

National Consultant:

Nutrition

unicef 

for every child

UNICEF Cambodia

1. Background

The UNICEF Cambodia nutrition rolling work plan 2001 -2022 has taken more prioritized activities to accelerate progress towards achieving the joint MOH-UNICEF programme targets for nutrition. The plan has aligned its activities with the new strategic shift of the global UNICEF Nutrition Strategy 2020 - 2030 as well as the National Strategy for Food Security and Nutrition (NSFSN 2019 - 2023). Both the Global UNICEF strategy and the Cambodian National Nutrition and Food Security Strategy made explicit focus on addressing child malnutrition in all its forms from multisectoral dimensions. The aim is to addressing the triple burden of child malnutrition through comprehensive nutrition program implementation at scale: undernutrition (both stunting and wasting); deficiencies in vitamins and other micronutrients; and overweight, obesity and diet-related noncommunicable diseases using a comprehensive life cycle approach to nutrition programming to protect and promote diets, services and practices that support optimal nutrition for all children, adolescents and women.

Building on the long-term benefits of early intervention and increasing support for the youngest children which are essential to improving cognitive capital, the work plan incorporated IECD within multisectoral coverage of quality programming. As the North Eastern provinces remain vulnerable to chronic socioeconomic disparities across key child development indicators, where COVID-19's impact may increase rate of malnutrition, UNICEF will continue to prioritise and strengthen the effectiveness of its IECD programme in the North East of Cambodia rather than scaling-up to other parts of the country.

On the other hand, the large number of severely wasted Cambodian children who are not receiving treatment adds to the burden of morbidity and mortality in the under-five population and is likely to limit the optimal linear growth of thousands of children. If SAM management program continues business as usual, the country will fail to achieve the SDG target related of wasting. The indicator for SAM treatment is currently off track achieving 84% of the planned 2020 target. Supporting the Government to scale up of SAM management in sustainable ways with increased domestic resources, hand in hand with improving quality of treatment services within the existing program areas is crucial action.

Specific deliverables which require consultant support are identified in this ToR. The cost of the consultancy will be covered by multiple grant received from UA, Czech Republic and the Government of Ireland.

2. Purpose

The consultant will mainly support nutrition interventions prioritized in the MOH-UNICEF rolling workplan for 2021-2022 including Integrated Early Childhood Development (IECD) interventions. Specifically, the consultant will provide technical support to PHDs/ODs in North East provinces to 1) finalize Interpersonal Communication (IPC) and counselling tools; 2) adaption of nutrition communication materials in the context of COVID 19 (3) to develop of GMP milestones tracking tools in partnership with INGO, (4) to support development of IECD related training materials and job aids and facilitate capacity building of IECD service providers, (5) to provide technical support on quality and coverage improvement plans to comprehensive nutrition program (MIYCN, SAM, Micronutrients) and support updating and use of HMIS data tools for the new nutrition indicators related to SAM.

The consultant will closely work with the National Nutrition Program at National Maternal and Child Health Center (NMCHC) and with Provincial Health Departments and districts at subnational level. He/she will engage with NGOs and relevant UNICEF sections for tasks related to IECD interventions.

3. Work Assignments

The assignment will be carried out by the consultant under the oversight of Chief of Kratie Zone Office and in consultation and collaboration with Zone Health Officers. The consultant will be responsible for the following activities:

- Support local level engagement, planning, coordination with relevant authorities (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) on nutrition and IECD as per RWP 2021-2022, in collaboration with zonal office chiefs and colleagues
- Mapping and identification of INGOs for potential value add partnership to strengthen nutrition programs and IECD approaches
- Support field level planning, implementation and monitoring of nutrition-related IECD interventions
- Help to review and support subnational level testing existing IPC materials
- Support development and testing of draft GMP developmental milestone tracking tools,
- Facilitate and conduct pilot testing of the New GMP guideline in collaboration with PHD/ODs and NGO partners
- In collaboration with UNICEF IECD taskforce members, facilitate development and testing of IECD training materials and job aids
- Support PHD in training (including planning, support training sessions, monitoring of trainings and reporting) of IECD services providers with the new IECD job aid and tools
- Facilitate implementation of early identification and management of SAM
- Support Maternal Infant and Young Child Nutrition (MIYCN) promotion at subnational level including dissemination of messages on nutrition during COVID 19
- Conduct regular nutrition program monitoring and follow up and timely data reporting.
- The consultant will be required to participate in regular Provincial health technical working group meetings as well as UNICEF Zonal Office Monthly Coordination Meeting to reinforce integration and convergence, all staff meeting/retreat, joint preparation and facilitation of external visits, drafting HIS, take turn to be on call Friday afternoon

Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- University degree in Nutrition, public health with experience on nutrition program management
- Minimum Five-year experience in health and nutrition program management including national and subnational level experience

Knowledge and Skills

- Familiarity with multidimensional nutrition programming through all life cycles
- Extensive and relevant experience in development of job aids and tools in health/nutrition program
- Strong analytical and report writing skills in both English and Khmer;
- Excellent communication in English and Khmer, coordination and facilitation skill
- Experience in Cambodian context and within mother and child nutrition

Competencies

- Applying technical expertise
- Analyzing
- Communications
- Drive for result
- Working with people
- Teamwork and flexibility

Languages

- Fluency in English and Khmer

4. Location

The consultant will be based in Kratie zonal office with frequent travel to North East provinces, districts and target facilities and communities. The consultant will be provided computer and working space in UNICEF Kratie zonal Office.

5. Duration

- It is estimated that the assignment will require 200 working days and expected to be completed between **15th June 2021 and 16 April 2022**. Please refer to the work schedule for the breakdown of days by component.

6. Deliverables

<i>Deliverables</i>	<i>Number of Days</i>	<i>Time frame</i>
Deliverable 1		
In collaboration with zonal office chiefs and colleagues, <u>support local level engagement, coordination with relevant authorities</u> (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) <u>on nutrition and IECD</u> as per RWP 2021-2022 ; and submit minutes and partners meeting reports	40 Days	15 th June – 14 th Aug2021

<u>Mapping and identification of INGOs</u> for potential value add partnership to strengthen nutrition programs and IECD approaches		
Support <u>subnational level multisectoral Nutrition Coordination meetings</u> supported through CARD to facilitate implementation of the 2 nd National Strategy for Food Security and Nutrition. Submit minutes of coordination meetings		
Review and support testing existing IPC materials developed and support the second round of field testing and finalization. Submit field tested IPC materials		
In collaboration with the section and NNP, support development and testing of draft GMP developmental milestone tracking tools. Field testing report		
Support PHDs, and ODs in early identification of SAM through health facility and outreach level integrated Health and nutrition service deliver including nutrition screening.		
Conduct monthly nutrition program monitoring and facilitate submission of timely data on SAM Management which include admission, cure, defaulters, transfers and death disaggregated by sex		
First report		
Deliverable 2		
Attend regular meetings on provincial and district levels to facilitate local level engagement, coordination with relevant authorities (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) on nutrition and IECD submit minutes and meeting reports	40 days	15 th Aug – 14 th Oct 2021
Facilitate and conduct pilot testing of the New GMP guideline in collaboration with PHD/ODs and NGO partners		
Support Finalization of IPC materials with input from subnational review		

