

United Nations Children's Fund (UNICEF)**Vientiane, Lao PDR****Individual Consultancy: International Consultant Nutrition Provincial Household Survey****Terms of Reference****1. Background**

The National Nutrition Strategy (NNS) 2016-2025, and the National Plan of Action for Nutrition (NPAN) 2016-2020 are the strategic documents to guide the country's nutrition programming. These key documents highlight the key nutrition-specific and nutrition-sensitive interventions in sectors such as agriculture and, health and education to combat malnutrition.

The 2016-2020 Partnership for Improved Nutrition (PIN) in Lao PDR, co-funded by the European Union (EU) and UNICEF aims to contribute to improvements in the nutritional status of Lao children and women in line with the Sustainable Development Goal (SDG) 2 "End hunger, achieve food security and improved nutrition and promote sustainable agriculture" and the six global nutrition goals endorsed by the World Health Assembly in 2012. PIN has the following expected results Enhanced capacity for Lao PDR's multisectoral nutrition coordination, planning, monitoring and reporting at the national, provincial and district levels; enhanced evidence-base and knowledge management for nutrition to inform policy and programming; improved awareness on the causes, consequences and key actions to address under-nutrition among leaders, decision makers and general public and strengthened institutional capacity of the Ministry of Health to plan, deliver, monitor and report on nutrition-specific interventions.

As part of the evidence generation component of PIN, this provincial nutrition household survey will provide data to be used in assessing, monitoring and evaluating the nutritional status of children in PIN 4 targeted provinces: Phongsaly, Huaphan, Bokeo and Saravanne.

UNICEF Lao Country Office will support the Lao Statistics Bureau (LSB) in implementation of the Nutrition Provincial Household Survey (NPHS) in the 4 provinces. To ensure that the implementation of the survey runs smoothly, specific deadlines are met and that the implementing partner, the Lao Statistics Bureau (LSB) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Lao Country Office will hire a full-time consultant to oversee the NPHS process from preparatory work to release of results.

The NPHS will be implemented using CAPI (Computer-Assisted Personal Interviewing) in which the interviewer uses a tablet to record data. CAPI data collection can reduce the time needed to collect and process survey data, facilitate real time monitoring, improve the quality of the data and reduce survey costs.

2. Purpose of the Job

Under the overall supervision of the Chief of Social Policy and guidance from the Nutrition Programme Manager, the Nutrition Provincial Household Survey (NPHS) consultant will support and provide guidance to UNICEF Lao and the LSB for the preparation, implementation and completion of the NPHS survey in Lao PDR. The consultant will provide technical lead and advise the LSB, especially the Lao team Survey Coordinator, in the survey management and implementation especially on conducting training of trainers and enumerators, fieldwork, data processing, data analysis, dissemination and archiving, ensuring that good survey protocols and recommendations are being followed at all times. The Consultant will communicate effectively between the UNICEF CO and LSB, responding promptly to NPHS related needs and issues as they arise.

The Consultant will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF (if any) to provide technical assistance to the NPHS process. The consultant will work

in close collaboration with the survey team, the stakeholders, and Steering and Technical Committees and will represent UNICEF in meetings and workshops in relation to the survey as needed. The Consultant will also work in close collaboration with the UNICEF Regional Office (RO) and Nutrition team in the CO to successfully conduct the NPHS.

3. Main Tasks Related to the Job

1. Provide technical and managerial support to the NPHS;
2. Present the NPHS methodology, tools, and guidelines to partners/stakeholders (e.g. ministries, UN Agencies, etc.);
3. Finalize or revise, in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including timetable if required;
4. Ensure that the Ethical Protocol and other ethical recommendations are addressed in the survey implementation process and that all NPHS related documents are shared with the national Ethical Committee on time for approval;
5. Oversee each stage of the survey process and ensure that the survey protocols and standards are followed by the LSB, more specifically during training and field supervision visits;
6. Communicate regularly with the UNICEF CO team responding to all survey related issues in a timely manner;
7. Provide monthly updates on Survey activities to the UNICEF CO;
8. Ensure that external technical reviews by experts (i.e., Sampling, Data Processing, and Household Survey expert consultants) are carried out at key survey stages and coordinate the feedback and response between the CO, and the LSB as required;
9. Ensure that all survey related documents and deliverables are properly archived throughout the survey process (for example: Survey Plan and Budget, questionnaires, manuals if any required, sample design, training/pre-test reports, expert reports, CAPI application, output and tabulation plan tables, syntaxes, datasets, Survey Findings Report, dissemination materials etc.);
10. Participate in all survey Steering and Technical Committee meetings;
11. Draft final survey findings report
12. Organise, as required, and facilitate in the validation and dissemination, national Data Interpretation and Report Compilation Workshop.

