

TERMS OF REFERENCE

SUMMARY

| Type of Contract (tick the appropriate box) | Institutional Contractor | Individual Consultant | Technical Assistance to IP (individual) |
|--|---|------------------------------|---|
| Title | SUN II Coordinator | | |
| Purpose | Provide overall coordination support to the first phase of implementation of SUN-II Programme | | |
| Location | Lusaka | | |
| Type of consultancy: <ul style="list-style-type: none"> • Time-based • deliverable-based ¹ | Deliverable based | | |
| Duration | 6 months | | |
| Start Date | 1 December, 2020 | | |
| Reporting to | Chief, Nutrition Section | | |

BACKGROUND

The recent data suggests a gradual yet consistent reduction in nutritional problems in children in Zambia. The Zambia Demographic and Health Survey 2018 showed a high stunting prevalence of 35 percent among children under 5 years of age. Moreover, there has been wide disparities in nutritional status and feeding practices across socio-economic groups. The enormity of the problem of malnutrition is such that individual sector's efforts alone are not enough to address all forms of undernutrition in Zambia, thus it requires interventions from various sectors and various stakeholders. Poverty and inequality, water, sanitation and hygiene, health, education, food systems, climate change, social protection, and agriculture all have an important impact on nutrition. To accelerate the progress made in addressing all forms of malnutrition in Zambia, the government has taken a bold step to bring all relevant sectors together under a common vision to work in coherent manner at all levels.

In 2013, the Government of Zambia (GRZ) adopted a multi-sectoral approach under the First 1000 Most Critical Days Programme (MCDP-I) to address the high stunting levels by focusing on the first 1000 days of life, from conception through to age two. The MCDP is coordinated by the National Food and Nutrition Commission (NFNC) and implemented by several line ministries with support from the UN, Cooperating Partners and non-government organisations. Built on the progress and lessons learned during the implementation of MCDP-I, GRZ is currently implementing the second phase of MCDP (MCDP-II) to reduce stunting using system approach to deliver priority evidence-based interventions at scale, ensuring equity, with engagement of key ministries namely Health, Agriculture, Fisheries and Livestock, Community Development and Social Services and Water Development, Sanitation and Environmental Protection. The programme will be

¹ Time-based are consultancies with fees defined per day or month on an on-going and full-time basis (e.g. those who, under normal circumstances, are office-based and on a daily rate) with a minimum contract duration of one calendar month. While, deliverable-based consultants (e.g., those hired for a specific project or report and who normally work off-site) or individuals who are contracted through institutional/corporate service providers.

implemented utilising existing structures at district, ward, outreach and community levels.

Under MCDP-II, the GRZ has identified 34 high-priority districts, distributed across 10 provinces, to receive support in the delivery of an integrated package of high-priority nutrition interventions. Of the 34 focus districts, 13 are supported through USAID under the Scaling Up Nutrition Technical Assistance (SUN TA) programme and four by GIZ's Food and Nutrition Security, Enhanced Resilience (FANSER) programme. Under a jointly funded arrangement with FDCO, formerly known as DFID, SIDA, KfW and the EU, UNICEF will manage SUN-II Programme in 17 districts. The programme will leverage complementary technical assistance from the UNICEF section such as WASH, Health, Social Protection under the SPR section, ECD under the Education section and other UN agencies: FAO, WHO and WFP. The Unicef programme sections and the three UN agencies (WHO, FAO and WFP) will provide technical support to at national, districts, ward, outreach services and communities to deliver integrated multisectoral interventions through existing government line ministry platforms. The key outputs under the SUN-II Programme are as follows:

1. Improved optimal nutrition practice and behaviours amongst adolescents, pregnant women, and mothers and caregivers of children under two
2. Increased demand for and use of agriculture, health and WASH interventions for adolescents, pregnant women, mothers and caregivers of children under two and communities
3. Use of quality nutrition information by communities, government and partners for evidence-based decisions, action and advocacy
4. Sustained commitment by government and partners for accountable nutrition governance

The SUN II Programme aims to reach 90 percent of the 1,000 days households in these districts by 2023, with the minimum package of priority nutrition-specific and nutrition-sensitive interventions. The programme aims to implement priority interventions targeted at the 1,000 days households and their communities by using and strengthening the community structures like Care Groups, Farmer Field Learning Schools, Sanitation Action Groups (SAGs) and Savings and Lending Groups. Despite restrictions due to COVID-19, the key inception activities have been largely accomplished, and through the implementation of the inception activities, a good foundation has been laid for the operationalisation of the programme at the district level.