Support PHDs, and ODs in early identification of SAM through health facility and outreach level integrated Health and nutrition service deliver including nutrition screening.		
Conduct monthly nutrition program monitoring and facilitate submission of timely data on SAM Management which include admission, cure, defaulters, transfers and death disaggregated by sex		
Review and report on draft Maternal Infant and Young Child Nutrition.(MIYCN) SBCC materials		
In collaboration with the section finalize the draft HMIS data tools (English and Khmer) for new nutrition indicators		
2nd Report		
Deliverable 3		
Attend regular meetings on local level engagement, coordination with relevant authorities (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) on nutrition and IECD submit minutes and meeting reports	40	15 th Oct – 14 th dec 2021
Support training of health workers on use of the new IPC materials to improve MIYCN practices		
Support PHDs, and ODs in early identification of SAM through health facility and outreach level integrated Health and nutrition service deliver including nutrition screening		
Conduct monthly nutrition program monitoring and facilitate submission of timely data on SAM Management which include admission, cure, defaulters, transfers and death disaggregated by sex		
Support dissemination of MIYCN RCCE materials on nutrition in the context of COVID 19 (IYCF and COVID 19		
Support field level planning, implementation and monitoring of nutrition-related IECD interventions and provide input for donor reporting for IECD		
3rd Report		
Deliverable 4		

Attend regular meetings on local level engagement, coordination with relevant authorities (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) on nutrition and IECD submit minutes and meeting reports	40	15 th Dec 2021 – 14 Feb 2022
Support PHDs, and ODs in early identification of SAM through health facility and outreach level integrated Health and nutrition service deliver including nutrition screening		
Conduct monthly nutrition program monitoring and facilitate submission of timely data on SAM Management which include admission, cure, defaulters, transfers and death disaggregated by sex		
Support dissemination of MIYCN RCCE materials on nutrition in the context of COVID 19 (IYCF and COVID 19		
Monitor and support implementation of GMP and document lessons learned		
4th Report		
Deliverable 5		
Attend regular meetings on local level engagement, coordination with relevant authorities (PHD/OD, CCs, CCWCs, VHSGs members, village health management committees and NGOs) on nutrition and IECD submit minutes and meeting reports	40	15 th Feb – 16 th April 2022
Support field level planning, implementation and monitoring of nutrition-related IECD interventions and provide input for donor reporting for IECD		
Support PHDs, and ODs in early identification of SAM through health facility and outreach level integrated Health and nutrition service deliver including nutrition screening		
Monitor and support implementation of GMP and document lessons learned		
Conduct monthly nutrition program monitoring and facilitate submission of timely data on SAM Management which include admission, cure,		

defaulters, transfers and death disaggregated by sex		
Support dissemination of MIYCN RCCE materials on nutrition in the context of COVID 19 (IYCF and COVID 19)		
Document implementation of IECD and nutrition and support documentation of lessons learned		
Final report		

7. Reporting Requirements

- The consultant will submit detail operational plan for approval within five days after signing contact
- Training reports on IECD
- Minutes of consultation meetings, workshops
- Field monitoring reports
- Four progress reports and one final report (at the end of each deliverable)

8. Payment Schedule linked to deliverables

- 20% payment upon completion of deliverables 1
- 20% payment upon completion of deliverables 2
- 20% payment upon submission of deliverable 3
- 20% payment upon submission of deliverables 4
- 20% payment upon completion of deliverables 5

9. Administrative Issues

The consultant will be provided computer for his task in UNICEF and he/she will have a working space in Kratie Zone office, with access to internet, printing facilities.

The consultant will have access to UNICEF email.

UNICEF will provide vehicle for work related travels in the country.

DSA will be paid for estimated number of 45 in country travel days with rate of 59 USD per day. The DSA costs is inclusive of accommodation, meals and incidentals and it is in line with applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

10. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

11. Contract supervisor

The consultant will be supervised by Chief of Zonal office, Kratie

12. 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 Cambodia.

13. Submission of applications

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

- 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.

14. 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 Phnom Penh, 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.

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 %

- Advanced degree nutrition or public health (20 points)
- Knowledge of compressive nutrition program. (20 points)
- Experience in nutrition program at national and subnational level including development of materials and tools. (40 points)
- Quality of past work (e.g. understanding, methodology) (20 points)

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.