**United Nations Children’s Fund (UNICEF)- Viet Nam**

**Terms of Reference**

**Individual Consultancy**

**National Consultant, based in Hanoi,**

**Development of UNICEF Assessment Tool on School Nutrition Environments (ATSNE) - UNICEF Viet Nam (in collaboration with EAPRO)**

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| **Title** | **Development of UNICEF assessment tool on school nutrition environments - UNICEF Viet Nam (in collaboration with EAPRO)** |
| **Purpose** | To support the development of an assessment tool on school nutrition environments in Viet Nam (UNCEF Viet Nam in collaboration with EAPRO) |
| **Location**  | Based in Ha Noi |
| **Duration** | 06 months, May – November 2022 |
| **Start Date** | 05 May 2022 |
| **Reporting to** | Nutrition Officer, CSDE programme  |
| **WBS/PBA** **Funding Expiry Date** | Thematic fund for school nutrition SC189903, 31/12/2022 |
| **Project and activity codes** | CSD IR 1.2 5200/A0/05/881/004/011 |
| **General Ledger number** | xxxxxxx |

**Background**

Schools and nutrition are inextricably linked. The core business of schools is to maximize learning outcomes – this requires healthy, well-nourished children. Clear evidence shows that good nutrition is associated with improved cognitive development and higher educational outcomes. Schools are, in turn, an important and opportune setting for promoting healthy diets and nutrition.

Across the East Asia and Pacific, attention on the nutrition of school-age children has focused predominantly on undernutrition and nutrition services, including school feeding programmes, supplementation, and deworming. Whilst this is critically important, there has been insufficient attention on overweight, healthy diets and dietary practices. This is despite a rapid rise in the prevalence of overweight and obesity among school-age children across all countries within the region over the past decade. In 2016, an estimated 23% of school-age children in the region were considered overweight. The COVID-19 pandemic is likely to have exacerbated this, with limited access to healthy and affordable diets limited during this time.

UNICEF East Asia and Pacific Regional Office (EAPRO) and UNICEF Viet Nam are undertaking an initiative that aims to improve ‘school nutrition environments’ to prevent all forms of malnutrition, including overweight and obesity. The first step in this initiative is to better understand school nutrition environments (primary and secondary schools) across the region, including the policies and programmes in place, the key gaps, and priority actions to improve these environments and stakeholder perceptions related to existing school nutrition environments and the opportunities and challenges for improving them. This requires the development of a regional specific school nutrition assessment tool that can be used by government agencies and partners to assess and monitor school nutrition environments.

CSDE has meetings with school nutrition department of national institute of nutrition and department of physical activities, ministry of education and training on the tool. Both departments found that developing such practical tool, which is still lacking, is critical part of the school nutrition programme. The two departments were committed to support the development and testing of the tool, disseminate and use it to assess the school nutrition programme in Viet Nam.

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| **Thematic areas**1.Nutritious foods in schools  | **Examples of indicators*** School meals/snacks and standards for school meals (including fortification)
* Use of local supply chains (including private and public sectors) for all foods and drinks provided in school (school meals/snacks/milk etc.)
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| 1. 2. Healthy school food (and physical activity) environments
 | * Advertising/sponsorship of food and drink in and around schools (and other forms of food industry presence and influence)
* Access to safe drinking water
* Food and drinks available for sale in vending machines, tuckshops and private vendors in and around schools
* Access to school gardens
* Access to physical activity (like space and time during the school day)
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| 1. 3. Micronutrient supplementation and deworming
 | * Iron and folic acid (IFA) supplementation
* De-worming
* Nutrition and health monitoring
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| 1. 4. Nutrition education in school curricula
 | * School nutrition curriculum and standards
* Physical activity education
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**Rationale**

In Viet Nam, the prevalence of overweight and obesity has doubled in the past 10 years. According to the results from the 2020 National Nutrition Census, the prevalence of overweight and obesity among children in Viet Nam has doubled from 8.5% in 2010 to 19.0% in 2020 and has become a serious health problem. Notably, this rate is very high in urban areas with 26.8%, followed by 18.3% in rural areas and 6.9% in mountainous areas. The root cause of the problem is inappropriate dietary intake and lack of physical activity in school-age children and adolescents, driven by poor knowledge and practices of school-age children at home and school settings, inadequate positive environments inside and outside the school that collectively helps to create good practices among school-age children.

