

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Type of engagement	Duty Stations:
SCT Nutrition Linkages Project Consultant (4 locations)	<input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Chipata Kalabo Mpika Mwinilunga

Purpose of Activity/Assignment:

To support the implementation and coordination of the 1000 Days Social Cash Transfer Nutrition pilot.

Background:

Evidence from around the world shows that social protection can play a significant role in contributing to poverty reduction and addressing poverty-related causes of stunting in young children by providing families the financial means to give their children a balanced healthy diet. The additional resources that targeted households receive have the potential to reduce women's time poverty and raise the education level for adolescent girls, among others. Several studies show that educated and empowered mothers in households make better decisions related to the nutrition of their family members and themselves. Furthermore, better-nourished girls are more likely to stay in school and learn more, thereby building the human capital need to break cycles of poverty and malnutrition.

Though cash alone can already go a long way, the impacts of social protection on the poverty-related causes of stunting are augmented when cash is linked to additional services, particularly when these are designed to address some of the root causes of stunting. Examples of such services used in other countries in the region and beyond include maternal and child health services, family planning, nutrition counselling, strengthening of knowledge and practices relating to nutrition/dietary diversity and choices as well as support in gardening through community initiatives, particularly when these are provided early on in a child's life. The first years of a child's life are critical because these are the days that their bodies and brains develop at a pace more rapidly than during any period later in life, hence investments made in children's development during this time window, including in their nutrition, yield higher returns than during any period thereafter, and vice versa, missed investments during this period require much bigger investments to make up for later on in life.

The Government of the Republic of Zambia (GRZ) through the Ministry of Community Development and Social Services (MCDSS) is about to start the implementation of a pilot that links the cash provided through the Social Cash Transfer (SCT) programme to additional services typically needed by pregnant and lactating mothers and children up to two years of age to support children's healthy development, particularly related to nutrition. Thus, the pilot targets households with children in their first 1,000 most critical days of life, from conception or during pregnancy and the two years thereafter and will use a case management approach to assess and refer beneficiaries to services that are relevant to them and to keep track of how they are faring. These elements are backed by a referral mechanism which will be strengthened through service mapping and training of implementers at District and Sub-District levels.

The SCT Nutrition pilot is supported by an implementation research carried out by an external contractor, that allows for testing of the pilot design of a more gender and nutrition-sensitive SCT to help address the poverty-related causes of stunting in young children in Zambia. Through this research, the pilot aims to identify an optimal implementation modality for the inclusion of pregnant and lactating mothers who find themselves in a situation of poverty as a category on the SCT programme, in addition to the already existing five categories of vulnerable populations.

Four districts were selected for implementation of the pilot, namely Chipata, Kalabo, Mpika and Mwinilunga. In these districts, 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 Communication (SBCC) strategy.

Given the complexity of the pilot initiative, its success will depend on close monitoring of progress, timely identification of challenges, the quality and dedication with which support will be provided to districts in finding solutions, and continuous horizontal and vertical coordination across all stakeholders at all administrative levels and across line ministries. To support the social welfare administrations in the four pilot districts with the implementation of the pilot and the required inputs into the implementation research, UNICEF is recruiting four SCT Nutrition Linkages Project consultants. The SCT Nutrition Linkages Project consultants will be based in each of the four districts.

Objective of the assignment

The main objective of this assignment is to provide district-level support to the overall implementation of the SCT nutrition pilot and the research component of the pilot.

Description of tasks

For this assignment, the SCT Nutrition Linkages Project consultants will:

1. facilitate the district pilot setting up, overall coordination and implementation of the pilot.
2. Support the implementation of the case management processes, including providing technical support to Community Welfare Assistance Committees (CWACs) and Community Development Assistants (CDAs) during opening and tracking of case files for beneficiaries, household assessments, care planning as well as data entry and consolidation of case management records on the Management Information System (MIS).
3. Preparation of monthly, quarterly reports as well as all activity reports under the pilot.
4. Work closely with the SUN-II team for implementation of nutrition services and SBCC linked with the pilot
5. Coordinate and support the testing, implementation and monitoring of Social Behavioral Change Communication (SBCC) and other communication activities.
6. Support the training and capacity building of ward and community volunteers.
7. Support the implementation research team in facilitating research processes at the district and community levels.
8. Support the identification of beneficiaries and payment of cash transfers to beneficiary households.
9. Monitor all implementation activities, including obtaining and consolidating reports from the communities
10. Facilitate coordination at ward and community level to establish linkage of cases with the Nutrition Support Groups for nutrition counselling and other multi-sectoral services
11. Actively participate in Social Protection and Nutrition Coordination and working group meetings and ensure accurate and timely sharing of information.

