

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code:	Type of engagement:	Duty Station:
International Consultancy for Nutrition Capacity Development	WBS: SC 220013 (2460/A0/06/200/001/002)	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	UNICEF Lao PDR Office, Vientiane, Lao PDR
<p>Purpose of Activity/Assignment:</p> <p>The nutrition situation in Lao PDR remains concerning, with key indicators showing minimal improvement. Stunting rates among children have remained stagnant, from 33% in 2017 to 32.8% in 2023, reflecting persistent issues with chronic undernutrition. Wasting has worsened, rising from 9% to 10.7%, indicating an increase in acute malnutrition. Poor feeding practices are a significant challenge, as only slightly more than one in four children receive adequate nutrition for healthy growth and development. The current economic crisis has further exacerbated these issues, disproportionately affecting children and straining household resources.</p> <p>In addition to these nutrition challenges, there are significant issues with data management and its use for decision-making. The existing information systems for nutrition, which support planning and monitoring at both national and subnational levels, suffer from poor data quality. Problems such as incomplete, inaccurate, and inconsistent reporting undermine the reliability of nutrition indicators, across key sectors, complicating effective planning and monitoring. The provincial and district authorities face notable difficulties due to insufficient capacities for data analysis and use, hindering their ability to derive actionable insights from the data.</p> <p>To address these issues, it is crucial to enhance the quality of nutrition data and improve its utilization for decision-making. Strengthening information systems, increasing local capacities for data analysis and ensuring accurate and consistent reporting are essential steps. These improvements will support better planning, monitoring, and evaluation of nutrition programs, ultimately leading to more effective interventions and improved nutrition outcomes in Lao PDR. The National Information Platforms for Nutrition (NIPN) brings together data from relevant sectors for analysis to support evidence-based policies and programmes to improve human nutrition as well as facilitate multi-sectoral and multi-stakeholder dialogue on nutrition. It is an international initiative of the European Commission and an integral part of the government's nutrition programme, which is supported jointly by the EU Delegation and UNICEF as their contribution to the implementation of the National Plan of Action on Nutrition (2021-2025).</p> <p>UNICEF currently supports the implementation of nutrition programmes in the country using the systems approach. This involves capacitating sectors to design and implement evidence-based nutrition services across the country. In line with this, UNICEF supports the Development Research Institute (DRI), of the Ministry of Planning and Investment (MPI) in generating evidence through data analysis to influence nutrition decisions and actions in the country. This is impacting on planning, budgeting and implementation of nutrition interventions in the country as well as advocacy for an increased public financing in nutrition.</p> <p>As part of the ongoing system strengthening efforts on evidence generation, UNICEF seeks to hire an international consultant to enhance skills and systems at both national and subnational level to improve the multisector coordination, planning, implementation and monitoring of nutrition programmes. This role involves providing technical support, building local expertise and ensuring effective use of data to drive evidence-based decisions and actions.</p> <p>The Consultant shall be based in Laos (Development Research Institute, MPI) with frequent travel to provincial level. She/he supports various streams of work at the Data Analysis Unit, hosted by the Development Research Institute (DRI), Ministry of Planning and Investment. The consultant will work closely with the Policy Analysis Unit hosted by the Lao Academy of Social and Economic Sciences and the UNICEF Nutrition team. This shall include the following:</p> <p>a. Technical support and capacity strengthening</p> <ul style="list-style-type: none"> ✓ Design and deliver training programmes, workshops and hands-on technical assistance to enhance the capacity of Government sectors for evidence-based decisions at national and subnational levels. ✓ Conduct training sessions to build stakeholder capacity in accurate nutrition data collection and quality assurance across sectors. 			

- ✓ Offer ongoing support to stakeholders for robust analysis of nutrition data using standardized tools and methodologies.
- ✓ Conduct secondary research and utilize existing data to complement primary data sources, enhancing the overall depth of nutrition insights.

b. Multi-sectoral nutrition programme analysis

- ✓ Conduct comprehensive analysis of nutrition data across Health, Agriculture, WASH, Education, Social Policy and other sectors to identify trends and gaps.
- ✓ Support provinces in developing multi-sector nutrition dashboards based on sectoral key indicators for nutrition.
- ✓ Document best practices, success stories, lessons learned and areas needing improvement in sectoral data management and use.
- ✓ Develop and present policy recommendations based on data-driven insights to address identified gaps in nutrition programs.

c. Support provinces for multi-sector planning and reporting

- ✓ Assist provincial teams in integrating nutrition objectives, targets and indicators into provincial sectoral plans that align with national strategies.
- ✓ Provide guidance to provinces for reporting and tracking of nutrition indicators of the National Plan of Action for Nutrition (NPAN)
- ✓ Work with stakeholders to ensure that nutrition objectives are embedded within broader socio-economic planning and budgeting processes at central and subnational levels.