JUSTIFICATION

The SUN-II Programme is a multi-faceted programme with the involvement of UN partners (WFP, FAO and WHO), six government line ministries under the coordination leadership of NFNC and five NGOs, and implementation of the programme is at the district, ward and community levels. As the inception phase of this programme draws to a close, and implementation is initiated, significant efforts are required in coordinating and helping set up the structures and mechanisms in consultation with all the different stakeholders to achieve common results under the programme.

In order for UNICEF to effectively facilitate, coordinate and harmonise the various activities with all concerned partners UN agencies, NGOs and the UNICEF programme sections, UNICEF is recruiting a consultant as the SUN-II Coordinator to provide technical guidance and coordination support to the implementation of the SUN-II Programme. The

consultant will also support coherence and communication with and between UN partners, line ministries and NGOs for the achievement of desired results.

OBJECTIVES / TARGET

The main purpose of this consultancy is to support coordination and implementation of the multi-sectoral and multi-partner SUN-II Programme at national, provincial and district level including coordination the UN partners, government agencies and implementing partners and NGOs involved in the implementation of the SUN II programme in 17 districts in Zambia.

By end of the consultancy period, the coordination among all the stakeholders is improved and streamlined resulting in the effective implementation of SUN-II Programme at all levels with desired results achieved.

1. Provide overall technical, advocacy and coordination support to the first phase of the implementation of the SUN-II Programme
2. Provide oversight, monitoring and reporting support for the SUN-II Programme

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

In delivering on these objectives, the Consultant shall coordinate closely with other sections within UNICEF namely WASH, Social Policy and Research, Health and PME as well as other stakeholders - UN partners, NFNC, government line ministries and implementing partners in the implementation of SUN-II Programme.

Working under the supervision of the Chief of Nutrition Section, the consultant will oversee the coordinated implementation of SUN-II Programme activities as per the agreed work plan among all concerned partners and work mainly in following areas:

1. Establish and maintain effective coordination mechanisms within UNICEF programme sections, UN agencies and NGOs by supporting meetings, workshops, including organising periodic meetings between implementing partners and UNICEF, and facilitating joint monitoring activities
2. Coordinate programme delivery by the respective UN agencies and NGOs and help develop systems for field monitoring and reporting of results according to schedule and performance standards, and provide technical support to the Planning, M&E officer in consolidation of reports
3. Build and strengthen partnerships with relevant sectors through the respective UN agencies, sector government counterparts, national stakeholders, donors, and academia, through active networking, advocacy and effective communication
4. Facilitate the development of accountability framework for SUN II amongst UNICEF programme sections and UN agencies and support the nutrition section in establishing systems for regular review towards the progress made based on agreed accountability

EXPECTED DELIVERABLES

The services included in the contract will be delivered continuously, with the same intensity throughout the months. The results will be evaluated by the following deliverables:

- Develop and present strategies, tools and processes to better execute and monitor the implementation of work plans and activities;
- Enhanced and coordinated systems for communication and coordination between the different SUN-II partners are set up and well-functioning

- At least three draft donor reports are quality assured and demonstrate sound reporting on results;
- periodic reviews of SUN-II are well prepared and executed
- Submit monthly report that outlines the results achieved.

| Tasks | Expected Output | Deliverables | Payment Schedule* |
|--|---|---|-------------------|
| 1. Establish and maintain appropriate coordination mechanisms (national and district) between all SUN-II implementing partners (including UN partners, service providers) for development of the work plan | Functional coordination mechanism established among UN partners and service providers | Work plan and Monthly report with associated meeting minutes/documents | 20% |
| 2. Ensure that SUN-II partners work collectively, ensuring the complementarities of the various stake holder's actions | Programme coherence maintained between different components and current implementation of the SUN-II Programme | Monthly report with associated action points/documents | 20% |
| 3. Work with the Chief of Nutrition Section to support implementation of SUN-II Programme activities, by ensuring coherence with the SUN-II Programme Document and Addendum | Nutrition activities are well integrated, harmonized and monitored as per the internal accountability framework | Updated programme Implementation Monitoring Matrix, Tools and strategies to better execute and monitor the activities of priorities projects and related activities | 20% |
| 4. Work collaboratively with NFNC, line ministries and partners fostering their active participation in programme management, implementation, | Collaboration with NFNC and line ministries enhanced for SUN-II programme implementation at all levels | At least three draft written materials to support donor reports and thematic funds reports | 25% |

