

UNICEF-Türkiye
TERMS of REFERENCE (ToR)
NATIONAL INDIVIDUAL CONSULTANCY

CONSULTANCY FOR THE INFANT AND YOUNG CHILD FEEDING AND NUTRITION	REF: ECD/TURA/2024-A
Country Programme 2021-2025:	
Outcome 1: By 2025, making sure children including the most vulnerable ones benefit from education, nurturing care, and development at home and in their communities.	
Output 1.1: By 2025, improving the knowledge and skills of parents, caregivers, and front-line workers about providing adequate nurturing care to young girls and boys, identifying any developmental delay and disability, and offering support in this regard.	
Project/Activity Rolling Work Plan and Title:	
Turkish Ministry of Health - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Turkish Ministry of National Education - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Gaziantep Municipality - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Hatay Municipality - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Istanbul Municipality - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Izmir Municipality - UNICEF Programme of Cooperation, Work Plan for 2023-2024,	
Ankara Metropolitan Municipality - UNICEF Programme of Cooperation, Work Plan for 2023-2024	

I. BACKGROUND AND CONTEXT

On 6th February 2023, a 7.7 magnitude earthquake on Richter Scale occurred in Pazarcik District of Kahramanmaraş Province (south-eastern Türkiye affecting 10 provinces (Kahramanmaraş, Hatay, Gaziantep, Kilis, Osmaniye, Malatya, Adıyaman, Diyarbakır, Şanlıurfa, Adana). Approximately 15.2 million people suffered (13.5 million Turkish citizens, 1.7 million registered refugees), including 4.6 million children, of whom 811,000 are refugees. An eleventh province, Elazığ, has also been affected. This is Türkiye's most powerful earthquake recorded since 1939.

Around 2.4 million people live in formal sites and informal settlements in earthquake affected provinces (1.6 million people in informal settlements and nearly 800,000 in formal sites including around 218,000 people in container cities). There are also nearly 118,000 people living in public facilities in other provinces. The earthquake has drastically affected the availability of essential services, including health and nutrition related services.

Safe and appropriate nutrition is one of the critical aspects of child growth and development. During emergencies, the availability of appropriate and safe nutritional options for infants and young children is disrupted, which results in immediate and long-term consequences for child survival, health, and wellbeing. It is essential to protect and support the infant and young children feeding in emergencies, from breastfeeding to complementary feeding.

Within the earthquake response, UNICEF initiated a capacity building program for Infant Young Child Feeding (IYCF). Over 300 frontline workers were trained to support parents with nutrition counseling sessions.

Mother Baby Corners (MBC), established in cooperation with local NGOs, created a new platform for the provision of nurturing care support to mothers and young children residing in the earthquake-affected areas. Within the IYCF programme, near 100,000 mothers were reached with nutrition knowledge through counselling at MBC premises, a 6-month home visiting programme and counselling at the PHC level, and over 70,000 parents/caregivers benefitted from parenting programmes within EQ response.

UNICEF's IYCF programme aims to strengthen capacity of health, ECD and education professionals, as well as outreach workers for provision of effective nutrition counselling of parents/caregivers and children, including the most vulnerable ones. The IYCF programme safeguards child nutrition in the EQ area and promotes healthy growth and development for children affected by the earthquake. It is important to ensure the continuation of UNICEF's IYCF programme in the EQ area while enhancing and improving nutrition activities.

Good nutrition starts from maternal nutrition before and during pregnancy. Early initiation of breastfeeding after birth, exclusive breastfeeding for 6 months, and continued breastfeeding with appropriate and responsive complementary feeding after 6 months are optimal, with micronutrient supplementation for the mother and child as needed. Dietary practices in early childhood include responsive feeding and stimulation. Age-appropriate, nutrient-rich, safe, and affordable foods should be available and accessible for children of all ages, with the provision of quality nutrition services.

The vision of the UNICEF Nutrition Strategy 2020–2030 highlights the design and implementation of rights-based, equity-focused, gender-responsive, context-specific, evidence-informed, and systems-centred nutrition programmes. UNICEF aims to promote maternal and child nutrition and combat all forms of malnutrition (undernutrition, micronutrient deficiencies, and obesity). This includes empowering children and their parents in healthy nutrition and ensuring access for all children to high-quality essential primary healthcare and nutrition services.

