

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b>  Nutrition-Sensitive Social Protection Consultant	<b>Type of engagement</b>  <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> LUSAKA, Zambia
<b>Purpose of Activity/Assignment:</b> Provide technical support to the implementation of the 1000 days SCT Gender and Nutrition-Sensitive Pilot.		
<b>Background:</b> <p>Globally, social protection interventions have played a significant role in contributing both to poverty reduction and directly to addressing poverty-related causes of stunting in young children, by providing families the financial means to give their children a healthy and balanced diet. Studies show that educated and empowered mothers in households are able to make better decisions related to the nutrition of their family members and themselves, and that better-nourished girls are more likely to stay in school and to learn more, building the human capital to break cycles of poverty and malnutrition.</p> <p>In Zambia, the Ministry of Community Development and Social Services (MCDSS) has been implementing its Social Cash Transfer (SCT) Programme, which aims to reduce poverty and its intergenerational impacts in Zambia. Evidence shows that - as Zambia's flagship social assistance programme - the SCT has contributed to poverty reduction and has positively impacted on a range of poverty-related outcomes for many households around the country, including on food security.</p> <p>As an important step towards further enhancing the nutrition and gender sensitivity of Zambia's social protection programming, the second phase of the United Nations Joint Programme on Social Protection (UNJPSP-II) supports MCDSS with the implementation of a pilot that links the earlier-mentioned SCT Programme to additional cash and non-cash interventions that are relevant to enhance nutrition outcomes and with that for the health, well-being, and development of pregnant women as well as young children aged two years and below. The pilot will make use of the services offered through different programmes and particularly those focused on improving nutrition i.e. the Scaling Up Nutrition (SUN-II) programme, combining cash plus nutrition package with a strong Social Behaviour Change Communication (SBCC) strategy. More specifically, beneficiary households will receive a top-up to their SCT benefit and will be actively linked to nutrition and gender-related services, such as Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) and Nutrition social behavioural change communication, and sexual reproductive health services using a community case management approach. Besides testing the feasibility of a cash+ nutrition intervention, an important objective of the pilot is to test the feasibility of adding a sixth category to the SCT programme, consisting of households with pregnant women and children two years and below</p> <p>The pilot is being implemented in Chipata, Kalabo, Mpika and Mwinilunga Districts, located in Eastern, Western, Muchinga and North-western provinces respectively. The pilot is planned to run for three years, with a strong focus on evidence generation. The pilot will also operationalise coordination between different stakeholders down to community level</p>		
<b>Objective of the assignment</b> <p>The role of the Nutrition Sensitive Social Protection Consultant will be to provide technical support and backstopping to all aspects of the implementation of the 1000 days SCT Nutrition Pilot.</p> <p>The consultant will be embedded in HQ of the Ministry of Community Development and Social Services, in the Department for Social Welfare, and work closely with non-statutory section.. MCDSS will provide a workstation, while UNICEF will provide a laptop. Candidates should provide an all-inclusive fee proposal which includes a monthly talk-time for the duration of the contract. MCDSS will provide transport and DSA will be covered by UNICEF at Government DSA rates.</p>		
<b>Scope of Work</b> <p>The consultant will provide technical assistance to the implementation of the SCT Nutrition Pilot at all administrative levels, through the following tasks:</p> <ul style="list-style-type: none"> <li>• Facilitate and support the coordination of the key implementing partners, especially MCDSS, Ministry of Health and National Food and Nutrition Commission as well as other stakeholders relevant to the implementation of the pilot, throughout all aspects of pilot implementation.</li> <li>• Identify areas of need for capacity building and facilitate and support training and capacity building of implementers at all administrative levels according to the needs arising as implementation progresses.</li> </ul>		

- Provide technical mentorship support to MCDSS staff and volunteer cadres in the pilot districts as well as to the relevant Provincial Social Welfare Offices to strengthen their understanding and implementation of the relevant linkages of the SCT to nutrition and gender-sensitive services.
- Provide mentorship to implementers at district and community level related to case management.
- Support the implementation of all communication activities, including engagement of key stakeholders such as Chiefs and other traditional leaders and implementation of the Social Behaviour Change Communication component in the pilot districts.
- Support the integration of the grievance mechanism in the pilot and its implementation in the pilot districts. The consultant will work closely with the Grievance Mechanism Consultant to ensure alignment to the overall Social Cash Transfer programme grievance mechanism.
- Support the development and operationalisation of 1000 days MIS dashboard by pilot districts.
- Facilitate and support all operational processes of the pilot including information management and beneficiary payments.
- Facilitate implementation of M&E and reporting activities.
- Support ongoing activities for implementation research being conducted to identify the best implementation modality for nutrition sensitive social cash transfers by facilitating field work and other needs for the research team.
- Support the MCDSS and partners in the documentation and dissemination of lessons learned, best practices, challenges and recommendations.

