

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title</b> Nutrition-Sensitive Social Protection Consultant	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant	<b>Duty station</b> Lusaka, Zambia With field travel
<b>Purpose of Activity/Assignment:</b> Provide technical support to the implementation of the 1000 Days in SCT Gender and Nutrition-Sensitive Pilot.		
<b>Background</b> <p>The Ministry of Community Development and Social Services is implementing the 1000 Days in Social Cash Transfer Pilot, a cash plus initiative aimed at making social protection more gender and nutrition sensitive. The pilot utilises a multisectoral approach to enhance beneficiary outcomes at household level. The banks on existing programmes, supporting households with social cash transfers, and linking them to nutrition and health services through a community case management approach.</p> <p>Globally, social protection interventions have played a significant role in contributing both to poverty reduction and directly to addressing poverty-related causes of stunting in young children, by providing families the financial means to give their children a healthy and balanced diet. Studies show that educated and empowered mothers in households are able to make better decisions related to the nutrition of their family members and themselves, and that better-nourished girls are more likely to stay in school and to learn more, building the human capital to break cycles of poverty and malnutrition.</p> <p>At the local level, evidence shows that - as Zambia's flagship social assistance programme, the Social Cash Transfer (SCT) programme has contributed to poverty reduction and has positively impacted on a range of poverty-related outcomes for many households around the country, including on food security. The SCT programme implemented by the MCDSS aims to reduce poverty and its intergenerational impacts in Zambia</p> <p>As an important step towards further enhancing the gender and nutrition sensitivity of Zambia's social protection programming, the second phase of the United Nations Joint Programme on Social Protection (UNJPSP-II) supports MCDSS with the implementation of a pilot that links the earlier-mentioned SCT Programme to additional cash and non-cash interventions that are relevant to enhance nutrition outcomes and with that for the health, well-being, and development of pregnant women as well as young children below two years . The pilot will make use of the services offered through different programmes and particularly those focused on improving nutrition i.e. the Scaling Up Nutrition (SUN-II) programme, combining cash plus nutrition package with a strong Social Behaviour Change (SBC) strategy. More specifically, beneficiary households will receive a top-up to their SCT benefit and will be linked to nutrition and gender-related services, such as feeding practices, improved nutrition and dietary practices, maternal and infant health services, social behavioural change, and sexual reproductive health services using a community case management approach. Besides testing the feasibility of a cash+ nutrition intervention, an important objective of the pilot is to test the feasibility of adding a sixth category to the SCT programme, consisting of households with pregnant women and children two years and below</p> <p>The pilot is being implemented in Chipata, Kalabo, Mpika and Mwinilunga Districts, located in Eastern, Western, Muchinga and North-Western provinces respectively. The pilot commenced in 2022 and will run for three years up to 2024, with a strong focus on evidence generation and leverages and operationalises coordination among different stakeholders at national, district and community levels.</p> <b>Justification</b> <p>Supporting the implementation, management and continuous improvement of the multisectoral gender nutrition sensitive 1000 Days in SCT pilot requires dedicated support. The consultant needs to have relevant expertise in social protection, public health, nutrition and be able to effectively coordinate the linkage from the Ministry of Community Development and Social Services (MCDSS) to the Ministry of Health (MOH) and the National Food and Nutrition Commission (NFNC) for the successful implementation of the pilot. Thus, a dedicated national coordinator consultant is required to support the management and implementation of the pilot. This support cannot be made available from Ministry staff positions who do not have sufficient capacity in cross-sectoral programming while UNICEF does not have sufficient staff positions leave alone at local level. Thus, given the specialised, project oriented nature of the proposed work, support is required through the contracting of consultancy services with adequate skillset.</p> <b>Objectives</b> <p>The role of the Nutrition Sensitive Social Protection Consultant will be to provide technical support to the implementation of the 1000 days in SCT Pilot and coordinate the daily operations of the pilot implementation, in close liaison with the UNICEF Zambia Social Policy section, the Ministry of Community Development and Social Services and the respective Provincial and District Social Welfare Offices where the pilot is implemented.</p> <b>Key deliverables:</b> <p>The consultant will provide technical assistance to the implementation of the 1000 days in SCT Pilot at all administrative levels, through the following tasks:</p> <ol style="list-style-type: none"> <li><b>Beneficiary management and Payments</b> <ul style="list-style-type: none"> <li>Facilitate and support the operationalisation and timely disbursement of cash transfers for the 1000 Days in SCT pilot beneficiaries.</li> <li>Review programme implementation to identify key challenges, lessons and provide timely support to improve implementation.</li> </ul> </li> </ol>		

