



United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: Individual contract for desk review of global evidence on nutrition intervention to support the development of NPAN 2021-2025

Terms of Reference

1. Background:

Despite progress in recent years including a reduction in prevalence of stunting among children under five years of age from 44 to 33 per cent, malnutrition remains a significant challenge in Lao PDR. Resulting in enormous human and economic costs including impairment of normal brain development; increased risk of disease and death; reduced learning outcomes; overall reduction in lifetime earnings and significant reduction in GDP due to malnutrition.

The European Union and UNICEF are supporting the Government of Lao PDR with other development partners on the current and best approaches for addressing the high burden of malnutrition in the country in the context of their Partnership for Improved Nutrition (PIN) in Lao PDR. They support the National Nutrition Committee, National Nutrition Committee Secretariat and the National Nutrition Institute for improved multisectoral nutrition coordination and implementation of nutrition specific actions as part of the National Nutrition Strategy and Plan of Action (2016-2025). The strategy prioritizes evidence based, high impact interventions, as described in the Lancet Maternal and Child Nutrition Series (2008 and 2013), the State of Food and Agriculture – Food Systems for Better Nutrition (2013), and as advocated by the Global SUN movement.

In 2018/19 the European Union Delegation to Lao PDR and UNICEF supported the government to conduct a Mid-Term Review (MTR) of the National Plan of Action for Nutrition (NPAN) 2016-2020. The MTR provided an opportunity to review contextual and situational changes that may require revisions or changes to the NPAN including approaches taken by nutrition stakeholders in the country. The Government of Lao PDR aims to use this MTR report to inform the formulation of a new National Plan of Action for Nutrition (NPAN) 2021-2025, in turn, will guide implementation of the National Nutrition Strategy until 2025.

The European Union and UNICEF as Co-conveners of Development Partners in Nutrition are supporting the Government of Lao PDR with the development of the next NPAN (2021-2025) by ensuring that stakeholders in health, agriculture, education and related sectors are guided by available global evidence in the selection and prioritization of nutrition interventions. The process shall benefit from ongoing assessments and reviews under the National Information Platforms on Nutrition (NIPN) and Public Financial Management (PFM) Initiatives jointly implemented by the European Union and UNICEF. An International Consultant shall be recruited to undertake a desk review of global evidence of high impact nutrition interventions that could be considered for the context of Lao PDR.

2. Purpose:

The purpose of this assignment is to support the government with up to date information on high impact nutrition interventions based on latest global evidence on maternal and child nutrition that could be considered in Lao PDR. It shall involve desk review and synthesis of research works, systematic reviews and

experiences of other countries with similar context to Lao PDR. This is expected to guide the choices and prioritization of nutrition interventions in the next NPAN (2021-2025).

3. Work Assignments:

The consultant shall;

- (i) Undertake desk review and mapping of global evidence for the implementation of population-based nutrition interventions.
- (ii) Prepare comprehensive documentation and recommendation of evidence based and high impact nutrition interventions that could be implemented at scale in Lower Middle-Income Country such as Lao PDR
- (iii) Make summary presentation of findings to stakeholders involved in preparing the next NPAN (2021-2025).

4. Qualifications or Specialized Knowledge/Experience Required:

- Post- graduate degree in Public health, international development, nutrition, agriculture or other clearly related disciplines
- At least 10 years professional work experience in related areas
- Excellent skills on systematic review of literature to guide nutrition policy and strategies
- Good knowledge and experience in supporting countries with evidence-based research to guide decision making and selection of priority nutrition interventions
- Good analytical and report writing skills
- Excellent communication skills
- Fluency in English is required- both in oral and written communication.

5. Location:

Part time consultant will be home based and work remotely.

6. Duration:

The individual Consultant Contact will obtain part time consultant from the period of July-September 2020.

7. Reporting Requirements:

The consultant will be under contract to UNICEF Lao PDR and report to the Nutrition Manager. The Director General of the Nutrition Centre, Department of Hygiene and a Health promotion, Ministry of Health shall provide both technical and contextual guidance. Monthly updates will be provided to the EU delegation and UNICEF as co-conveners of the Development Partners group on Food and Nutrition Security.

8. Payment Schedule linked to deliverables:

- Payment is against deliverables upon satisfactory completion of the activity and certified by the UNICEF Nutrition Manager
- A direct payment will be made to the service provider upon submission of invoices and related reports
- Payment will be made in USD within 30 days of submission of invoice as per UNICE guideline.

<i>Deliverables (exact deadlines of the deliverables will be agreed at the start of the assignment)</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>
Submission of inception report showing plan of assignment and scope of analysis including initial literature review	20%	Report and accompanying presentations
Conduct indepth desk review of global evidence on high impact nutrition interventions with recommendations for Lao PDR	40%	Minutes of meetings and draft report
Share global findings and recommendations with nutrition stakeholders for inputs and contributions	20%	Minutes of meeting and presentations
Prepare final report and summary brief on global evidence on high impact nutrition interventions	20%	Final report and summary brief

9. Administrative Issues

- If the consultant is expected to undertake some domestic travels within the country, UNICEF Lao PDR shall provide transport for such missions.
- The consultant is responsible for his/her own medical insurance and related expenses incurred during the assignment.
- The consultant is expected to use his/her own computer/laptop for the duration of the assignment.
- The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF.

10. Contract supervisor:

The Consultant shall work under the general supervision of the Nutrition Manager of UNICEF and consult regularly with the EU delegation.

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

11. 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.

12. 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 03/07/2020

13. Assessment Criteria:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

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

Degree Education in (20 points)

- Post- graduate degree in Public health, international development, nutrition, agriculture or other clearly related disciplines

Knowledge of (20 points)

- Good knowledge and experience in supporting countries with evidence-based research to guide decision making and selection of priority nutrition interventions
- Good analytical and report writing skills
- Excellent communication skills
- Fluency in English is required- both in oral and written communication.

Experience in (40 points)

- Experience in and excellent skills on systematic review of literature to guide nutrition policy and strategies
- At least 10 years professional work experience in related areas

Quality of past work (e.g. understanding, methodology) (20 points)

- Assessment of previous work
- Reference check from 2-3 former employers

b) 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.]

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

Section Request: Health & Nutrition

Programme Area: Output 4: By 2021, strengthened multisectoral capacity and systems for scaling up nutrition interventions

IR Milestone: 4.1 Government at national and subnational level develop, implement and monitor evidence based multisectoral policies, plans and budgets for nutrition (improved enabling environment)

Included in approved AWP: ☒ Yes ☐ No