UNICEF EAPRO is developing an assessment tool for school nutrition using the UNICEF HQ framework which can be used in countries across the region. It is very timely for Viet Nam to actively join this exercise to make use of all technical & financial support from HQ and EAPRO teams for doing this important work in Viet Nam.

In order to engage the government stakeholders and ensure that country experience is included in this exercise, UNICEF Viet Nam will hire national consultants who will provide full professional technical, operational, and administrative assistance for the process of development of the school nutrition assessment tool.

**Purpose/Audiences**

The purpose of this consultancy is to provide technical support for the development of an assessment tool of the school nutrition environments that is context appropriate for Viet Nam and can be tested in Viet Nam. The consultant will work in close collaboration with UNICEF Viet Nam and UNICEF EAPRO.

The consultant will work closely with related stakeholders/line ministry agencies, especially the MOH/MOET during implementation of the work.

**Location**

The working location for the consultant/partner institution is based in Ha Noi, plus several trips to 03 selected provinces.

**Objectives/tasks**

*[Enter specific details of the envisioned project/assignment; the framing and presentation of the objectives, purposes, expected outputs and major activities to be performed to achieve the outputs. Objectives should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time bound.]*

**Specific objectives for the consultant**

1. To collaborate with UNICEF EAPRO and UNICEF Viet Nam in the development of a tool that can be used by government agencies (e.g. key government ministries including MoET, MoH) in Viet Nam to assess and monitor school nutrition environments. The tool aims to:
* assess the status of school nutrition environments (primary and secondary schools), including government and local authority policies and programmes.
* establish critical gaps in policy and programming (including gender and inequality gaps among different EMs, if any).
* identify priority actions for improving school nutrition environments.
1. To test the tool in three selected provinces in different regions in Viet Nam
2. To communicate findings from the project clearly and widely across the stakeholders in the country

**Methodology and Expected deliverables and timeline**

**Research questions to answer:**

**Question 1:** What is the situation of nutrition status that includes dietary intakes of school-age children in Viet Nam; what are the strengths, gaps and opportunities around the school nutrition environments in Viet Nam. (by desk *review).*

**Question 2:** What are the areas & questions that the EAPRO Assessment Tool for school nutrition environment will need to cover - building on the UNICEF HQ framework (In-depth Interview with stakeholders and Tool Development Workshop with UNICEF)

**Question 3:** What adjustments are needed to ensure the final school nutrition assessment tool is relevant to Viet Nam situation (testing the tool report back the results)

To address these questions, the local consultant will:

- participate in a comprehensive desk review.

- conduct in-deep interviews with related stakeholders.

- participate in the tool development workshop.

- test the tool in a few schools of different levels, and regions.

To ensure completion of above-mentioned overall tasks, the consultant is required to have a good knowledge and performance skills of qualitative research methods like:

* Desk review for gathering of the secondary data
* Conduct in-depth interviews (and focus group discussions with) with key informants related, analyze the data, and reporting
* Review and prepare the inputs on the tools
* Pretest a tool in the field and skills to gather audience feedback, and prepare a report

The consultants will need provide key methods for this assignment in the proposal,

**KEY TASKS - DELIVERABLES**

1. ***Gather and analyse quantitative data and identify relevant indicators that can be used to monitor relevant objectives in the National Nutrition Strategy 2021-2030 (05 days)***

The relevant objective is *“the percentage of schools that organise school meals to develop menus meeting MOH’s recommendations on ensuring appropriate nutrition by age and food diversity will reach 60% in urban areas and 40% in rural areas by 2025 and strive to reach 90% and 60% respectively in rural areas.”*  The activity will include a desk review of current data on children’s dietary intake in collaboration the National Institute of Nutrition and with focus on 2021 children diet survey results.