| Tasks | Expected Output | Deliverables | Payment Schedule* |
|--|--|--|-------------------|
| monitoring, and evaluation | | | |
| 5. Undertake field trips in SUN-II districts to document lessons learnt, success stories | Supportive supervision and monitoring to streamline the coordination at district and ward level enhanced | Field Report with good practices of coordination and clear recommendations and follow-up actions | 15% |

*First payment will be done after submission of consultant's work plan highlighting the approach for the work after consulting with the nutrition and other section team, UN partners, NGOs and NFNC. Subsequent payment will be done with submission of *Monthly Progress Report* and associated report, materials and other tools.

REPORTING REQUIREMENTS

The position will report to the Chief of Nutrition Section and submit all relevant documents in course of his/her work. These include: 1) Work plan, Progress Reports and Minutes of Meetings 2) Mission Reports 3) Technical Reports 4) Training material 5) Presentation material and 6) Workshop/training report.

PROJECT MANAGEMENT

The consultant will be supervised by the Chief of Nutrition Section and will have bi-weekly meetings with the Supervisor to review and discuss the progress.

LOCATION AND DURATION

The consultancy is based in Lusaka with UNICEF Zambia Country Office with possible travel to the SUN-II Programme districts. The consultancy is expected to start from November 2020 for a period of 6 months.

The consultant maybe required to travel to attend meetings with UNICEF and other partners and/or to conduct consultations/interviews/meetings.

PAYMENT SCHEDULE

Immediately upon signature of the agreement, the supervisor and the selected consultant will meet for detailed discussion of the Work Plan and the quality criteria for product delivery. Regular meetings will also be scheduled at a distance or in person to follow up the activities defined in the Work Plan.

The monthly reports shall be subject to review and approval by UNICEF after delivery by the individual contractor. If needed, revisions and alterations may be requested by UNICEF related to quality and technical depth parameters. Only after final clearance from the UNICEF Zambia, the payment will be processed.

The payment will be subject to

- Punctuality in meeting deadlines;
- Quality of the work delivered;
- Timely provision of the deliverables;

- Products prepared in a consultative manner with relevant staff;
- Full adherence to the monthly planning and diligences as agreed with Supervisor;
- Satisfactory quality level of reports and actions (quality of inputs, analysis, register of activities, recommendations, etc).

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

Experience and Qualifications

1. Advanced degree in Nutrition, Public/Global/International Health, Public Policy or related fields is required
2. A minimum of 8 years' professional experience in the fields of multi-sectoral nutrition or public health is required
3. Experience in strategic coordination, engaging with high level government officials, UN partners and NGOs and working at sub-national level (district, province) is highly preferred
4. Experience working with multidisciplinary team for programme management and programme coordination is highly preferred, and such experience in the field of nutrition is considered an asset

Other skills and Attributes:

5. Excellent written and verbal communication skills; with fluency in written and spoken English
6. Solid organizational skills including attention to detail and multitasking skills;
7. Teamwork skills and capacity to work with tight deadlines;
8. Good orientation to planning, implementation and monitoring;
9. Good computer knowledge.

ADMINISTRATIVE ISSUES

- Whenever possible, bidder should be requested to provide an all-inclusive cost in the financial proposal. Bidder should be reminded to factor in all cost implications for the required service / assignment
- When travel is expected as part of the assignment, it shall be clearly specified (e.g. location, duration, number of journeys ...etc.) in the TOR. Bidder shall be required to include the estimate cost of travel in the financial proposal. It is essential to clarify in the TOR that i) travel cost shall be calculated based on economy class travel, regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).
- Unexpected travels shall also be treated as above.
- The individual contractor must provide her/his own computer to carry out the daily work, however, given the requirement of the tasks, a provision of a UNICEF laptop might be considered.
- No activities may commence unless the contract is signed by both UNICEF and the Individual Contractor

POLICY BOTH PARTIES SHOULD BE AWARE OF

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.
- No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.