

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	Nutrition Information Management Consultant	
Requesting Section	Nutrition	
Location	Place of assignment: Lilongwe, with field travel	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	6.5 months	
Number of working days	135 working days	
Planned Start and End Date	From: 17 April 2023	To: 31 October 2023

BACKGROUND

Malawi is experiencing its worst cholera outbreak in decades, with a declaration made for a cholera outbreak on 3 March 2022 after a case reported to Machinga District Hospital was confirmed culture positive for *Vibrio cholerae*. Since the outbreak was officially announced just over one year ago, cholera has spread to all 29 districts in the country, affecting more than 50,000 people with over 1,500 deaths (as of 2 March). Of these more than 12,000 children have contracted cholera and 197 have died.

Nutrition is critical in preparing for and responding to the cholera epidemic. Children under-five, pregnant and lactating women and the chronically ill are vulnerable groups and hence the need to ensure their daily nutrition needs are met to prevent incidences of malnutrition. In addition, those who are already malnourished need to be treated according to the World Health Organization (WHO) guidance on managing severe acute malnutrition in the cholera context.

The current cholera outbreak has hit at a time when 3.8 million people are facing high acute food insecurity, classified in “Crisis” or Phase 3 based on the Integrated Food Security Phase Classification¹. The admission trends for severe acute malnutrition in 2022 showed a 10% increase compared to 2021; the number is expected to rise even further owing to the increased vulnerability, with over 62,000 children under five years projected to suffer from severe acute malnutrition in 2023. Severely malnourished children are at high risk of death, and the situation has worsened with the cholera situation in Malawi.

Currently, the Nutrition Sector has defined various strategies to contribute towards the current cholera response. These include strengthening early identification and referral for the treatment of children suffering from wasting (life-threatening form of malnutrition defined as low weight-for-height), including the provision of Zinc supplements as part of the cholera case management, management of severe child wasting in the context of cholera, promotion of infant and young child feeding practices, and micronutrient supplementation.

JUSTIFICATION

The Cluster approach ensures clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organisations and better defining their roles and responsibilities within the different sectors of the response. It aims to make the international humanitarian community better organised, more accountable, and professional and be a better partner for the

affected people, host governments, local authorities, local civil society, and resource partners. Part of the Cluster architecture includes nutrition information management.

The UNICEF Core Commitments for Children (CCC) for nutrition highlight eight areas of focus in responding to emergencies in the region. The key among them is enhanced nutrition information to ensure a timely and effective response. The accessibility and availability of timely and reliable nutrition and nutrition-relevant information support the development of evidence-based strategies and plans and ultimately contribute to the overall programme delivery. Further, timely information is vital to tracking the overall programme progress and identifying critical areas that need strengthening.

There is a considerable gap at the country level in supporting data collection and nutrition information management specifically to address emergency response needs. There is inconsistent data flow from the district and national levels, biased reporting on the high-frequency indicators, and national-wide limited capacity for data generation, analysis and utilisation for the quality response. Noting the increasing emergencies and the need for information management, UNICEF, as Cluster co-lead with the Ministry of Health, is therefore seeking to recruit the services of a Nutrition Information Management consultant based in Lilongwe to support in bridging the information gap and lead the overall Cluster nutrition information system. Specifically, the key objective of the Nutrition Information Management consultant will be to contribute towards the effective provision of emergency nutrition assistance to the affected population through the timely and efficient provision of required information management services.

PURPOSE OF THE ASSIGNMENT

Due to the current multiple emergencies Malawi is facing, there is a huge burden upon Government and agencies to respond to the situation and is drawing many new actors to enable the capacity to be scaled up to meet the needs. This additional capacity raises the importance of ensuring that all actors can be well served by good information management system.

The main purpose of this assignment is therefore to support the Malawi Nutrition Cluster and UNICEF to enhance emergency information management capacity and support quality assurance processes in all parts of the data value chain (prioritisation, creation and collection, curation, analysis, translation and dissemination, and decision making) for timely and high-quality nutrition response. The Nutrition Information Management consultant will work with the Nutrition Cluster co-leads and partners to ensure the Cluster performs its core functions as described in the Inter-Agency Standing Committee (IASC) Cluster Coordination Reference Module, IASC, July 2015.

