

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<p><b>National Consultant to provide technical support to research and strengthening national regulations and standards for children's environmental health (CEH)</b></p>	<p><b>Duty Station:</b> Phnom Penh, Cambodia</p>
<p><b>Purpose of Activity/Assignment:</b> The Government of Cambodia, with support from UNICEF, is committed to addressing children's environmental health (CEH) issues in order to improve child survival, health, and well-being. They are also assessing the environmental burden of disease and climate risk using evidence-based policy actions to strengthen health systems and primary health care capacities to prevent, reduce, and address environmental health risks, particularly for women and children.</p> <p>In 2023, collaboration between UNICEF, MOH, MOE and other partners was initiated through coordination and the country's first national CEH assessment. In 2024, as part of UNICEF's new country programme (2024-2028), UNICEF and Government collaboration on environmental health will be further strengthened, through continued coordination, addressing research/knowledge gaps revealed by the CEH assessment last year and in supporting the development and updating of national regulation and standards pertaining to lead, toxic metals/contaminants and air pollution (identified as a gap in the CEH assessment).</p>	
<p><b>Scope of Work:</b></p> <p>The consultant will be responsible for providing technical support to the Government of Cambodia in strengthening health policies and systems to prevent and address environmental health risks for children, working closely with UNICEF health and WASH teams. One of the priorities of this consultancy is to support the Government in designing and implementing a CEH survey in selected high-risk districts across the country. The survey will build upon findings of the CEH assessment conducted in 2023 and include the testing toxic heavy metals including lead in children to validate global estimates, HH questions to better understand practice and behaviours related to CEH, and sample testing soil, water in selected households to understand sources of contamination. The consultant will also support the integration of CEH strategies into relevant policies, national plans, training curriculum, such as those under the Ministries of Health and Environment. The consultant will work with other UNICEF sections of WASH, Communications, SBC, HQ and RO units as needed to fulfill the tasks and ensure synergies and complementarities with CO wide programming on HEHC (healthy environments for healthy children), climate and environment.</p> <p>The consultant will be responsible for the following tasks. While many of the tasks take place at national level, there is expected field work and travel of around 25 days during this assignment:</p> <ol style="list-style-type: none"> <li><b>1) Provide technical and coordination support to Government in the design and implementation of a CEH survey for Cambodia</b> – testing levels of toxic heavy metals in children and environmental elements (e.g soil, water contamination, HH pollution). The survey will involve partnerships and collaboration with Ministries of Health, Environment, USAID, and other stakeholders and other research institutions that would need to be mobilised. The work also entails supporting Government ethical clearance processes.</li> <li><b>2) Collaborate with MOE and UNEP to develop the Cambodia proposal and submission to the Global Environment Facility (GEF)</b> on the following areas, as requested by MOE: i) Implementation of a Pollutant Release and Transfer Register (PRTR), ii) Update of the Chemical Profile for Cambodia (last updated in 2008), iii) Management and disposal of electronic waste (e-waste); iv) Strengthen legislation and regulation related to hazardous substances, toxic chemicals, and e-waste, as well as interministerial coordination on these issues (e.g establishing lead and HH pollution standards)</li> <li><b>3) Support the integration of CEH/HEHC content into training and SBC materials and platforms.</b> This includes also adapting the WHO-UNICEF global e-course training materials on HEHC to the Cambodia context, and support MOH, MOE in development of pre- and in-service training materials and facilitating ToTs with Government.</li> </ol>	

4) Provide technical support to relevant technical discussions and stakeholder coordination related to CEH, including providing secretariat support to regular environmental health inter-ministerial coordination mechanisms.

**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):

During the survey there may be a need for the consultant to support Government and UNICEF on data analysis. The survey protocol and ethical clearance measures will ensure adequate measures are in place as per research standards for privacy and safeguarding child data. This may be for a period of three months.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2024 and 2025	<b>Requesting Section/ Issuing Office:</b> Health and Nutrition	<b>Reasons why consultancy cannot be done by staff:</b> Technical work on environmental health, particularly in the context of assessing children's exposure to toxic chemicals and environmental hazards, requires specialized research knowledge and expertise in environmental health. This type of work involves complex scientific analysis, data interpretation, and understanding of the potential health impacts of environmental exposures on children and understanding of strict ethical and scientific protocols, as well as compliance with international standards for environmental health research. Therefore, it is essential to engage a consultant individual with a background in environmental health or a related field to undertake this specialized technical work. The duration of the consultancy is for two years, in which the consultant will be working hand in hand with UNICEF health staff, thus contribute to building UNICEF internal skills, knowledge and expertise on CEH in the process.
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: Health output 001, Key result 1. 0660/A0/07/881/001/001 Key Intervention 1.1: Strengthening Policy Development and Health Systems for Primary Health Care		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b> Health Specialist	<b>Start Date:</b> 1 April 2024	<b>End Date:</b> 31 March 2026