II. PURPOSE OF THE ASSIGNMENT

The overall objective of this consultancy is to provide technical support in mapping existing nutrition services in the EQ area to assess the needs, providing IYCF training and supervision sessions for UNICEF partners, providing technical expertise on flour fortification, preparing, relevant reports, development and adaptation of information materials in mother and child nutrition.

III. METHODOLOGY

The consultancy requires strong technical expertise and an understanding of IYCF and nutrition in regular programming and in emergencies. The consultant will work to conduct:

1. Supporting the UNICEF's ongoing IYCF programme in the EQ area by updating the IYCF package and delivering training and supervision sessions for municipality workers, Association for Solidarity with Asylum Seekers and Migrants (SGDD-ASAM), Development Foundation of Türkiye (TKV) and SENED Organization.
2. Analysis, assessment, and mapping of the nutrition-related needs and available services in EQ area (Adiyaman, Gaziantep, Kilis, Hatay, Malatya, Diyarbakır, Adana, Osmaniye, Kahramanmaraş, Şanlıurfa)
3. Supporting the UNICEF's nutrition advocacy activities for protecting breastfeeding and preventing childhood obesity
4. Supporting UNICEF nutrition activities by developing nutrition-related document/information materials for strengthening the capacity of children, parents, and teachers in healthy nutrition
5. Provide technical expertise in flour fortification by conducting a desk review of regulatory base and enabling environment for introduction of flour fortification, compile and share documentation on best practices in introduction of flour fortification worldwide.

IV. PROCESS AND DELIVERABLES

The local individual institutional consultancy shall work under the guidance of the UNICEF Health Officer. The contract will be effective from the date of signing until successful submission of the deliverables, which are estimated to require a total of 112 working days covering a period of 14 months.

Table 1. Proposed timeline

#	TASKS	DELIVERABLES	DURATION	TIMELINE	PAYMENT TERMS
1	Supporting the UNICEF's ongoing IYCF programme in EQ area	10 IYCF training sessions delivered for UNICEF TCO partners (Municipalities, (SGDD-ASAM), Development Foundation of Türkiye (TKV) and SENED Organization).	20 days	Throughout the assignment	Payment will be upon the completion of the deliverable.
		5 supportive supervision sessions to the trained staff on IYCF conducted	15 days	Throughout the assignment	
		IYCF package and nutrition-related materials for outreach workers and community updated in line with new recommendations	10 days	October 30, 2024	
2	Analysis of the nutrition related needs and available services in the EQ area	A Report on available nutrition services and IYCF needs in the EQ area prepared (Adiyaman, Gaziantep, Kilis, Hatay, Malatya, Diyarbakır, Adana, Osmaniye, Kahramanmaraş, Şanlıurfa provinces)	8 days	November 30, 2024	
3	Supporting the UNICEF's nutrition advocacy activities	A report with analysis of national regulations and current practices in light of The International Code of Marketing of Breast-Milk Substitutes prepared	8 days	February 25, 2025	
		A technical report on food fortification prepared	8 days	December 30, 2024	
		A report on available national programmes for preventing childhood obesity and action proposals in line with the country context developed	10 days	April 30, 2025	
4	Supporting UNICEF nutrition activities by developing nutrition-related document/information materials	Presentations and educational materials developed for implementation of the National Breastfeeding Week activities	9 days	October 30, 2024	
		Health education materials for teachers/parents/children on healthy nutrition developed	11 days	June 30, 2025	
		A technical package on empowering children in healthy food choices through skills on how to interpret food labels developed	13 days	August 30, 2025	
			112 days		

*** All deliverables as per the scope of work must be satisfactorily completed and accepted by UNICEF TCO to facilitate payment. Delivery estimated working days are tentative.**

Deliverables are contingent upon approval by the supervisor.

V. MINIMUM QUALIFICATIONS AND SPECIALIZATION REQUIRED:

- A University Degree in nutrition & dietetics, nutritional sciences, medicine, public health or other relevant field is required.
- Proven experience in providing consultancy services in infant and young child feeding.
- Minimum 5 years of working experience in the relevant field;
- Knowledge of global and national policies, protocols and practices in child nutrition
- Excellent analytical thinking, training, presentation, report writing and communication skills;
- Experience in working with vulnerable groups (women, men, children, persons with disabilities, the elderly, etc.) is preferred
- Ability to undertake in-person interviews, group work, and community work
- Good command of MS Office tools
- Proven experience in nutrition in the emergency context;
- Fluency in Turkish and English.