Specific Activities

In consultation and collaboration with the UNICEF CO and LSB, the consultant will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:

1. Survey Planning:

- A Steering Committee is established and composed of all relevant national and international stakeholders, including National Ethical Committee as required.
- At least one Technical Committee comprised of all relevant technical experts is established;
- The Survey Plan and Budget, including timetable is finalized and shared with all stakeholders;
- Official agreement reached before funds are spent on survey activities;
- Survey supplies (if required) are procured and distributed in time for training and data collection;
- Sample design:
 - The UNICEF Sampling expert consultant is provided with necessary information and visits are well managed and coordinated within survey plans;
 - Sample design is finalised by the sampling expert of LSB with the guidance and review of the UNICEF Sampling expert consultant;

- Listing and Mapping materials and operations are reviewed by the UNICEF Sampling expert consultant and carried out on the field per MICS recommendations;
- Geocoding (cluster centre points, multi-points or boundaries), either existing or collected during the mapping and household listing operation, is assessed by the survey team and communicated to the UNICEF MICS Team, together with the shapefile representing the sampling frame, at minimum including the boundaries of sample stratification.
- Sample design is reviewed by the UNICEF MICS Team before finalisation;
- The final selection of households is reviewed; and
- The weights are reviewed.
- MICS questionnaires:
 - Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire;
 - Selected Modules address country data gaps and address SGD data needs;
 - Questionnaires undergo translation and back translation process;
 - Questionnaires and manuals undergo an ethical review;
 - Questionnaires are pre-tested and a pre-test report is produced;
 - Questionnaires are reviewed by the UNICEF MICS Team before finalisation.
- Manuals:
 - Household Listing and Mapping, Supervisor, Measurer, and Interviewer Manuals are reviewed, customized for the country specific context and translated as required.
- CAPI application template:
 - CAPI application template is customized by the data processing expert of the LSB with the guidance of the UNICEF Technical Team if any;
 - CAPI application template is reviewed by the UNICEF Technical Team before finalization;
 - Secondary editing guidelines and Field Check Table syntax are customized by the data processing expert of the LSB with the guidance of the UNICEF Technical Team.

2. *Listing and Mapping, Training and Fieldwork, and Data Processing:*

- Listing and mapping is planned and performed per survey guidelines or as required;
- Training schedules are adequately adapted to the county context while following survey guidelines;
- Appropriate resource persons are identified to facilitate training (i.e. nutritionists for anthropometry training, survey experts for methodology, etc.);
- Contribute to the fieldwork training;
- Fieldwork and fieldwork monitoring visits are planned and performed according to survey guidelines;
- Field Check Tables are produced on a weekly basis, immediately analysed by survey managers, and main findings reported to field supervisors for action. Field Check Tables are immediately shared with the UNICEF Technical Team;
- Participation of UNICEF CO staff is organized to assist in monitoring data collection;
- UNICEF Data Processing expert consultant is timely provided with necessary information and country visits are well managed and coordinated;
- Hardware is made available for the CAPI application (data collection and central office menu components), and software is properly installed and a working, data transfer system and data backup system is established;
- Monitor data processing and secondary data editing.

3. *Data Analysis and Report Writing:*

- Sampling Weights are included in the datasets and reviewed by the Technical Team of the LSB with the guidance and review of the UNICEF Technical Team;
- Survey tabulation plan and standard syntax are customised and used in generating SPSS dataset and tables.
- Dataset/Tables including the wealth index are substantively reviewed by technical experts (e.g., sampling and household survey experts) and subject matter experts at the LSB, as well as by the UNICEF Technical Team before the report writing commences;
- Coordinate and contribute substantively to the elaboration of the Survey Findings Report and, according to Survey report standards to ensure a timely release;
- Ensure that the Survey Findings Reports and Statistical Snapshots undergoes the technical review process by the UNICEF Technical Team;
- Coordinate the printing and distribution of the Survey Findings Report and Statistical Snapshots;
- Organise and facilitate the presentation of the Survey Findings Report and Statistical Snapshots through a national forum.
- Provide technical expertise and advice for wide dissemination of the Survey Findings Report, and main results;
- Ensure that the NPHS survey archive with all final survey documents and materials (CSP, questionnaires, manuals, sample design, field reports, CAPI application, syntaxes, database, geocoding, tables, Survey Findings Report and dissemination materials, etc.) is being produced by the LSB.