d. Stakeholder engagement and knowledge management

- ✓ Support the DRI in engaging various stakeholders, including Government sectors, Donors, UN agencies, CSOs, Academia and Private sectors, to enhance coordination in nutrition data management and use.
- ✓ Promote the use of data-driven insights in policy and programme development to ensure nutrition interventions are informed by the best available evidence.
- ✓ Support the SPRI in organizing and leading workshops and seminars to share best practices, disseminate lessons learned and foster continuous learning across sectors, utilizing the NIPN website, dashboards and other digital platforms.

Undertake other relevant tasks to support the work of the Data Analysis Unit as requested by the Head of the Data Analysis Unit and UNICEF

The consultant will be working from the designated government office at the Department of Research Institute (DRI), MPI Laos, where she/he will be based for the duration of the assignment.

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:

10 months (i.e. youth advocates aged 17+)

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: 2024/25	Requesting Section/Issuing Office: Nutrition Section, Lao PDR	Reasons why consultancy cannot be done by staff: This assignment is part of the system strengthening interventions of the Nutrition Section where specialized technical assistance is provided to partner institutions to build their capacity through skills transfer. The Section currently lacks the capacity to undertake the identified streams of work. The activities are tied to donor funds which are time bound.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: All the activities are contained in the 2023/24 rolling workplan of the section.		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Kovalan Kumaran, Nutrition Specialist, UNICEF Lao PDR	Start Date: 01/11/2024	End Date: 30/10/2025 Period: 12 months

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
<p>Provide technical support, training and guidance to the staff and team working with the NIPN Data Analysis Unit at the Development Research Institute (DRI), Ministry of Planning and Investment, as well as provincial and district staff to generate, analyse and interpret data to track progress, inform policies and programmes.</p>	<ul style="list-style-type: none"> - Develop and finalize training materials for sectoral data analysis, targeting central and provincial officials. - Deliver initial analysis report on cross-sectoral nutrition data with insights and recommendations. - Support DRI in conducting one regional training session on data analysis using routine and survey data (Field visit for 4 days) - Technical inputs in developing a template for provinces to analyze and use nutrition data. - Support the Government in developing and finalizing two research topics, including undertaking literature reviews, determine research objectives and methodologies on nutrition. - Technical support to Lao Statistical Bureau (LSB) in developing the annual fact sheet to provide key information and statistics on nutrition programmes for quick reference and disseminate during annual nutrition research conference. - Support the NIPN targeted provinces in developing and finalizing nutrition profiles using sectoral data. (Field visit for 4 days) - Support NIPN-NIS technical workshop at central and subnational levels (Field visit for 4 days) - Support SPRI in organizing a workshop to share findings of multi-sector nutrition analysis, best practices, lessons learned with wider stakeholder at central level. - Support DRI in developing the quarterly newsletter highlighting on recent developments, analysis findings and upcoming events on nutrition. - Related tasks that may be agreed on with supervisor and section chief. 	<p>31 December 2024</p>
<p>Provide technical support, training and guidance to the staff and team working with the NIPN Data Analysis Unit at the Development Research Institute (DRI), Ministry of Planning and Investment, as well as provincial and district staff to generate, analyse and interpret data to track progress, inform policies and programmes.</p>	<ul style="list-style-type: none"> - Conduct one structured training sessions in data analysis and report writing at central level (Field visit for 2 days) - Conduct structured training sessions in data analysis and report writing for provincial staff (Field visit for 3 days) - Support DRI in Updating stakeholder mapping for central and subnational level for 6 targeted provinces (Field visit for 2 days) - Support NIPN-NIS technical workshop at central and subnational levels (Field visit for 5 days) - Support the annual nutrition research conference by providing technical support and developing policy briefs, infographics, slides etc. - Support the Government in developing and finalizing two research papers including analysis, conclusion and recommendations on nutrition. - Support DRI in developing the quarterly newsletter highlighting on recent developments, analysis findings and upcoming events on nutrition. - Related tasks that may be agreed on with supervisor and section chief. 	<p>31 March 2025</p>