1. ***Identify data related to school nutrition that could be incorporated into the regular national nutrition surveillance system (03 days).***

The purpose is to identify regular school nutrition data available for analysis for making timely recommendations.

1. ***Assist with identification of key informants for interviews to inform tool development (01 day)***

The consultant will be asked to identify and contact **10** potential key informants to be interviewed at national level. Key informants will be identified based on their understanding of school nutrition environments and will include government representatives (MoH or MoET) and other key stakeholders.

1. ***Conduct 10 structured interviews with key informants and report back findings in English (5 days)***

The in-depth interview will include a section on the process, context, content and actors involved in the development of the National Nutrition Strategy, 2021-2030 of Viet Nam with one specific objective on nutrition in schools *“The percentage of schools that organize school meals to develop menus meeting Ministry of Health’s recommendations on ensuring appropriate nutrition by age and food diversity will reach 60% in urban areas and 40% in rural areas by 2025 and strive to reach 90% and 80%, respectively, by 2030.”*

Interviews will be conducted by the consultant to understand progress with promoting school nutrition environments (including implementation of current policies, programmes and priorities for action) and to discuss views and considerations for assessing school nutrition environments within Viet Nam. Structured interview questions will be developed by UNICEF EAPRO in consultation with the consultant. Interviews are expected to last approximately 60 minutes, with questions requiring either closed-ended answer (multiple choice or choice scale) or a brief open-ended answer. The consultant will translate the questions to Vietnamese, then test the questions with 2 relevant people to ensure the questions are appropriate. The consultant will deliver these questions to the interviewees and will record all answers. Interview responses will then be translated back to English.

***5) Provide feedback on school nutrition environment tool by attending meetings and reading and providing feedback on draft tool materials (04 days)***

Based on the formative interview work, UNICEF EAPRO will develop a school nutrition environment assessment tool for use in Viet Nam. This tool will include appropriate methods for monitoring school nutrition environments, including sampling strategy and data collection instruments. An operational manual to accompany the tool, including mechanisms for consolidating data into semi-standardized reports to inform decision-making, will also be developed. After this has been drafted the consultant will be asked to review and provide feedback on the draft. If necessary, this may involve a consultation meeting to discuss feedback provided.

***6) Test tool by using it in-country to collect data and report back summary findings using tool guidance manual (15 days).***

The consultant will test the tool in **16 different** locations/schools in the country. In collaboration with the research team and UNICEF Country Office and EAPRO, the consultant will identify samples for data collection (e.g. of schoolteachers, principals, government representatives). The consultant will then collect and synthesis data into a reporting template. Data collection may require some travel to schools or will entail remote data collection if required. The consultant will also meet with UNICEF after the testing of the tool is complete to share views and experiences with applying the school nutrition assessment tool.

**The consultant will need to consider key issues such as:**

* Variation of nutrition status of school-age children and nutrition environment issues between the school levels (l, primary and lower secondary school) and in different regions
* (urban, rural, and mountainous)