4. **Qualifications and Competencies**

Education:

University degree in, Demography, Statistics, Social Sciences, Epidemiology or any other related technical field is required.

Skills and Experience:

- Proven minimum of 5 year experience in the coordination and/or management of quantitative household surveys (Demographic and Health Survey (DHS) requested; ;
- Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);
- Experience with CAPI data collection;
- Training experience and ability to organise and facilitate training and presentations;
- Experience in data analysis and survey report writing.

Other competencies:

- Excellent communication and interpersonal skills.
- Excellent oral and written communications in English required; Knowledge of Lao language is an advantage.
- Familiarity and previous experience of working in Lao PDR and/or in the region highly desirable.
- Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation, more specifically with National Statistical Offices;
- Demonstrated leadership, managerial and supervisory ability; Ability and willingness to travel extensively in-country and to attend regional workshops. (providing that COVID 19 situation allowed).

Languages

- Fluency in English

5.Location:

Home based and required in-country station before the training and data collection stages start.

6.Duration:

About 6 months from mid February to mid August to start immediately the implementation of the survey especially the training of trainers and enumerators and should remain on board until the Survey Findings Report, Statistical Snapshots and the survey archive are produced. Only candidates that can commit for this whole duration will be considered.

7. Deliverables and Payment

The consultant will be paid based on the below key deliverables and timeframe The fees payable to a consultant shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. This contract does not allow payment of off-hours, medical insurances, taxes, sick leave.

Timeframe and suggested payments are as per current draft survey plan and will be adjusted based on actual deliverables submitted by the consultant. UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete or not delivered or for failure to meet deadlines.

No	Expected Deliverables	Timeframe	Payments
1	Survey design and plan reviewed and updated as required	Feb 2022	Feb 2022
2	Personnel for listing operation, pre-test of questionnaires and test of CAPI application, main fieldwork and data processing selected as required		
3	Inventory/procurement of equipment produced as required		
4	Question/manual translation completed		
6	Household listing and Mapping conducted		
7	Training and pre-testing of questionnaires conducted	March 2022	March 2022
7	Questionnaires manual finalized	Feb 2022	
8	Review and re-customize CAPI application and data processing workshop conducted	Feb 2022	
9	Sample selection conducted and finalized	Feb 2022	
10	Training of data collection: Presentations and training materials used in trainings, workshops, and other meetings.	Mid Feb/March 2022	
11	Data collection initiated and continued guidance and support provided	March 2022	March, April and May 2022
12	Data processing and cleaning and final data set available	March to April 2022	
13	Preliminary analysis shared and approved Final draft report dissemination brochure or summary report available	March to May 2022	
14	Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them;	End of each month during the duration of the contract	Paid together with other deliverables of the month

14	Trip reports	After the completion of each trip	
15	Archiving of relevant documents i.e. presentations and training materials used in trainings, workshops, and other meetings.	Monthly basis	

8.Reporting Line and Requirements:

This work will be carried out under the supervision of the UNICEF Chief of Social Policy, and Deputy Director General of Social Statistics, Department, Lao Statistics Bureau (where the consultant will be based). S/he will be working in close collaboration with the Nutrition Programme Manager and Specialists and will include a number of concrete time-bound deliverables and expectations. The consultant will also work closely with the Deputy Representative and UNICEF internal working group (chaired by Deputy Representative), members of Steering Committee (STC) and Technical Taskforce (TTF) and Director, Deputy Director and key relevant staff from the Department of Social Statistics from LSB to support to UNICEF country office and LSB for the preparation, implementation, and completion of the NPHS.

Given COVID 19 situation, advisory support will also be required remotely via skype/teleconference and emails during the initial stage of the contract. However, this consultancy is required to be presented in the Lao PDR.

The consultant will also work closely with key line ministries, STC, and TWG, especially from Ministry of Health (MoH), and their provincial and district offices as needed.