SCOPE OF WORK/OBJECTIVES

With the support of the National Nutrition Cluster Coordination Team, the Nutrition Information Management consultant will be responsible for providing support to the Nutrition Cluster at the national and sub-national levels in Malawi. The consultant will collect and organise data on nutrition sector/Cluster coverage and programming results and produce and share information on the response, showing results, gaps and trends with Cluster partners and the Cluster Lead Agency to facilitate a timely and effective nutrition response and demonstrate whether results and impact are achieved or not. The specific tasks will include, but are not limited to:

Cluster functions	Key activities
Supporting service delivery/outputs	<ul style="list-style-type: none"> ● In consultation with Cluster partners, identify key humanitarian information management (IM) products, develop/adapt templates for collecting this information, and support the Cluster and the Cluster partners in producing a consolidated IM products in a periodical manner ● Support in conducting the mapping of all current and potential actors– government, national and international humanitarian organisations as well as national institutions, and the private sector through the provision of regular inputs/updates on the Clusters 5 W's (Who, What, Where, When and for Whom) matrix, Cluster priority response matrix and other tools ● Facilitate information flow between the Cluster and Cluster partner programs by clearly outlining how data is collected, collated, and analysed, and facilitate the identification of information gap geographically and programmatically ● Assist in developing mechanisms to eliminate duplication of service delivery based on existing data and proactively strive for effective methods of acquiring data from the relevant stakeholders to fill the information gap ● Support the Cluster coordination team in organising and participating in regular Cluster coordination meetings aimed at information sharing for appropriate coordination between all nutrition humanitarian partners ● Prepare Cluster meeting minutes and circulate the Cluster meeting outputs, presentations and minutes ● Regularly update and maintain a contact list of all nutrition Cluster partners and working groups
Informing strategic decision-making of the Humanitarian Coordinator / Humanitarian Country Team for the humanitarian response	<ul style="list-style-type: none"> ● Manage an inventory of database that contains relevant documents on the humanitarian situation (multi-sectorial assessments, nutrition surveys, and SMART surveys, assessment reports of other relevant Clusters such as WASH, Food Security, Health etc., and other relevant information) ● Provide IM support for the preparation of the nutrition situation analysis ● Using geographic information system (GIS) for geographic data management, analysis, and production, compile the data and create maps in a timely manner and as needed to assist the nutrition Cluster activities as well as partners and other stakeholders
Advocacy	<ul style="list-style-type: none"> ● Work with Cluster partners to keep and maintain an up-to-date database and information for nutrition programming. Make this information available to facilitate planning and impact assessment of the Cluster response by the Cluster and other stakeholders. Update the database and reporting tools structure as needed, aligning with revisions of the Flash Appeal / Humanitarian Response Plan ● Together with the Cluster coordinator/co-coordinator, estimate both geographic and programmatic coverage of programmes and produce coverage maps. Update inputs for mapping formats as needed to support the continuous review of the Nutrition Cluster activities ● Support and provide input into the preparation of situation reports with emphasis on Cluster achievements by providing relevant and up-to-date information ● Support drafting of high quality and regular district and sub-district emergency nutrition situation updates ● Compile regular inputs on the emergency affected areas for the national/subnational level Cluster with the expected outputs ● Support the Nutrition Cluster in developing regular country/region/district level data and information based on agreed outputs and share this information with stakeholders ● Work with Cluster partners to identify information gaps at national and sub-national levels and propose ways to bridge information gaps ● Support the Cluster in developing a framework for the monitoring and evaluation of the Cluster response plan and support the development of indicators that Cluster needs to monitor, linked to the response plan
Monitoring and reporting the implementation of	<ul style="list-style-type: none"> ● Collate, curate, and analyse nutrition and nutrition-relevant information and maintain and update the nutrition emergency dashboard to facilitate humanitarian information exchange and promote data and information standards

the Cluster strategy and results	<ul style="list-style-type: none"> • Undertake regular monitoring visits to review the responses and provide oversight for quality control for partners reporting • In consultation with partners, develop/adapt and roll out a monitoring and reporting system for the Nutrition Cluster in line with the Cluster Response Plan. Review the system each time Cluster Response Plan is modified to ensure that the system can capture newly identified indicators • In collaboration with the Cluster coordinators, rectify any gaps identified in reporting against the Nutrition Cluster indicators of the service delivery (quantity, quality, coverage, continuity and cost) by regularly communicating and discussing the gaps with Cluster partners and providing technical support aimed at enhancing timely and quality reporting • Work with Cluster partners on reporting sex and age disaggregated data, that should inform Nutrition Cluster analysis • Maintain/streamline monthly & weekly collection of reports from partners; work with partners to identify issues with regards to reporting and devise ways to solve them together with Cluster partners
Build National Capacity Building for Preparedness and Contingency Planning	<ul style="list-style-type: none"> • Promote and provide training and capacity building activities of the Nutrition Cluster partners for reporting • Adopt existing training modules and provide training and expertise on key nutrition and nutrition-relevant information management tools • Support the Cluster coordination team and Cluster partners in preparedness and contingency planning: consolidation of inputs by partners for the Emergency Preparedness and Response, maintenance/update of the nutrition database to ensure quick access to data for analysis, and other IM tools, etc.
Accountability to Affected Population	<ul style="list-style-type: none"> • Support the Cluster coordination team and Cluster partners in setting up and maintaining a Cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the Cluster partners