The SCT Nutrition Project consultant will work under the supervision of the Nutrition Sensitive Social Protection Consultant and will be based in the following districts:

Province	District	Number of project consultants
Eastern	Chipata	One (1)
Muchinga	Mpika	One (1)
North-western	Mwinilunga	One (1)
Western	Kalabo	One (1)

The consultants will be embedded to one of the four pilot districts where they will work in the District Social Welfare Office. From there they are expected to coordinate with the Nutrition Sensitive Social Protection Consultant at MCDSS HQ level as well as the UNICEF social policy team. They will be directly supervised by UNICEF in close collaboration with the MCDSS Director Social Welfare and the respective District Social Welfare Officer. Their administrative logistics will be supported by the DSWO, where a work-station will be made available.

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 [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing:

National International Both

Consultant selection method:

Competitive Selection (Roster)

Competitive Selection (Advertisement/Desk Review/Interview)

Request for:

New SSA – Individual Contract

Extension/Amendment

If Extension, Justification for extension:

Supervisor:

Chief of Social Policy and Research

Start Date:

1st March 2022

End Date:

27th January 2023

Number of Days (working)

231

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
1. Develop an inception report with draft workplan detailing approaches and timelines for the assignment	Inception Report	30.03.2022	9%
2. Support pilot set up, planning, coordination and implementation of the pilot	Detailed workplan for the implementation of the pilot at district level	28.04.2022	9%
3. Support and facilitate for the identification and enrolment of beneficiaries for the pilot	Detailed report on beneficiary registration with challenges and recommendations	27.05.2022	9%
4. Support the coordination, implementation as well as reporting of the pilot	Progress report on pilot rollout and implementation	27.06.2022	9%
5. Support continued capacity building and training of community-based volunteers (CBV) and Community development Assistants (CDAs) involved in the pilot implementation	Report CBV/CDA capacity building on pilot implementation	26.07.2022	9%
6. Support the updating of beneficiary records and data management at district level	Progress report on data management	30.08.2022	9%
7. Identify linkages and referrals for strengthened coordination and service delivery to strengthen the cash+ component at district level	Update report on coordination and referrals for the pilot beneficiaries	30.09.2022	9%
8. Support the management of grievances related to the pilot	Update report on grievance management at district level	28.10.2022	9%
9. Support payment of cash transfers and nutrition top ups to the eligible beneficiaries	Progress report on payments	28.11.2022	9%
10. Provide technical support to CDAs, CWACs on management of cases, filing, analysis, referral and case closure	Progress report on case management	28.12.2022	9%
11. Produce final report with clear lessons learnt and recommendations for next steps	Final report	27.01.2023	10%

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Social Work, Community Development, Social Policy, Public Health, Social Sciences, Development Studies, Food and Nutrition	<ol style="list-style-type: none"> At least three years of relevant professional work experience in social welfare, preferably with Government, intergovernmental, non-governmental, or civil society organizations; Substantive experience in project management, preferably in a public-sector (-related) environment; Ability to effectively collaborate with different stakeholders, preferably in a public-sector (-related) environment; Experience in training and capacity

	<p>building;</p> <ol style="list-style-type: none"> 5. Experience in working with data; 6. experience in social protection, and particularly the Social Cash Transfer programme; 7. Familiarity with nutrition and public health programming in Zambia is desirable; 8. Experience in writing reports; 9. Excellent communication and interpersonal skills, and fluency in English; 10. Knowledge of at least one of the following local languages: Bemba, Nyanja, Lozi, Lunda, Kaonde is desirable.
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/></p>