<b><u>Work Assignments Overview</u></b>	<b><u>Deliverables/Outputs</u></b>	<b><u>Delivery deadline</u></b>	<b><u>Estimated Budget (Percentage of payment)</u></b>
<b>1. Provide technical and coordination support to Government in the design and implementation of a CEH survey including contracting of a local academic/research institution (including approx. 25 days of field work/travel)</b>	<ul style="list-style-type: none"> <li>A. Survey design, protocol and detailed budget developed and approved by MOH</li> <li>B. Ethical clearance obtained by MOH</li> <li>C. Training materials, data collection tools developed and completed</li> <li>D. Training of enumerators completed</li> <li>E. Field data collection completed</li> <li>F. Data analysis completed</li> <li>G. Survey report finalised</li> <li>H. Drafting of one peer review journal manuscript with Government for submission</li> </ul>	<ul style="list-style-type: none"> <li>A. April 30, 2024</li> <li>B. September 30, 2024</li> <li>C. October 31, 2024</li> <li>D. November 30, 2024</li> <li>E. January 31, 2025</li> <li>F. March 31, 2025</li> <li>G. June 30, 2025</li> <li>H. August 31, 2025</li> </ul> <p>Estimated working days (including to the field) 120 days</p>	<ul style="list-style-type: none"> <li>10%</li> <li>5%</li> <li>5%</li> <li>5%</li> <li>5%</li> <li>10%</li> <li>10%</li> <li>5%</li> </ul>
<b>2. Collaborate with MOE and UNEP to develop the Cambodia proposal and submission to the Global Environment Facility (GEF)</b>	<ul style="list-style-type: none"> <li>A. Proposal submission to GEF completed with MOE and UNEP</li> <li>B. Provide specific technical support to technical and coordination meetings in support of UNICEF, MOH and MOE teams, including secretariat where needed. These include meeting minutes and technical slide deck presentations.</li> </ul>	<ul style="list-style-type: none"> <li>A. June 30, 2024</li> <li>B. December 31, 2024</li> </ul> <p>Estimated working days: 25 days</p>	<ul style="list-style-type: none"> <li>5%</li> <li>5%</li> </ul>
<b>3. Support the integration of CEH/HEHC content into training and SBC materials and platforms.</b>	<ul style="list-style-type: none"> <li>A. IEC materials and SBC tools are adapted and translated from the global HEHC communication assets</li> <li>B. Training curriculum for health workers adapted based on new WHO/UNICEF e-learning materials</li> <li>C. 284 health workers trained on HEHC</li> </ul>	<ul style="list-style-type: none"> <li>A. May 31, 2024</li> <li>B. July 31, 2024</li> <li>C. August 31, 2024</li> </ul> <p>Estimated working days: 40 days</p>	<ul style="list-style-type: none"> <li>5%</li> <li>5%</li> <li>10%</li> </ul>
<b>4. Provide technical support to knowledge documentation and evidence-based advocacy</b>	<ul style="list-style-type: none"> <li>A. Final CEH consultancy report submitted with documentation of lessons learned, best practices and recommendations for UNICEF and Government</li> <li>B. One policy brief or paper developed with UNICEF and Government for publication/dissemination on CEH survey findings</li> </ul>	<ul style="list-style-type: none"> <li>A. December 31, 2025</li> <li>B. March 31, 2026</li> </ul> <p>Estimated working days: 20 days</p>	<ul style="list-style-type: none"> <li>10%</li> </ul>
	<b>TOTAL NUMBER ESTIMATED DAYS:</b>	205 days	100%

<p><b>Minimum Qualifications required*:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD  <input type="checkbox"/> Other</p> <p>PhD, Masters or post-graduate degree in Environmental Health, Public Health, Medical sciences, Epidemiology, Environmental Health research or any other related disciplines.</p> <p>*Minimum requirements to consider candidates for competitive process</p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>• PhD, Masters’ or post-graduate degree in Environmental Health, Public Health, Medical sciences, Epidemiology, Environmental Health research or any other related disciplines.</li> <li>• Minimum 3 years work experience in health research, public health, environmental health.</li> <li>• Good knowledge and skills for laboratory testing of environmental health related specimens, biochemical markers</li> <li>• Good data analysis skills, use of statistics and statistical software</li> <li>• Demonstrated experience in design of studies and assessments, conducting research related to the environment, environmental health, child’s health, pollution, and toxic metals.</li> <li>• Experience in training, capacity building and facilitation</li> <li>• Knowledge of research methods both quantitative and qualitative.</li> <li>• Understanding of public health systems and policies related to environmental health in Cambodia.</li> <li>• Excellent communication and presentation skills</li> <li>• Experience working with Ministries of Health, Environment and UN on environmental health in Cambodia is an asset.</li> </ul> <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p><b>Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>))</b></p>	
<p>A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and reference checks.</p>	
<p>a) Technical Qualification (max. 100 points): weight 70 %</p> <ul style="list-style-type: none"> <li>▪ PhD, Masters or post-graduate degree in Environmental Health, Public Health, Medical Sciences, Epidemiology, Environmental Health research or any other related disciplines (20 points)</li> <li>▪ Knowledge of research, monitoring, and evaluation methods, both quantitative and qualitative, and statistical methods and software (25 points)</li> <li>▪ Demonstrated past experience in design of studies and assessments, and conducting research related to the environment, environmental health, child’s health, pollutants and/or toxic metals. (30 points)</li> <li>▪ Quality of past work (e.g past studies, assessments, study design and reports on research topics relevant to environmental health) (25 points)</li> </ul> <p>b) Financial Proposal (max. 100 points): weight 30 %.</p>	
<p>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 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p><b>If office based, seating arrangement identified:</b> <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

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<sup>1</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 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. Consultants 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 consultant 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 consultant 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. The vaccine mandate, 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.