

TERMS OF REFERENCE

Individual Consultant for the development of a multi-stakeholder nutrition emergency preparedness and response handbook (Nutrition in Emergencies) - Open to National and International Consultants

Duty Station: New Delhi (home based)

Contract Duration: 04 months

Closing Date: 13th June 2024

1. BACKGROUND AND PURPOSE

Sphere India, in collaboration with the National Institute of Disaster Management (NIDM), jointly published a handbook for multistakeholder coordination for emergency preparedness and response for food and nutrition sector, supported by UNICEF India and other stakeholders, which was released in October 2021. Trainings on 6 sector handbooks were also piloted in 10 states in joint collaboration with NIDM, with an aim is to enhance capacities and knowledge management system for emergency preparedness and response for improving quality of humanitarian action.

About multi-sector coordination handbook for FNS: The food and nutrition security sector coordination handbook provides practical guidance and advice on how different stakeholders and FNS actors (NGOs, CSOs, UN agencies and Government) can come together to strategize sector preparedness and response to FNS in emergencies. It highlights key principles of humanitarian action and how coordination and joint efforts among FNS and other sector actors can increase the effectiveness and efficiency of sectoral interventions and promote better outcomes. The handbook was an effort to develop a resource that can be extensively used by all concerned in the field of disaster management, which shall act as an operational manual for coordination during emergencies. Various components covered in the sector handbook are: Roles and functions; Introduction; Stakeholder analysis and coordination; Assessing and monitoring the sector situation in India; Guiding principles and standards; Sector strategy and agenda; Resource mobilisation; Benchmarks and indicators.

[View the handbook here >>](#)

It is now proposed to review the handbook and develop a new nutrition emergency preparedness and response handbook. The revision aims to incorporate inputs from pilot testing, sector committees, Global Nutrition Cluster, and other relevant experts and stakeholders to ensure that the handbook is comprehensive, up-to-date, and aligned with best practices in disaster risk reduction (DRR), climate change adaptation (CCA), and humanitarian action.

The purpose of the assignment is to review the Sphere India handbook for multistakeholder coordination for emergency preparedness and response for food and nutrition sector and develop a new nutrition emergency preparedness and response handbook.

2. OBJECTIVES

The primary objective of this task is to craft a comprehensive handbook for the coordination of nutrition emergency preparedness and response in India. To achieve this, the following key areas have been identified for incorporation into the revised version:

- **Development of separate handbook for nutrition in emergencies:** Recognising the distinct triggers and responses to nutrition emergencies, a separate handbook focusing solely on the nutrition sector will be created. This separation of nutrition from food security acknowledges the different stakeholders involved and the specialised expertise required for effective management.
- **Elaboration of roles and responsibilities:** Detailed descriptions of the roles and responsibilities of various stakeholders, including sector committees, sector leads, NGOs, and governmental entities, will be provided to ensure clarity and effective coordination of the emergency preparedness and response.
- **Integration of Disaster Risk Reduction (DRR) and Climate Change and Environmental Sustainability (CCES):** The handbook will be infused with principles and practices of DRR and

CCES throughout its content to bolster resilience within the nutrition sector, thus enhancing preparedness and response capabilities in the face of emergencies.

- **Alignment with Government policies and programmes:** The sector strategy outlined in the handbook will be closely aligned with relevant ministry/ department policies and programmes, including those pertaining to Sustainable Development Goals (SDGs), to ensure coherence and effectiveness in implementation.
- **Alignment with UNICEF Core Commitments for Children in Humanitarian Action, Global SPHERE and Global Nutrition Cluster guidance:** A detailed list of sector interventions, along with specifications and standards, will be included as part of the handbook to provide practitioners with a comprehensive guide for effective response.
- **Provision of User Guidance:** Clear guidance on the utilization of the handbook by stakeholders and sector actors for emergency preparedness, response, and resilience-building will be provided to enhance its practical utility and effectiveness.
- **Incorporation of best practices and lessons learned:** Recent emergencies and responses will be analysed to extract best practices and lessons learned, which will be integrated into the handbook.

The consultant will undertake a comprehensive review of the [existing handbook on food and nutrition security \(FNS\) Sector](#) and develop a draft nutrition emergency preparedness and response handbook.

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview <i>(Include Major Tasks and Activities)</i>	Deliverables/Outputs	Timeline/Date for submission of Deliverable
Conduct a comprehensive review of the existing multi-sector coordination handbook for the food and nutrition security (FNS) sector to understand its structure, content, and areas for improvement.	Submission of comprehensive review report of the existing multi-sector coordination handbook for the food and nutrition security (FNS) sector	By the end of week-1
Develop a comprehensive Table of Contents (ToC) for the revised handbook, outlining the structure, sections, and chapters to ensure clarity, coherence, and alignment with the objectives.	Submission of a Table of Contents (ToC) for the revised handbook, outlining the structure, sections, and chapters to ensure clarity, coherence, and alignment with the objectives	By the end of week-2
An initial zero draft nutrition emergency preparedness and response handbook, incorporating all key areas identified in the objectives section and aligning with UNICEF Core Commitment for Children in Humanitarian Action, Global SPHERE and Global Nutrition Cluster guidance.	Submission of zero draft nutrition emergency preparedness and response handbook, incorporating all key areas identified in the objectives section and aligning with UNICEF Core Commitment for Children in Humanitarian Action, Global SPHERE and Global Nutrition Cluster guidance	By the end of week-5
Online peer review of the zero draft	2 to 3 virtual peer review meetings (depending on the audience and availability) and submission of the minutes of the meetings	By the end of week-8
Revise the draft handbook based on feedback received during peer review process	Submission of draft 1 handbook based on feedback received during peer review process	By the end of week-10
Receive and integrate final round of feedbacks	Submission of final report	By the end of week-16

4. DUTY STATION

New Delhi (home-based)

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

No travel anticipated.

6. ESTIMATED DURATION OF CONTRACT

04 months, from 1st July 2024 to 31st October 2024.

7. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Qualification:

Advanced university degree in Nutrition and/or Public Health or other related emergency and/or humanitarian fields.

Years of Experience/Knowledge/Expertise/Skills required:

- i. Minimum five years of relevant progressive responsible professional work experience in emergency nutrition EPR, emergency coordination and DRR
- ii. Very good knowledge of the nutrition cluster approach guidelines and terms of reference and UNICEF Core Commitment for Children in Humanitarian Action, Global SPHERE and Global Nutrition Cluster guidance (and knowledge of how to apply them).
- iii. Proven experience in developing nutrition emergency guidelines and handbooks.
- iv. Gender and nutrition in emergencies, DRR and CCES skills/ experiences are additional assets.
- v. Fluency in English (verbal and writing)
- vi. Past experience as cluster coordinator is an asset.
- vii. Computer literacy

8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	Educational qualification: Advanced university degree in Nutrition and/or Public Health or other related emergency and/or humanitarian fields	10	32
2.	Minimum five years of relevant progressive responsible professional work experience in emergency nutrition EPR, emergency coordination and DRR	30	
	Sub-Total	40	32
3.	Interview	35	n/a
	Total	75	60

Note: Applicants scoring 32 marks (out of 40) will be called for interview. Qualifying score in technical evaluation is 60 out of 75 marks.

9. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of 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.

10. IMPORTANT NOTES

- 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 health insurance (and visa if applicable) 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.

HOW TO APPLY:

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) which demonstrates suitability for the consultancy (**to be uploaded online under “Cover Letter” tab**)
2. An updated CV demonstrating all requirements stated above (**to be uploaded online under “Resume” tab**)
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving (**to be uploaded online under “Financial Proposal” tab**).

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

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