<p>Provide technical support, training and guidance to the staff and team working with the NIPN Data Analysis Unit at the Development Research Institute (DRI), Ministry of Planning and Investment, as well as provincial and district staff to generate, analyse and interpret data to track progress, inform policies and programmes.</p>	<ul style="list-style-type: none"> - Develop a template for evidence-based planning to guide central and subnational officials. - Support DRI in identifying two research topics on Nutrition. - Perform district-wise equity analysis for 6 NIPN targeted provinces (Field visit for 8 days) - Conduct training on problem analysis for nutrition for subnational staff in targeted provinces (Field visit for 4 days) - Support DRI in developing the quarterly newsletter highlighting on recent developments, analysis findings and upcoming events on nutrition. - Related tasks that may be agreed on with supervisor and section chief. 	<p>30 June, 2025</p>
<p>Provide technical support, training and guidance to the staff and team working with the NIPN Data Analysis Unit at the Development Research Institute (DRI), Ministry of Planning and Investment, as well as provincial and district staff to generate, analyse and interpret data to track progress, inform policies and programmes.</p>	<ul style="list-style-type: none"> - Conduct one structured training sessions in data analysis and report writing at central level (Field visit for 2 days) - Conduct structured training sessions in data analysis and report writing for provincial staff (Field visit for 3 days) - Conduct workshop on planning for nutrition at central level (Field visit for 2 days) - Document best practices of NIPN implementation at subnational level - Organize data visualization workshop for central and subnational officials (Field visit for 5 days) - Support DRI in developing the quarterly newsletter highlighting on recent developments, analysis findings and upcoming events on nutrition. - Related tasks that may be agreed on with supervisor and section chief. 	<p>30 September 2025</p>

United Nations Children’s Fund

Estimated Consultancy fee		
Consultancy fee		
Travel International (if applicable)		
Travel Local (please include travel plan) 12 days per quarter a total of 48 days travel		
DSA (if applicable)		
Health insurance		
Mandatory insurance premium (for International Consultant is USD 137.53 and National Consultant is USD 24.40)		
Total estimated consultancy costsⁱ		
Minimum Qualifications required*:	Knowledge/Expertise/Skills required*:	
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> ▪ Master’s or an advanced university degree in Public Health, Nutrition, Epidemiology and Social science ▪ Minimum of 8 years of experience in the capacity building in nutrition data analysis and use, data quality and management, planning , monitoring, reporting and knowledge management. 	<ul style="list-style-type: none"> ▪ Demonstrated experience in designing and delivering training programmes for nutrition, developing materials and building stakeholder capacity in planning, monitoring and reporting. ▪ In-depth knowledge of how nutrition integrates with health, agriculture, WASH, education, and social policy, including relevant frameworks, policies and strategies. ▪ Extensive experience in analysing routine, surveillance and survey and other large datasets related to nutrition with proficiency in statistical tools and methodologies to extract actionable insights. ▪ Proven ability to develop factsheets, newsletters, analysis reports, research papers, articles, technical reports and documents for Nutrition in English. ▪ Expertise in developing knowledge management products for nutrition and using digital platforms for dissemination, with strong writing and presentation skills. ▪ Track record of successful delivery of high-level expert advice to governments and international organizations. ▪ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines. 	
Submission of applications: <ul style="list-style-type: none"> ▪ 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, accommodation cost and insurance with Medevac for this assignment as per work assignment.		
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) A) Technical Evaluation (minimum 50 and maximum 80 Points) 80 points Degree Education in (10 points) <input checked="" type="checkbox"/> Master’s or an advanced university degree in Public Health, Nutrition, Epidemiology and Social science		

Knowledge of (20 points)

- ✓ Demonstrated experience in designing and delivering training programmes for nutrition, developing materials and building stakeholder capacity.
- ✓ In-depth knowledge of how nutrition integrates with health, agriculture, WASH, education, and social policy, including relevant frameworks, policies and strategies.
- ✓ Expertise in developing knowledge management products for nutrition and using digital platforms for dissemination, with strong writing and presentation skills.
- ✓ Track record of successful delivery of high-level expert advice to governments and international organizations.

Experience in (40 points)

- ✓ Minimum of 8 years of experience in the capacity building in nutrition data analysis and use, data quality and management, planning, monitoring, reporting and knowledge management
- ✓ Extensive experience in analysing routine, surveillance and survey and other large datasets related to nutrition with proficiency in statistical tools and methodologies to extract actionable insights.
- ✓ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines.
- ✓ Proven ability to develop factsheets, newsletters, analysis reports, research papers, articles, technical reports and documents for Nutrition in English

Quality of past work (e.g. understanding, methodology) (10 points)

- ✓ Assessment of previous work including written and analytical skills
- ✓ Reference checks

B) Financial Proposal (maximum 20 and minimum 10 Points) 20 points

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 50 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 the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>The consultant will be working from the designated government office at the Department of Research Institute (DRI), MPI Laos, where she/he will be based for the duration of the assignment.</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
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¹ 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
