

**TERMS OF REFERENCE**  
**CONSULTANT / INDIVIDUAL CONTRACTOR**

Section:	Nutrition Section	Date:	26 May 2020
Title:	<b>Knowledge Management &amp; Evidence Generation Consultant</b>	Duty station:	Home Based
Reporting to:	Nutrition Specialist; Knowledge Management	Contract type:	Individual Contractor
Duration:	Six (06) Months	Start date:	17 <sup>th</sup> August 2020

Section	Content
<b>Objectives</b>	<p>1. To generate knowledge products documenting adaptation to global guidance and directives on nutrition programming in the context of Covid-19 Pandemic in West and Central African Region</p> <p>2. To generate knowledge products documenting high profile nutrition interventions notably; Global Nutrition Thematic and Key Results for Children and other major initiatives in West and Central African Region</p> <p>3. To contribute to capacity building of country office staff to enhance their capacities in developing KM related products</p>
<b>Background</b>	<p>Malnutrition remains a global public problem. Entering into 2020, the Joint Malnutrition Estimates by World Bank, WHO and UNICEF showed that 144 million children are stunted, 47 million are wasted. West and Central African Region (WCAR) accounts for 29 million (20%) of stunted children in the world and 7.3 million (15%) of wasted children. According to WHO, the unfolding COVID-19 pandemic in Africa will negatively impact food security, which is likely to exacerbate the already considerable burden of malnutrition in Africa. The impact of the disease is expected to be greater among those grappling with food scarcity and malnutrition, while widespread food insecurity will likely increase due to movement restrictions. Specifically, in West and Central Africa Region (WCAR), as many as 15 million children are estimated to be at risk of wasting and death because of the combined effects of food insecurity and secondary impacts of the COVID-19 pandemic. Because of the unprecedented nature of the Covid-19 pandemic, it is critical to document in real-time the impact of the pandemic on nutrition outcomes and the response to contribute to national, regional and global knowledge base</p> <p>The institutionalization of knowledge management and evidence generation is fundamental to UNICEF's policy formulation, advocacy, planning and implementing decisions to achieve results for children. UNICEF's knowledge management and evidence generation agenda aims at ensuring that the organization's intellectual and knowledge-based assets are effectively processed, enriched, utilized and shared within and outside the organization as inputs for decision making. The strategic approach to knowledge management and evidence generation in WCAR is three-fold; 1) document operational case studies and best practices through various knowledge products including, field reports, human interest stories, documentaries, video clips, etc. 2) contribute to knowledge generation through robust research and publication of program outcomes through peer review journals. 3) Build capacity of UNICEF's nutrition staff in knowledge generation, use and dissemination through appropriate channels. This consultancy is contributing to the first and the last strategic objectives.</p>

<b>Scope of work</b>	<p><b>Consultancy Activities</b></p> <ul style="list-style-type: none"> <li>• Work proactively with the nutrition section the regional office and country office teams to identify opportunities for capturing and sharing knowledge and disseminating information about major programmatic processes and results in the context of Covid-19 Pandemic</li> <li>• Prepare case studies to increase visibility of major country project results and activities notably, the global thematic projects for nutrition, Key Results for Children and other major Donor projects</li> <li>• Prepare knowledge products for publication in UNICEF's global newsletters; (Nutrition Weekly, Nutrition WINS) and through other channels.</li> <li>• Attend country calls and global webinars to identify and synthesize best practices and lessons learned including case studies, stories and reports that promote knowledge development and sharing on the adaptation of regional nutrition programs to the context of Covid-19 pandemic</li> <li>• Coordinate closely with the staff working within other technical sections and units of the programme to identify opportunities and synergies for collaboration on knowledge management and capacity building approaches.</li> </ul> <p><b>The Knowledge Management Consultant shall assume the following obligations:</b></p> <ol style="list-style-type: none"> <li>1. Work under the supervision of the nutrition specialist in charge of knowledge management and all activities relative to the implementation of this consultancy;</li> <li>2. Attend all country calls and webinars to capture stories and experiences with a potential for documentation;</li> <li>3. Hold bilateral consultations with WCAR regional and country office teams to deep dive and probe to capture the essential elements of programming and lessons learnt in the process of program implementation;</li> <li>4. Ensure timely delivery of expected outputs as stated in the deliverable section below and coordinate with the supervisor and regional office nutrition section teams in carrying out the services;</li> <li>5. Produce the first draft on of all KM products for review and comments by regional office and country office teams before validation;</li> <li>6. Demonstrate a teaching presence, coaching and mentoring of country teams to institutionalize/operationalize knowledge management;</li> <li>7. Maintain the confidentiality of the materials generated, until such is determined cleared by UNICEF;</li> <li>8. Provide fortnightly status updates on progress on deliverables indicating the number of days and the status of completion;</li> </ol>
<b>Deliverables and Schedules</b>	<p><b>Consultancy Final Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Fifteen case studies on country program adaptation to Covid-19 consistent with global guidance and directives</li> <li>2. Twelve case studies of high visibility nutrition programs in countries subscribed to key results for children (KRC) including projects funded by high-profile donors</li> <li>3. Three advanced drafts of field reports from countries implementing selected interventions at scale for publication in UNICEF Newsletters</li> </ol>

	<b>Consultancy Timetable</b>			
	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Percentage of fees paid
	Five case studies on Covid-19 and 3 case studies on KRC2 and related projects	45 days	16 <sup>th</sup> October 2020	30
	Five case studies on Covid-19, 6 case studies on KRC2 and related projects and two advanced drafts of field reports	45 days	18 <sup>th</sup> December 2020	40
	Five case studies on Covid-19, 3 case studies on KRC2 and related projects and one advanced draft field report	36 days	8 <sup>th</sup> February 2021	30
<b>Timing</b>	The assignment is for 126 days over a period of 6 months from 17 <sup>th</sup> August 2020 to 8 <sup>th</sup> February 2021			
<b>Reporting Requirements</b>	Weekly calls with the supervisor will be organised. Monthly calls with the regional office nutrition team describing progress made and support requested from supervisor will be provided by the consultant.			
<b>Profile Requirements</b>	<p><b>Education</b> Master's in Public Health, Public Health Nutrition or Nutrition Epidemiology is required. Evidence of experience of writing and publishing public health or nutrition work is a non-negotiable requirement. A Bachelor's degree with 2 additional relevant work experience may be considered instead of a Masters</p> <p><b>Experience</b> A minimum of 5 years of progressive experience of working in the field of public health and nutrition is required.</p> <p><b>Language</b> Fluency in English and French is required</p> <p><b>Core competencies</b></p> <ul style="list-style-type: none"> <li>• Ability to draft concise and informative documentation in English and French for a range of uses</li> <li>• Ability to analyse complex information and to draw out the key points and issues and to present these in a way that can be easily understood</li> <li>• Strong knowledge / experience in results-based management and results-oriented approach to project implementation</li> <li>• Strong inter-personal skills, communication, networking and team-building skills;</li> </ul>			
<b>Administrative Issues</b>	<p>This assignment will be full-time and home-based. No field travel will be required due to restrictions imposed by covid-19 pandemic</p> <p>The consultant will use his own computer; a UNICEF email account will be created.</p> <p>Weekly calls with supervisor will be organised to discuss on progresses made and challenges faced.</p>			