**DELIVERABLES**

|  Phases  | **Activities and Tasks** | **Expected outputs and deliverables (in English and Vietnamese)** | **Number of days required**  | **Timeframe (by) *(indicative)*** |
| --- | --- | --- | --- | --- |
| 1.  | **Desk Review*** *Gather and analyse quantitative data and identify relevant indicators that can be used to monitor relevant objectives in the National Nutrition Strategy 2021-2030*
* *Identify data related to school nutrition that could be incorporated into the regular national nutrition surveillance system*
 | **(Deliverable 1)****A desk review report** on situation of school nutrition in Viet Nam and school nutrition environment regarding data available, data gaps need to be included in the system and refer a potential monitoring system of the school nutrition in Viet Nam (max. 40 pages)  | 08  | 20 May 2022 |
| **2** | **Assessment Tool Development** * *Identification of key informants for interviews to inform tool development*
 | **(Deliverable 2.)**List of the stakeholders to be involved and join interviewing | 01  | 20 May 2022 |
| * *Conduct* ***10*** *structured interviews with key informants at national level (the interview form will be provided by UNICEF) (60 minutes/interview)*
 | **(Deliverable 3)**A report in English provided on findings of interviews of key stakeholders  | 05  | 31 May 2022 |
| * *Consolidated and report back findings in English*
 |
| **3** | **Tool development and finalization** * *Provide feedback on school nutrition environment tool formulated by EAPRO, by attending meetings and reading and providing feedback on draft tool materials*
 | **(Deliverable 4):** Full participation and quality inputs provided in all EAPRO/UNICEF invited meetings  | 04  | Tentatively, Jun – Sep 2020 (dependant on EAPRO schedule) |
|  | * *Together with UNICEF, select 16 schools in certain ecological and type of schools represented for testing the tools:*
	+ ***04 schools in Ha Nội*** *(02 primary, 02 lower secondary schools)*
	+ ***04 schools in Dien Bien (North)***

*(01 primary and 01 lower secondary schools in DB City****.*** *01 primary and 01 lower secondary schools in one district)** + ***04 in rural Ha Tinh (Central)***

 *(01 primary and 01 lower secondary schools in Ha Tinh City****.*** *01 primary and 01 lower secondary schools in one district)** + ***04 schools in Soc Trang******(South)***

*(01 primary and 01 lower secondary**schools**in Soc Trang City****.****01 primary and 01 lower secondary schools in one district)* | **(Deliverable 5):** A final report on the current environments, gaps, policy and programming recommendations (max. 40 pages with a policy brief and infographics) in English on results of tool testing after 09 (nine) interviewsusing a tool guidance, approved by UNICEF | 15 | 1st Sep –30th Nov. 20221st Sep –30th Nov. 2022 |
|  | * *Conduct field visit for testing the tools in 4 provinces including Ha Noi, Dien Bien, Soc Trang, and Ha Tinh) by conducting**16**separate group interviews with responsible peoples (group of 02 peoples for 60 minutes per interview)*
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**Management and Reporting**

This assignment will be undertaken under the supervision of the Nutrition Officer, UNICEF Viet Nam, in close cooperation with the head of nutrition team and the Child Survival, Development and Environment (CSDE) section.

The consultant shall work extensively with UNICEF Viet Nam, the EAPRO research team, and selected stakeholders from line ministries (MOET, and MOH), relevant agencies and selected schools in selected provinces. The consultant is expected to work independently, with consultation and support from UNICEF when appropriate.

For participation in meetings with UNICEF EAPRO team, UNICEF Viet Nam will inform the local consultant of the time schedule and discuss contents to ensure that the consultant is well prepared. For the fieldwork in selected research sites, UNICEF will be ready to provide support to liaise with local authorities & related sectors in the provinces where UNICEF has co-operation programme *(Dien Bien/Ha Noi/Ha Tinh/Soc Trang).*

**Performance indicators for evaluation**

Quality of deliverables meet the standards set by UNICEF and specifications outlined in the contract.

Deliverables are submitted in a timely manner as indicated in the contract.

Technical assistance delivered in a contextualized and tactful manner, drawing on the inputs of the partners.

Performance evaluation will be completed at the end of the assignment

**Qualification/Specialized Knowledge and Experience**

In view of the purpose, scope, focus of the work, UNICEF will sign a contract with the lead consultant for this exercise. This lead consultant will manage and supervise the member consultant himself/herself to support him/her throughout the exercise.

