

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Technical Support for the Operationalization of the Nutrition Surveillance Protocol	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor	Duty Station: Freetown
<p>Purpose of Activity/Assignment:</p> <p>A robust nutrition information system designed to continuously collect and interpret quality and reliable data on food, health, nutrition, and economic performance in a timely basis is needed to guide decisions on improving the nutrition situation of the population.</p> <p>Lack of a strong nutrition surveillance system that monitors trends for early detection of malnutrition epidemics; with identification of affected locations and vulnerable population and triggers response activities is a challenge that requires immediate attention in Sierra Leone. With the finalization of a National Nutrition Information Strategy, and National Nutrition Surveillance Protocol in Sierra Leone, it is critical to support immediate operationalization of nutrition surveillance activities through existing platforms detailed in the protocol.</p> <p>The purpose of this consultancy is to support the operationalization of the Nutrition Surveillance Protocol and ensure that two nutrition surveillance reports are integrated to identified platforms (e.g., Cadre Harmonise) detailed in the protocol.</p>			
<p>Scope of Work:</p> <ol style="list-style-type: none"> Assess quality of existing nutrition surveillance activities by supporting field data collection of existing early warning systems/platforms (e.g., Cadre Harmonise) identified in the Nutrition Surveillance Protocol using existing standards of practice and guidelines. Guide the Ministry of Health and Sanitation in the establishment of standards in the management (planning, budgeting, training, data collection, data analysis and reporting) of nutrition surveillance activities. 			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as “<u>Elevated Risk Role</u>” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>			

Budget Year: 2023	Requesting Section/Issuing Office: Health and Nutrition Section – Sierra Leone Country Office	Reasons why consultancy cannot be done by staff:	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Consultancy <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Katherine Faigao	Start Date:	End Date:	Number of Days (working): 170

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget US\$
Field assessment of the quality of existing nutrition surveillance activities			
Review existing training, data collection, data analysis, and reporting standards and guidelines currently used by the Ministry of Health and Sanitation (MoHS) for nutrition surveillance through various platforms like community health workers (CHWs) programme, and food security monitoring system (FSMS)	Mapping of training and data management guidelines		
Develop field assessment guide and tools to assess quality and effectiveness of the existing nutrition surveillance activities and to identify gaps, if any	Final draft of field assessment guide and tools		
Data collection using field assessment tools during community health programme nutrition surveillance activities and Cadre Harmonise nutrition surveillance activities (including FSMS)	Field assessment report		
Establishment of standards of practice in the management of nutrition surveillance activities			
Review of global, regional, and national standards in the management of nutrition surveillance activities through literature review, key informant interviews, technical and expert consultations	Outline of the recognized standards of practice at various levels		
Develop the 1 st draft of standards of practice in Sierra Leone context based on review of literature, technical consultations, and field assessment results	Zero draft of standards of practice		
Field test the protocol on the standards of practice as the first step to its operationalization including hands-on capacity building through on-job-training during the process, and organize technical validation thereafter	Field report detailing implementation modality, findings, and recommendations		
Finalization and launching of the standards of practice on nutrition surveillance (including its data collection and analysis) based on consultative and validation meetings	Final draft of standards of practice		

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Master’s degree in public health and nutrition, epidemiology, health/nutrition information technology, health/nutrition informatics, or health system management • The Consultant should have a minimum of 10 years’ experience working on health and nutrition information management systems • Ability to effectively grasp and incorporate inputs/feedback from multiple contributors • Previous UNICEF, UN and/or INGO experience in a similar role is desirable 	
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	
Request Authorised by Section Head		Request Verified by HR:	
<i>Approval of Chief of Operations (if Operations):</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____			

ⁱ 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.