### 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](#)

<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster)  <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>Supervisor:</b> Chief SPR	<b>Start Date:</b> <i>21<sup>st</sup> March 2022</i>	<b>End Date:</b> <i>20<sup>th</sup> February 2023</i>	<b>Number of Days (working)</b> 236

<b>Work Assignment Overview</b>			
<i>Tasks/Milestone:</i>	<i>Deliverables/Outputs:</i>	<i>Timeline</i>	<i>Estimate Budget</i>
1. Inception Report, Detailed Work Plan and Gantt Chart	Inception report with 11 months workplan	20.04.22	9%
2. Facilitate and support Training of Enumerators in 4 districts on pilot Management Information System module and beneficiary registration	Report on enumerator's training	20.05.22	9%
3. Support beneficiary identification and enrollment processes, lessons learnt, challenges, successes and recommendations in the first 2 districts	Report on beneficiary enrolment in the first 2 districts	20.06.22	9%
4. Support beneficiary identification and enrollment processes, lessons learnt, challenges, successes and recommendations in the last 2 districts	Report on beneficiary enrolment in the last 2 districts	20.07.22	9%
5. Support the training of volunteers in Case Management in all 4 pilot districts	Progress Report on case management training for community volunteers in the pilot districts	20.08.22	9%
6. Support the engagement of traditional and other leaders with the pilot and identification of champions in the districts to promote the pilot's objectives	Report on engagements of traditional leaders with key lessons and recommendations	20.09.22	9%
7. Support training of district staff on integration SBCC and its implementation	Report on integration and implementation of the SBCC	20.10.22	9%
8. Support linkage and referral of beneficiaries to Nutrition support groups and other services	Report on linkages and referral of beneficiaries to nutrition and other services	20.11.22	9%
9. Support generation and payments of transfers and nutrition tops to beneficiary households – highlighting payment modalities successes and challenges	Progress report on payment of beneficiaries	20.12.22	9%
10. Report on M&E status update on the pilot including total women accessing ANC services	Update report on M&E	20.01.23	9%
11. Final Consultancy Report with recommendations for way forward	Final report	20.02.23	10%

<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><b>Enter Disciplines</b></p> <p>Bachelor's in social science, Economics, Public Health, Social Policy, Social Work or any related field.</p>	<p><b>Knowledge/Expertise/Skills</b></p> <ol style="list-style-type: none"> <li>1. At least 5 years of relevant professional work experience in social welfare with either Government, Intergovernmental, or Non-Governmental Organizations.</li> <li>2. Substantive experience in project management, preferably in a public-sector environment.</li> <li>3. Demonstrated ability to provide capacity building in social protection and M&amp;E.</li> <li>4. Familiarity with the background and rationale of Social Cash Transfer scheme is desirable; Experience cash plus programming; particularly in nutrition sensitive social protection programming.</li> <li>5. Familiarity with nutrition (MCDP) and public health programming in Zambia is desirable.</li> <li>6. Experience in providing communication for development, training and capacity building, including use and development of data collection tools.</li> <li>7. Demonstrated ability in report writing, facilitation, research and documentation.</li> <li>8. Excellent communication and interpersonal skills, and fluency in English; knowledge of any main local languages will be added advantage (Nyanja, Bemba, Tonga, Lunda, Luvale, Kaonde, Lozi).</li> </ol>		
<p><b>Estimated Consultancy fee</b></p>			
<p>Travel International (if applicable)</p>			
<p>Travel Local (please include travel plan)</p>	<p>GRZ Rates</p>		
<p>DSA (if applicable)</p>			
<p><b>Total estimated consultancy costs<sup>i</sup></b></p>			
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><b>Enter Disciplines</b></p> <p>Bachelor's in social science, Economics, Public Health, Social Policy, Social Work or any related field.</p>	<p><b>Knowledge/Expertise/Skills</b></p> <ol style="list-style-type: none"> <li>1. At least 5 years of relevant professional work experience in social welfare with either Government, Intergovernmental, or Non-Governmental Organizations.</li> <li>2. Substantive experience in project management, preferably in a public-sector environment.</li> <li>3. Demonstrated ability to provide capacity building in social protection and M&amp;E.</li> <li>4. Familiarity with the background and rationale of Social Cash Transfer scheme is desirable; Experience cash plus programming; particularly in nutrition sensitive social protection programming.</li> <li>5. Familiarity with nutrition (MCDP) and public health programming in Zambia is desirable.</li> <li>6. Experience in providing communication for development, training and capacity building, including use and development of data collection tools.</li> <li>7. Demonstrated ability in report writing, facilitation, research and documentation.</li> <li>8. Excellent communication and interpersonal skills, and fluency in English; knowledge of any main local languages will be added advantage (Nyanja, Bemba, Tonga, Lunda, Luvale, Kaonde, Lozi).</li> </ol>		

<p><b>Administrative details:</b>          Visa assistance required: <input type="checkbox"/>          Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:          If office based, seating arrangement identified: <input checked="" type="checkbox"/>          IT and Communication equipment required: <input checked="" type="checkbox"/>          Internet access required: <input checked="" type="checkbox"/></p> <p><i>The consultant will be based at MCDSS</i></p>
--	---

<sup>i</sup> 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.