**Team Leader**

* Must hold at least a master’s degree or equivalent in public health, nutrition, early childhood development, education development & management, social sciences, development studies; public policy development, or related nutrition field is required**.**
* A minimum of 10 years of relevant professional experience in the public health/nutrition, school nutrition, maternal and child health; management, early childhood development; education development & management; food administration; policy analysis /research at the international level, including in low and middle-income countries and experience as team leader of research team and as main writer of research reports.
* Excellent knowledge and understanding of the country’s political context and government structure.
* Familiar with government system works, especially in Education and health sectors (MOET/MOH)
* Proven strong experience in conducting policy and programming analyses, analysing and synthesizing policy and programme information, and in conducting literature reviews on education, health and nutrition is a major asset.
* Excellent research, analytical, report writing skills and experience, especially in facilitating key informant interviews and focused groups discussions with various groups of stakeholders.
* Excellent communication and facilitation skills and ability to manage diversity of views in different contexts, especially in the finalization of research reports.
* Language: Excellent knowledge of written and spoken English.

**Team Member:**

* Must hold at least a master’s degree in relevant social science field (Public Administration, Public Policy, Economics, etc.)
* Minimum 5 years of experience providing professional advice in the area of public/health financing and socio-economic planning, budgeting, implementing and evaluation.
* Proven experience and skills on research, especially in facilitating key informant interviews and focused groups discussions with various groups of stakeholders; data collection and processing, data analysis and production of analytical research reports for different international development agencies preferably UN system in the field of health financing.
* Demonstrated familiarity with the Vietnamese social, economic and political contexts as well as government structure, in particular health and education sectors
* Language: Excellent knowledge of written and spoken English and Vietnamese

###### **Payment Schedule linked to Deliverables**

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| Deliverables | Date of Payment | Amount (in USD) |
| 1. Completed the deliverable # 1 and # 2
 | 31 May 2022  | 30% |
| 1. Have completed deliverable # 3, #4 and #5
 | 30 Nov 2022 | 70% |

**Assessment criteria**

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

Technical Qualification (max. 100 points) weight 70 %

Financial Proposal (max. 100 points) weight 30 %

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| **Technical Evaluation (70%)** | 100 points |
| Must hold at least a master’s degree or equivalent in public health, nutrition, early childhood development, education development & management, social sciences, development studies; public policy development, or related nutrition field is required**.**  | 30 |
| A minimum of 10 years of relevant professional experience in the public health/nutrition, school nutrition, maternal and child health; management, early childhood development; education development & management; food administration; policy analysis /research at the international level, including in low and middle-income countries and experience as team leader of research team and as main writer of research reports.  | 30 |
| Familiar with government system work, especially in Education and health sectors at national level (MOET/MOH)  | 20 |
| Proven strong experience in conducting policy and programming analyses, analysing and synthesizing policy and programme information, and in conducting literature reviews on education, health and nutrition is a major asset.  | 20 |
| **Financial evaluation (30%)** |  |

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically 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 the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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:

**Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to the assigned requisition in UNICEF Vacancies: <http://www.unicef.org/about/employ/>

1. Letter of interest and confirmation of availability.
2. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages).
3. Performance evaluation reports or references of similar consultancy assignments (if available)
4. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment.
5. CV/P11 form *(*[*UN Personal History Form*](http://www.unicef.org/about/employ/files/P11.doc)*).*

**General Conditions: Procedures and Logistics**

The following general conditions shall apply:

* Workstation: Home-based
* Official travel within the country, if any:
* Specify if office will provide with a laptop, computer, and office supplies: not required
* If authorized to have access to UNICEF transport
* Consultants are not entitled to any payments during days off and sick leave.

**Policy both parties should be aware of:**

* Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* Consultants will not have supervisory responsibilities or authority on UNICEF budget.
* Consultant will be required to sign (1) the Health statement, (2) Certificate of Good Standing for Consultants/Individual Contractor prior to taking up the assignment, and a copy of appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.