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The Nutrition Information Management consultant will report to the UNICEF Nutrition Specialist - Community-based Management of Acute Malnutrition (CMAM) and Emergency. The consultant will also work closely with the Department of Nutrition, HIV/AIDS (DNHA) and Nutrition Cluster members.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

Submission and acceptance of monthly progress reports which include details on progress made, including mapping of the nutrition information, progress on the nutrition indicators, bi-weekly reports and inputs to the Situation Report (SitRep), monthly Clusters 5Ws, nutrition bulletin/dashboard shared with stakeholders, in addition to the monthly situation analysis reports.

How will consultant consult and deliver work and when will reporting be done:

The Nutrition Information Management consultant will provide monthly deliverables based on an agreed work plan and deliverables.

EXPECTED DELIVERABLES

In alignment with the scope of work, as described above, the Nutrition Information Management consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Tasks	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Collect and organise data on nutrition sector/Cluster coverage and programming results and produce and share information on the response, showing results, gaps and trends with Cluster partners and the Cluster Lead Agency, for April 2023	Monthly progress report, which includes details on progress made, including mapping of the nutrition information, progress on the nutrition indicators, weekly reports and inputs to the sitrep, monthly 5Ws, nutrition bulletin/dashboard shared with stakeholders & April situation analysis report	7	28 April 2023	5
Same as above, for May 2023	May progress report (details same as above) & May situation analysis	22	31 May 2023	16
Same as above, for June 2023	June progress report (details same as above) & June situation analysis report	21	30 June 2023	15
Same as above, for July 2023	July progress report (details same as above) & July situation analysis report	20	31 July 2023	15
Same as above, for August 2023	August progress report (details same as above) & August situation analysis report	23	31 August 2023	17
Same as above, for September 2023	September progress report (details same as above) & September situation analysis report	21	29 September 2023	16
Same as above, for October 2023	October progress report (details same as above) & October situation analysis report	21	31 October 2023	16
TOTAL		135		100

However, as the actual starting date may impact the dates estimated in the TOR, a detailed work plan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

- Satisfactory quality completion of each deliverable

PAYMENT SCHEDULE

- UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the satisfactory completion of deliverables described in the contract.
- All payments, without exception, will be made upon certification from the contract supervisor of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.
- . UNICEF will provide transport for all field work.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced University Degree or higher in nutrition, public health, nutritional epidemiology, statistics, or information management.

Required work experience:

- At least eight years of professional experience in nutrition information and nutrition.
- Experience in GIS mapping using ArcGIS or QGIS.
- Experience in information management and information design.
- Experience in training and capacity development.
- Experience developing reports, policy briefs, and journal articles for a range of audiences, including practitioners in the field and policymakers.
- Experience and proficiency in using key statistical software to analyse nutrition data (i.e., MS Excel, Emergence Nutrition Assessment (ENA), Epi Info, STATA, SPSS, R).

Knowledge, technical skills and competencies:

- Knowledge and programming experience in nutrition information management/systems in a humanitarian context.
- Drive for results.
- Ability to work effectively under stress and in emergency settings.
- Ability to work effectively in a diverse and multi-cultural team to achieve goals.
- Ability to develop new and nurture existing internal and external networks, partnerships and relationships which deliver results.
- Ability to communicate confidently and persuasively, both orally and in writing.
- Ability to analyse information, solve problems and make decisions in various contexts
- Strategic thinking.
- The highest levels of personal integrity and commitment to adhering to required standards of conduct.

Language Proficiency

- Excellent written and spoken skills in English is required

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant/individual contractor is requested to:

- Complete the applicable mandatory trainings
- Self-certify that he/she is fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

The assignment will be carried from Lilongwe with travel to districts for consultations as agreed with the supervisor. UNICEF will not provide office space for the consultant; however, the consultant will be required to brief the Ministry of Health, Department of Nutrition and HIV/AIDs and UNICEF as per agreed milestones.

UNICEF will not provide the consultant with a laptop or electronic equipment.

CONDITIONS

- The consultancy will be over a 6.5 months basis.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless both UNICEF and the consultant sign the contract.
- The consultant will be based in Lilongwe, possibly travelling to the district for consultations.
- The consultant will be paid an all-inclusive fee (professional fees, living costs, stationary, communication and other miscellaneous expenses) per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, or any form of leave.
- Transport for official in-country trips will be provided by UNICEF. The estimated travel days for the assignment should be included in the financial proposal as part of the all-inclusive fee.
- No travel should occur without email authorisation from the Ministry of Gender.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on the UNICEF budget.

- Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details of at least 3 previous supervisors.