VI. LOCATION

The assignment will be home-based, with meetings in Ankara and travels to the earthquake affected areas and other provinces as necessary. The consultant will work in close coordination with the UNICEF ECD Team and other programme teams, as required.

VII. SUPERVISOR

Health Officer, UNICEF Türkiye Country Office

VIII. ESTIMATED DURATION and COST OF CONSULTANCY

Duration: The contract will be effective from the date of signing until the successful submission of the deliverables, which are estimated to require a total of 112 working days which will be planned during the initial working days. The consultancy is spread within 14 months.

Estimated Cost of Consultancy: Applicants shall present a detailed financial proposal that elaborates on daily costs based on the above-mentioned programme and deliverables, including the total sum demanded. All costs, including travel, accommodation, administrative tools, communications, etc. shall be covered by the consultant/s and should be included in the financial proposal as a separate heading and broken down into details e.g. accommodation and travel costs in line with the UN DSA rates.

Payment: UNICEF will issue a contract in TRY. The payment will be done in instalments upon submission of the deliverables as per the above list and will be executed in TRY.

Payment Schedule: The payments will be made upon the delivery of outputs. In case of any unexpected delay(s) in the estimated time frame (approval process, force majeure, etc.), the duration of the assignment might be extended subject to the same conditions and mutual will of the parties.

Travel Requirements: The assignment will be home-based, with meetings in Ankara and travels to the earthquake affected areas and other provinces as necessary. Payment will be based on actual expenses or published DSA rates. The consultant will work in close coordination with the UNICEF ECD Team and other programme teams, as required.

Remarks and Reservations: UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines.

The consultant must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference. The assessment report and deliverables will remain the copyright of UNICEF and UNICEF is free to adapt or modify them in the future. The consultant may not use the data, products or seek endorsements for their own purposes, nor license the data to be used by others, without the written consent of UNICEF.

Candidates are required to specify their daily rates and the total amount as per the number of anticipated working days for each deliverable in the financial proposal and provide the breakdown of the lump sum amount for each deliverable as well as incidentals of each deliverable in TL. It is up to the team how to divide the number of working days within the team.

IX. APPLICATION PROCESS

Applicants are expected to submit to UNICEF the following documents:

1. Financial proposal
2. CV
3. Technical proposal. The minimum content for the technical proposal is:
 - Methodology
 - A sample of relevant previous works, including developed materials and reports in the past
 - Risks and mitigating measures (with risks related to ethical issues clearly spelled out)

Financial proposals should be submitted in separate folders from the remaining documentation. After the technical evaluation, the financial proposals of qualified candidates will be evaluated. The technical evaluation will be completed based on the attached technical evaluation criteria.

The applications will be evaluated from the technical and financial point of view. Technical aspects will be evaluated using the criteria outlined in the below matrix:

Item	Technical Evaluation Criteria	Max. Points Obtainable
1.	Relevant academic background	10
2.	Expertise	25
2.1.	Evidence/experience working in Türkiye on areas related to the scope of the programme	10
2.2.	Demonstrable experience in facilitating relevant activities	10
2.3.	Demonstrable experience and competency in working with large stakeholder group (UN, international development organisations, government departments, NGOs, etc.) in relation to similar scope and complexity of this assignment	5
3.	Adequacy of the proposed work plan & approach	35
3.1.	Approach	25
3.1.1.	Scope of proposed methodology including working tools /models/ techniques/ approaches/ principles (This should be consistent with the tasks detailed in the TOR)	10
3.1.2.	Proposed quality control mechanism for oversight and supervision	10
3.1.3.	Risks and mitigating measures: risk management, flexibility of proposal in the context of possible needs to make changes, approach to and management of possible ethical risks	5
3.2.	Planning & Schedule: efficiency/appropriateness, realistic implementation and timelines, processes in place for timely and quality completion of the deliverables as per requirements in the TOR	10
	TOTAL TECHNICAL SCORES	70

The financial proposals will be opened only for the candidates that reach or exceed forty-nine (49) points out of maximum seventy (70) points. Thirty (30) points will be awarded to the candidate that presented the lowest fee for the services requested. The remaining financial offers will receive proportional points ((lowest bid/bid] x 30 points).

Child Safeguarding Checklist

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](#)

	PREPARED	REVIEWED	APPROVED
BY	Sevilcan Basak Unal Health Officer	Sachly Duman ECD Manager	Malti Gandhi Deputy Representative
ON			
Signature			