The consultant is always expected to observe the highest standards of professional ethics and integrity, promote a results-oriented approach in his/her responsibility and accountability and report irregularities to his/her supervisor.

9.Confidentiality of Data and LSIS Documents

The consultant should respect the confidentiality of the survey data as well as any country specific documents that will be produced throughout the NPHS process. The survey consultant can use the documents and the datasets only for the tasks related to these terms of reference.

10.Payment Schedule linked to deliverables:

- Payment is against deliverable and duly signed reports for each line item of invoice satisfactory completion of the activities and certified by Deputy Representative
- A direct payment will be made to the service provider upon satisfactory completion of all the deliverables indicated above

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

11.Administrative Issues, Office Arrangements and Travel Requirements

The assignment is both home-based (during the initial stage of the assignment) and required for in country travel and based before the training and data collection stage start. The consultant must have a proof of 2 COVID 19 vaccines certification for supporting issuance of contract and travel arrangements. During the contract period, the consultant is expected to travel within the country (providing that COVID 19 situation allowed). The travel costs will be covered by the UNICEF Country Office. The consultant will be based at the LSB to ensure day-to-day knowledge transfer (LSB will provide her/him space, adequate working conditions). UNICEF will facilitate for other logistic arrangements as required. The consultant is expected to use his/her own computer/laptop for the duration of this assignment.

During the contract period, the Consultant is expected to travel within the country and, if necessary, to technical workshops in other countries. The travel costs and DSA will be covered as per UN regulations. Translation service of key documents, meetings and workshops will be support as necessary. Health insurance is required by the consultant. The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF.

12.Contract supervisor:

The consultant shall carry out the assignment under the supervision of the UNICEF Chief of Social Policy, and in close collaboration with the Nutrition Programme Manager and Specialists and will include a number of concrete time-bound deliverables and expectations.

13. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

14. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is 13 February 2022

15. Assessment Criteria:

A two stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Vientiane, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

Assessment Criteria for International Consultant

I) Technical Qualification (max. 100 points) weight 70 %

- **Education Degree will have a maximum of (10 points)**
 - Advanced university degree in social sciences, demography, statistics, epidemiology or any other related technical field is required.
 - Qualification in research methods, qualification specifically in monitoring and evaluation an advantage.
- **Knowledge of the below will have a maximum of (30 points)**
 - **Strong analytical and writing skills and the ability to present the results in a simple language, making use of interesting visual aids (maps, graphs and other visual tools)**
 - Strong computer skills and strong expertise in statistical analysis (familiarity with data processing and data analysis software, particularly, CS Pro and SPSS);
 - Track record of successful delivery of high-level expert advice to governments and international organizations; previous work with the UN is an asset
 - Familiarity with and experience in analysis complex data
 - Excellent analytical skills
 - Good English language skills
- **Experience in the below will have a maximum of (30 points)**
 - At least five years of experience in the coordination and/or management of quantitative national household surveys (prior nutrition survey or/and DHS coordination experience highly desirable);
 - Training experience and ability to organize and facilitate training and presentations, including on-the-job training;

- Experience in survey report writing;
- Experience with CAPI data collection is an advantage;
- Excellent oral and written communications in English.
- Excellent communication and interpersonal skills.
- Ability and willingness to travel extensively in-country and, if necessary, internationally.
- **Quality of past work (e.g. understanding, methodology) in the below will have a maximum of (30 points)**
 - Track record of successful delivery of high-level expert advice to governments and international organizations; previous work with the UN an asset;
 - Substantial experience working cross-culturally, with familiarity and previous experience of working in Lao PDR highly desirable
 - National level experience in working across complex data and national information systems, knowledge products and reports across social and economic sectors
 - Familiarity with and experience in the socio-economic and political environment of the Southeast Asian Region and Lao PDR is an asset;
 - Experience of providing technical assistance to government for sector development and capacity building;
 - Experience in similar assignment and in Lao PDR is preferable.

II) Financial Proposal (max. 100 points) weight 30 %

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.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

The applicants should provide **medical insurance covering medical evacuation** for the whole duration of the assignment -as part of the financial proposal submission.

16.Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan

Section Request: Social Policy Section

Programme Area: **CPD Outcome 7: Programme Effectiveness**

IR: OP1: The government at national and subnational levels have strengthened capacity to generate and use quality data for child-sensitive, equity- focused and gender-sensitive plans and budgets.

Included in approved AWP: ☒ Yes ☐ No