- Support scale up through periodic registration of additional beneficiaries within the pilot districts through identification, enrolment and payments.
  - Support pilot systems strengthening, data management, programme monitoring, tracking changes and providing timely responses to queries raised by districts.
- 2. Coordination and linkages**
- Support and strengthen coordination among key implementing partners, especially MCDSS, Ministry of Health and National Food and Nutrition Commission (NFNC) as well as other stakeholders relevant to the implementation of the pilot.
  - Support the review of beneficiary linkages and uptake of services in the districts to ensure implementation of the plus component of the pilot.
  - Support the development and/or the revitalization of HIV and Adolescent Sexual Reproductive Health Services in the pilot districts.
- 3. Programme Monitoring and Research**
- Support and ensure timely M&E and reporting for the 1000 days in SCT pilot implementation including financial and programme reporting. The consultant will support national and district level reporting on the pilot.
  - Support ongoing implementation research by managing coordination between UNICEF and MCDSS, communication and logistical support for district and field research. The implementation research is aimed at identifying the best implementation modality to inform gender and nutrition sensitive social protection programming. The consultant will support the research by facilitating communication to district offices, field work and other research requirements.
  - Support the identification, documentation and dissemination of key lessons and best practices to inform decisions on the pilot
  - Support and facilitate for pilot review meetings with key implementers and stakeholders
- 4. Grievance Management**
- Support the management of grievances related to the 1000 Days in SCT pilot at different levels including National, provincial district and community level. The consultant will work closely with the SCT Programme Implementation Unit (PIU) and support grievance management by reviewing and facilitating grievance resolution processes for all 1000 Days in SCT grievances.
- 5. Capacity strengthening**
- Identify capacity building needs for implementers at national and district level for effective delivery of the pilot. The consultant will in consultation with UNICEF and MCDSS facilitate capacity building/training for implementing staff to enhance capacity of the staff to deliver the 1000 Days in SCT pilot outputs at different levels of implementation.
- 6. Communications**
- Support the implementation of all communication and Social Behavioural Change activities. The role includes providing technical review toward production of high-quality communication materials and stakeholder engagement using appropriate channels.

The consultant will be embedded in HQ of the Ministry of Community Development and Social Services, in the Department for Social Welfare, and work closely with non-statutory section. MCDSS will provide a workstation, while UNICEF will provide a laptop. Candidates should provide an all-inclusive fee proposal which includes a monthly talk-time for the duration of the contract. The pilot is implemented in four districts, thus frequent travel to Chipata, Kalabo, Mpika and Mwinilunga is expected; and MCDSS will provide transport and DSA at Government DSA rates (this travel is not to be included in financial proposal).

**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:

**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 <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>			
<b>Budget Year:</b> 2023- 2024	<b>Requesting Section/Issuing Office:</b>  <b>Social Policy/Zambia, Lusaka</b>	<b>Reasons why consultancy cannot be done by staff:</b> Supporting the implementation, management and continuous improvement of the gender and nutrition sensitive 1000 Days in SCT pilot requires support of a consultant with relevant expertise in public health, social protection and nutrition with the ability to effectively coordinate the linkage from the Ministry of Community Development and Social Services (MCDSS) to the Ministry of Health (MOH) and National Food and Nutrition Commission (NFNC) for the successful implementation of the pilot. The intensity and specialised nature of the required support can currently not be made available from within existing staffing at MCDSS or UNICEF. Thus, a dedicated Nutrition Sensitive Social Protection Consultant is required to oversee and support the implementation of the pilot at national level.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Desk Review/Interview) <input checked="" type="checkbox"/> Advertisement			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> Merreny Kalomba	<b>Start date:</b> July 2023	<b>End date:</b> 28 <sup>th</sup> December 2024	<b>Number of Working Days:</b> 396 Days
<b>Work Assignment Overview:</b>			
<b>Work Assignments Overview</b>	<b>Deliverables/Outputs</b>	<b>Delivery deadline</b>	<b>Estimated amount (%)</b>
Inception meeting with MCDSS and UNICEF, desk review of pilot documents including baseline research	Inception report with workplan for the required outputs	27 Days	8%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for the first four months (May to August 2023) in all 4 districts	21 Days	5%
Support scale up (mop-up) including beneficiary identification and enrolment processes, lessons learnt, challenges, successes and recommendations as well as data cleaning	Report on pilot mop-up and data cleaning	21 Days	5%
Identify capacity gaps and develop concept note with training needs for district and	Concept note for capacity building for pilot implementers	21 Days	5%

