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| **Heading:** National consultant to support costing of sub-national plans under MS-NPAN (Multi-Sectoral National Plan of Action for Nutrition) **Section in Charge**: Health and Nutrition Section, UNICEF Myanmar **How does the consultancy relate to work plan:** Supports the evidence generation to support multi-sectoral approaches for nutritional outcomes, particularly in vulnerable peri-urban areas. **Outcome reference:**Outcome 1 – By 2022, more children under five and women of reproductive age equitably access and utilize evidence-based health, HIV & nutrition interventions, including adoption of key behaviours, especially among vulnerable populations in most deprived states/ regions, conflict-affected and peri-urban areas**Output reference:**Output 007 – By 2022, multi-sectoral political commitments and approaches are in place to support prioritised, integrated, nutrition sensitive interventions with an equity focus in 4 most deprived states/regions, conflict and disaster affected and peri-urban areas in Yangon. |
| 1. Background:

The MS-NPAN was developed through intensive engagement with four sectors (Ministry of Health and Sports, Ministry of Agriculture, Livestock and Irrigation, Ministry of Education and Ministry of Social Welfare, Relief and Resettlement) and other key stakeholders, under the direction of the National Nutrition Centre (NNC) and a Task Force of international and national experts. The plan includes 16 outcomes and 71 interventions across the four Ministries. UNICEF, along with other partners of the Scaling Up Nutrition (SUN) network, are supporting MOHS, NNC in implementing the new MS-NPAN (2018-2023). Early stages of implementation, which is currently ongoing, involve sub-national planning, prioritisation and costing which will guide scale up of nutrition activities over the coming years. Costing will also be critical to informing a sustainable resource mobilisation strategy to ensure adequate allocation of resources at national and sub-national levels.MOHS/NNC and the members of the MS-NPAN taskforce supported by partners has identified the need for costing expertise and have requested UNICEF’s support to recruit one International and one National costing expert to support this work, which will be carried out between Oct 2019 and July 2020. In addition to supporting costing of sub-national plans, the costing consultants will support the development of a Budget Policy Brief on Nutrition, an exercise that will serve as a ‘stocktake’ or proxy baseline for current public expenditure in nutrition. This Budget Brief is timely considering the early stage of MS-NPAN implementation and can serve as a benchmark for tracking resource allocation to nutrition over the coming years. The Budget Brief component will be a collaboration between UNICEF Health and Nutrition and Social Policy and Child Rights Monitoring (SPCRM) sections, with MOHS/NNC and MS-NPAN stakeholders. |
| * Objectives of the consultancy:

The purpose for a National Costing Consultant is to 1) support costing of sub-national planning and prioritisation process under the MS-NPAN and 2) identify the current public expenditure in nutrition through producing a ‘Budget Brief’ on Nutrition. The Consultant is expected to provide critical technical support for the development of a base-line of nutrition and costed implementation plan for each State/Region MS-NPAN as informed by a series of priority interventions defined in S/R Technical Workshops. This work will be carried out in close collaboration with and under the guidance of an International Costing Consultant and will include a number of concrete time-bound deliverables and expectations. The National consultant is expected to work under technical support and oversight by the International Costing consultant that will also be recruited by UNICEF. The national consultant will mainly be responsible for the day to day communication and collaboration with stakeholders required to gather data for costing and public expenditure analysis.Key task areas include (specific deliverables and timeline indicated under Description of Assignment below):1. Costing of sub-national planning under MS-NPAN:
* Work with international costing consultant to design and develop costing methodology, guidelines and tools, consulting and liaising with national stakeholders as required
* Identify sources of data and information that will be used to facilitate the generation of costs for the implementation of packages of priority interventions of MS-NPAN in each of Myanmar’s 17 States/Regions, including discussion with relevant Ministries, departments and desk review as needed
* Work with international costing consultant to finalise input use and measurement of costs for a package of priority interventions for one State/region. This includes obtaining information for estimating outputs and outcomes, analyse and interpret costing data.
1. Analyse current public expenditure on Nutrition
* Support the international costing consultant to assess the current budgetary structure and allocations-expenditure to nutrition
* Identification of the existing budget lines associated with nutrition interventions, across the MS-NPAN framework (e.g. in the 4 key Ministries), consulting with relevant Ministries and national stakeholders as needed
* Support the collection and organization of all the different types of financial data, related to the lines above, over a period of (at least) 3 fiscal years
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| 1. Geographic Area: The consultant will be home-based in Myanmar with periodic travel to NPT or the field as needed.
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| 1. Duration and Budget: Estimated 80 working days, between November 1, 2019 and August 31, 2020.
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| 1. Supervisor: The Consultant will work under the direct guidance of the International Costing consultant, but under supervision of the P4 Nutrition Specialist in UNICEF. The consultant will also closely collaborate with P3 UNICEF Social Policy specialist - focal point for Public Finance Management. Outside of UNICEF the consultant must work closely and in consultation with the MS-NPAN taskforce members led by MOHS/NNC.
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| 1. Type of Supervision/support required from UNICEF: Consultant will receive a briefing at the beginning of assignment, then regular discussions via email, phone and in-person as required. Transportation support to Yangon, Nay Pi Taw or field will be provided by UNICEF.
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| 1. Description of assignment: Deliverables and deadlines are summarised below.
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| **Tasks** | **End Product/deliverables** | **Duration/****Deadline** |
| 1. Preparation and Planning (total 25 working days)
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| 1. Develop a costing matrix and template for each priority intervention. The costing matrix will be a refinement, simplification of what was developed for adoption to generate costs for the original MS-NPAN, and should include key elements that need to be in place for effective implementation
 | * Under guidance of international costing consultant, conduct desk review and consultations with MS-NPAN stakeholders to understand the priority interventions, the theory of change and the results framework for achieving improved nutrition outcomes. Includes identifying population size and targets and current coverage of nutrition specific and sensitive programmes.
* Develop a methodological approach for costing sub-national nutrition plans, based on a combination of quantitative and qualitative methods for ingredients-based costing estimates.
* Document and develop the methodology, guidelines and tools to carry out costing, any orientation and training materials for stakeholders
* Support day to day and regular communications with relevant Ministries and national stakeholders, including facilitating and preparations for meetings
 | 15 daysBy end Nov 2019(15% of payment) |
| 1. Assess the current budgetary structure and allocations-expenditure to nutrition
 | * Support the day to day collection and organization of financial data across the institutions related to the sector based on dataset template developed by international costing consultant
* Support International costing consultant in identification of the existing budget lines associated with nutrition interventions, across the MS-NPAN framework (e.g in the four key Ministries), including consultations, desk review and discussions with relevant national stakeholders
 | 10 daysBy end Nov 2019(10% of payment) |
| 1. Data collection and analysis (total 55 working days)
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| 1. Assemble and analyse relevant documents and information on demographic, epidemiological and coverage information for estimating baseline and projected number of beneficiaries, programme outputs and projected outcomes.
 | * Collect existing sources of data for inputs, prices or unit costs for ingredients-based costing under technical guidance from International costing consultant. This includes cost estimates per beneficiary and aggregated for each township.
* Complete the budget cost projections of the proposed package of priority intervention options for one region. Including costs for series of options of scale-up levels for interventions that would deliver the intended impacts of the MS-NPAN with variations of the number of townships selected and levels of coverage.
* Obtain information on current regional budgets to identify resource gaps of projected budgetary requirements for 5-year nutrition plan.
* Ensure costs are included in five-year action plan for each of 17 states/regions that provides total and per beneficiary costs by intervention category and by sector for a baseline scenario and optional scenarios
 | 45 daysBy end Dec 2019 for 7 prioritized states/regions(30% of payment)By end July 2020 for remaining 10 states/regions(30% of payment) |
| 1. Collection and organize all the different types of financial data, related to fiscal budget lines associated with nutrition interventions, over a period of (at least) 3 fiscal years
 | * Collect and organize of financial data on public expenditure in nutrition, in line with the dataset template mentioned earlier.
* Produce a 7-8 page budget brief with narrative and charts/tables on public expenditure for nutrition, based on the budget brief standard template and outline
 | 10 daysBy end Jan 2020(15% of payment) |
| 1. Advertisement / Invitation / Request for Expression of Interest

Consultancy will be advertised through UNICEF website and HR network with EOI. |
| 1. Selection process (EOI to be attached to TOR)

The consultant will be identified by UNICEF based on a standard competitive selection process |
| * Qualification and specialized knowledge/experience required for the assignment:
* A bachelor’s degree in Health Economics, Public Health, Nutrition or any other relevant areas. Advance degree in relevant areas is an asset.
* At least 5 years of relevant experience, particularly related to costing and/or program financing; working in nutrition and/or health policy, health systems development
* Proficiency in data collection and analysis of costing information, including budget databases and technical project management
* Strong knowledge and experience working with Myanmar sectors and systems related to Health, Agriculture, Social Welfare and/or Education is an asset
* Experience with developing multi-sector strategic plans for nutrition is an asset
* Strong commitment to the UN values of humanity, impartiality, neutrality
* Flexibility, adaptability and tolerance
* Good diplomacy and communication skills can work well with others
* Good English language skills (oral and written)
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| 1. Other conditions:

The consultant will work closely UNICEF, WFP and MOHS and will be expected to use his/her personal laptop. UNICEF will pay international travel/DSA from the consultant’s home-base to Yangon and domestic travel in Myanmar (e.g. from Yangon to Naypyitaw). Given the sensitivity of the survey data and data privacy, the consultant will be required to sign a non-disclosure agreement for handling the data.**Life and health insurance** UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.**Insurance for service-incurred death, injury or illness**Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider. **Ethical principles:**Research methods used should be consistent with UNICEF Ethical And Principle Guidelines for the reporting on children and young people under 18 years old. <http://childethics.com>**Payment*** 1. 15% - Costing methodology, guidelines and tools for sub-national costing exercise is finalised
	2. 10% - Dataset template to support collection and organization of financial data across the institutions related to the nutrition sector is finalised
	3. 30% - Sub-national plans for MS-NPAN in prioritised 7 states/regions are costed and approved by Government (MS-NPAN taskforce)
	4. 30% - Sub-national plans for MS-NPAN in remaining 10 states/regions are costed and approved by Government (MS-NPAN taskforce)
	5. 15% - A 7-8 page ‘Budget Brief’ report for nutrition with narrative and charts/tables on public expenditure for nutrition is finalised and approved by Government (MOHS/NNC)

**Confidentiality:** The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.The contract signed with the consultant will include the other general terms defined by UNICEF. |
| 1. Nature of Penalty Clause to be stipulated in the contract:

UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. |