

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Editing of the Food Consumption Survey Report Consultant	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty station Lusaka, Zambia
Purpose of Activity/Assignment: To conduct technical editing of the draft Food Consumption and Micronutrient Survey Report		
Background To establish the status of the micronutrient deficiencies at both provincial and national levels in Zambia, a National Food Consumption and Micronutrient Status Survey (NFCMSS) was implemented. The survey was aimed at identifying demographic groups at risk of micronutrient deficiencies and to inform decisions on the food vehicles, micronutrients of concern, and fortification levels. The National Food and Nutrition Commission(NFNC) and Tropical Diseases Research Centre (TDRC) led the survey in partnership with the Ministry of Health (MoH), Ministry of Agriculture (MoA), Zambia Statistical Agency (ZamStats), the University of Zambia (UNZA), the National Institute for Scientific and Industrial Research (NISIR) and the United Nations agencies namely, United Nations Children’s Fund (UNICEF) and the Food and Agriculture Organization (FAO). Through the Government of Sweden, the Swedish International Development Cooperation Agency (SIDA), World Bank, and UNICEF financial support has been provided for the implementation of the survey. Further technical assistance was received from Valid International (partnership ended in 2020) and <i>Intake/FHI360</i> , London School of Tropical Medicine and Hygiene (LSTMH) and Nottingham University. Data were collected from a total of 5491 Zambians (women 15-49 years, adolescent girls, and 1480 children 6-59 months of age) sampled as part of the biochemical data collection, Out of this number, 5434 blood samples and 3970 urine samples were collected for biomarker analysis. In addition, sugar and salt samples were collected from 1250 and 2741 households respectively to establish the iodine and vitamin A fortification levels. The biomarker samples were collected from 4217 households (94.7%) of the 4453 households with expected eligible participants, covering 437 clusters (99.3%) of the sampled 440 clusters nationally. Data analysis has been completed and results compiled for (1) socioeconomic and demographic information of household in sample; (2) dietary intake – types and amounts of foods consumed in the last 24 hours; (3) micronutrient status through a series of biomarkers (4) micronutrient content of salt and sugar samples. A draft report has been developed incorporating all available data except for folate and B12, analysis of which is on-going.		

Justification

On behalf of NFNC and TDRC, UNICEF seeks the services of an experienced Consultant to provide independent comprehensive technical review and editing of the draft report, to expedite delivery of the final report.

Objectives

To review and support finalization of the National Food Consumption and Micronutrient Assessment Report and generate related policy and programmatic briefs.

Key deliverables:

- 1. Edited National Food Consumption and Micronutrient Assessment Final Report**
- 2. Executive summary:** An overview of the survey summarizing the process, major findings and implications. This will include the extraction of key results to present through infographics.
- 3. Programme briefs:** Technical briefs for use by the Nutrition community which can inform programmatic decisions (illustration of implications on nutrition programme).
- 4. Policy Brief:** Generation of the brief for policymakers for use by high-level policymakers, that summarises the key findings and policy implications.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" 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:

Child data role YES NO
If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2023	Nutrition/Zambia, Lusaka	Completion of the report requires that this task is performed within a short timeframe with high time concentration. Due to the volume of work and conflicting priorities existing staff members would not be able to dedicate sufficient time to consolidate comments, edit the report and ensure the required quality control. Furthermore, the

		expertise required is one that has conducted a national food consumption survey and micronutrient assessment and this expertise is not present within the team.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Desk Review/Interview) <input checked="" type="checkbox"/> Advertisement		Request for: <input type="checkbox"/> <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Chief of Nutrition	Start date: 26 th October 2023	End date: 28 th February 2024	Number of Working Days: 44
Work Assignment Overview:			
Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Lead in revision of the draft FCMNS report Collate inputs from key stakeholders and revise according to agreed suggestions in consultation with TDRC and NFNC.	Edited Food Consumption and Micronutrient Assessment Report (20 days).	25 th November 2023	
Executive Summary of the National Food Consumption	Summary report of the survey (max 20 pages) (12 days)	5 December 2023	
Develop policy brief for senior policymakers. Summarise findings and implications of survey findings on required actions for corrective measures.	Draft Policy Brief for senior policymakers (includes suggested infographics) (4 days)	31 st December 2023	
Draft programme briefs for targeted at programme officers Programme briefs will be targeted at major programmes which includes and are not limited to Micronutrients and Maternal Adolescent Infant and Young Child Nutrition.	4 programme brief on implications of study findings(8 days).	31 st January, 2023	
Estimated Consultancy fee			
Travel International (if applicable)	(return ticket)		
Travel Local (please include travel plan)			
DSA (if applicable)			

Total estimated consultancy costs¹			
Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines <ul style="list-style-type: none"> • Master level qualification as a minimum in Nutrition, Public Health, Statistics & Epidemiology - A PhD is an added advantage. • Must have published a minimum of 3 articles in international journals on nutrition as a lead author 		Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> • At least 5 years of responsible professional work in the compilation of national survey reports. • Prior experience producing combined National Food Consumption and Micronutrients Assessment Survey. • Knowledge of computer software for statistical analysis such as EPI INFO, CSPRO, SPSS as a minimum. • Fluency in the English language • Methodical working style concentration, accuracy and great attention to detail • Tact and diplomacy for negotiating changes with authors • The ability to work to tight deadlines self-motivation 	
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points) -			
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Expected travel to Zambia for validation, not exceeding a week. Internet access required: <input checked="" type="checkbox"/>	
Request Authorised by Section Head:		Request Verified by HR:	
<i>Approval of Deputy Representative Operations (if Operations):</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract 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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. 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.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.