community level implementers. Present to lessons learning event.	identifying capacity gaps and recommended training		
Support the 1000 Days in SCT 2023 annual review and support the documentation of key lessons learnt for sharing for the wider cash plus SP stakeholders	Workshop report highlighting 2023 progress, successes, challenges and recommendations for 2024. Documentation of key implementation lessons	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for September–October Payment in all 4 districts	21 Days	5%
Review monitoring tools and reports and identify best practices, lessons and programme successes for sharing. Review data and information management queries and updates, provide support to districts to ensure	Monitoring report with update on data and information management	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for November December Payment in all 4 districts	21 Days	5%
Review beneficiary linkages and referrals through case management, identify challenges and recommendations. Support communication and social behaviour change activities for the 1000 Days in SCT pilot	Report on linkages and referral of beneficiaries to nutrition and other services including number of beneficiaries and services/programmes accessed. Including an update on communications and SBC in all 4 pilot districts	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for January February Payment in all 4 districts	21 Days	5%
Review coordination structures and platforms, their operations and provide recommendation for enhanced multisectoral coordination for pilot delivery	Coordination report	21 Days	5%

Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for March-April Payment in all 4 districts	21 Days	5%
Support the management of grievances related to the 1000 Days in SCT pilot at different levels including National, provincial, district and community level.	Update Report grievance management for the 1000 days in SCT with challenges and recommendations.	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for May-June Payment in all 4 districts	21 Days	5%
Support implementation research requirement by facilitating and coordinating communication and logistic to ensure smooth data collection for the researchers.	Update on implementation research activities including feedback from district, CWACs and respondents to inform learning	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for July-August Payment in all 4 districts	21 Days	5%
Facilitate and support disbursement and payment of social cash transfers to beneficiary households of the 1000 Days in SCT pilot including monitoring of payments. Support generation of payment lists and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities, successes and challenges	Report on payments for September-October Payment in all 4 districts	21 Days	5%
Support pilot closure activities and consolidate lessons learned and other observations relevant to inform scale-up discussions	Final Consultancy report with recommendations for future scale-up and implementation	33 Days	12%
<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	N/A	-	
Travel Local (please include travel plan)	N/A	-	
DSA (if applicable)	GRZ Rates	-	

<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b>	<b>Knowledge/Expertise/Skills required:</b>		
Bachelor's in Social Science, Economics, Public Health, Social Policy, Social Work or any related field.	<ol style="list-style-type: none"> <li>At least 5 years of relevant professional work experience in social welfare with either Government, Intergovernmental, or Non-Governmental Organizations.</li> <li>Substantive experience in project management, preferably in a public-sector environment.</li> <li>Demonstrated ability to provide capacity building in social protection and M&amp;E.</li> <li>Familiarity with the background and rationale of Social Cash Transfer scheme is desirable; Experience cash plus programming; particularly in nutrition sensitive social protection programming.</li> <li>Familiarity with nutrition (MCDP) and public health programming in Zambia is desirable.</li> <li>Experience in providing communication for development, training and capacity building, including use and development of data collection tools.</li> <li>Demonstrated ability in report writing, facilitation, research and documentation.</li> <li>Excellent communication and interpersonal skills, and fluency in English; knowledge of any main local languages will be added advantage (Nyanja, Bemba, Tonga, Lunda, Luvale, Kaonde, Lozi).</li> </ol>		
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b>			
<b>A) Technical Evaluation (e.g. maximum 75 Points)</b>			
<ul style="list-style-type: none"> <li>- Academic qualifications: Bachelor's in social science, Economics, Public Health, Social Policy, Social Work or any related field (5)</li> <li>- At least 5 years of relevant professional work experience in social welfare with either Government, Intergovernmental, or Non-Governmental Organizations. 10</li> <li>- Familiarity with the background and rationale of Social Cash Transfer scheme is desirable; Experience cash plus programming; particularly in nutrition sensitive social protection programming. (15)</li> <li>- Experience in providing communication for development, training and capacity building, including use and development of data collection tools. 15</li> <li>- Experience and demonstrated capacity to provide trainings and capacity building in social protection (10)</li> <li>- Experience in project management research and data management including monitoring and evaluation. (15)</li> <li>- Demonstrated ability in report writing, facilitation, research and documentation (10)</li> </ul>			
<b>B) Financial Proposal (e.g. maximum of 25 Points)</b>			
<b>Administrative details: N/A</b>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based/In Country-Based:		
Visa assistance required: <input type="checkbox"/>	If office based, seating arrangement identified: <input checked="" type="checkbox"/>		
Transportation arranged by the office: <input type="checkbox"/>	IT and Communication equipment required: <input checked="" type="checkbox"/>		
	Internet access required: <input checked="" type="checkbox"/>		

<sup>i</sup> 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.