY STATION): (Damascus – Syria / Remotely)

The assignment will be completed remotely with limited onsite visits if possible.

On-site working days: 15 days. To be performed in Syria, subject to the VISA approval, otherwise, the assignment can be done fully remotely.

Off-site working days: 65 days.

Field Missions/Travel: 0 days.

DURATION:

Estimated Start Date: 2nd February 2025

Estimated End Date: 2025. 31st December 2025

The selected consultant will work for the period of 80 workdays within 11 months period. It is envisaged: 65 workdays out of country and 15 in the country (excluding travel days). The exact schedule of the activities will be agreed with the consultant based on the consultancy implementation progress. The deadline for submission of final deliverables to UNICEF is by the end of the contract.

SUPERVISOR: The consultant will be supervised and report to the UNICEF Syria **Nutrition Manager**. The consultant will work on daily basis with the **Nutrition Section**.

CONSULTANT/CONTRACTOR SELECTION METHOD: (Please specify)

Competitive Selection (Roster) Competitive Selection (Advertisement/Desk review/Interview) Others (Single sourcing)

DESCRIPTION OF ASSIGNMENT (TASKS, SMART DELIVERABLES, DEADLINES):

Tasks/Milestone	End Products/ Deliverables	Duration/ Deadline	Estimate Budget
1) Conduct a desk review and key informant interviews with stakeholders to identify strengths and gaps in the current CMAM guidelines.	One narrative report (max 15 pages) describing strengths and gaps in the current CMAM guidelines and its annexes.	12 working days to be completed remotely. To be delivered after 6 weeks from the signing of the contract.	Daily rate X 12 working days
2) Based on the outcome of the gap analysis from task 1 above, convene an in-country workshop to develop the first draft of CMAM guidelines adapting the relevant recommendations from the 2023 WHO guidelines	One draft copy of the revised CMAM guidelines taking into account the outcome of the identified gaps and the relevant recommendations of 2023 WHO guidelines	26 working days of which 5 days will be in country to organize the in-country workshop. To be delivered 12 Weeks from deliverable one.	Daily rate X 26 working days

3) Produce the final copy of the revised CMAM guidelines validated by stakeholders	One validated copy of the new CMAM guidelines for Syria	16 working days completed remotely, out of which 5 days should be completed in-country for the physical presentation and validation of the updated CMAM guidelines by stakeholders. To be delivered 8 weeks from deliverable two.	Daily rate X 16 working days
4) Based on the validated CMAM guidelines, review and update the set of CMAM annexes (registers, patient cards, monitoring and reporting tools)	One full set of validated CMAM implementation tools (registers, patient cards, monitoring and reporting tools)	16 working days completed remotely. To be delivered 8 weeks from deliverable three.	Daily rate X 16 working days
5) Final report detailing the revision process and consolidated soft copies of all documents produced.	One consolidated final report detailing the revision process and consolidated zip file with soft copies of all documents produced.	10 working days completed remotely, out of which 5 days should be completed in-country presentation of the final documents. To be delivered 8 weeks from deliverable four.	Daily rate X 10 working days

TRAVEL CONSIDERATIONS (PLEASE CHECK IF APPLICABLE):

None
 Commencement travel
 Mission travel (schedule/itinerary required):
 _____ From Home country to Damascus, Syria _____

Should “mission travel” be required, UNICEF will pay for travel related expenses directly on the contract, upon consumption. However, this will be subject to the following prerequisites: Security Clearance through the Travel Request Information Process (TRIP) system, the BSAFE Security Training, Travel Visa, and liability waiver.

Travel cost shall be calculated based on economy class travel, regardless of the length of travel. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC at <http://icsc.un.org>). The consultant must travel on UNICEF approved airlines.

Remark:

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 (unless it is a full time Individual Contract, where the contractor is eligible for Paid Time Off and paid UN official Holidays) or 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.

QUALIFICATION REQUIREMENTS:

I. Academic qualifications:

Master's degree in Public Health/Nutrition, or a related field.

A first-level university degree with additional 2 years of required relevant experience may be accepted in lieu of the advanced university degree.

II. Work experience / Technical competencies:

- Minimum of 8 years of experience and knowledge of the prevention and management of wasting and nutritional oedema (acute malnutrition) in infants and children under 5 years.
- Demonstrated evidence of having worked on developing CMAM guidelines at global or country level.
- Demonstrated writing and oral communication skills, in particular for the development of technical documents.

III. Competencies:

UNICEF core competencies:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

IV. Language requirement:

Fluency English (both written and verbal) is required. Knowledge of Arabic language is a MUST.

EVALUATION PROCESS (OF APPLICATIONS):

Qualified candidates are requested to submit:

1. Applications through UNICEF's Talent Management System (TMS)
2. Cover Letter
3. CV.
4. Financial quote as lump sum for professional fees only, Travel & Daily Subsistence Allowance (DSA) will be covered by UNICEF Syria.
5. Examples of previous work/proposed methodology/approach to managing the project
6. At least 3 Referees from Direct Supervisors

Shortlisted applicants may be invited for further technical assessment. Final recommendation will be made based on "best value for money", i.e. the hiring section/office shall normally select the individual who quoted the lowest fee from among the candidates who are assessed as suitable for achieving all tasks on time, as per the criteria stipulated in this ToR, and based on the outcome of the evaluation/assessment conducted.

PAYMENT SCHEDULE:

By Deliverable.

The payment of professional fees will be made in five installments, as indicated in the Description of Assignment schedule, against the submission of the deliverables and UNICEF acceptance and approval.

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.