

United Nations Children's Fund

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT IMPROVE CHILD DIETS TO PREVENT
WASTING AND OTHER FORMS OF MALNUTRITION
DEVELOPMENT OF NATIONAL STANDARD CPCF**

Title: Improve Child Diets to Prevent Wasting and other forms of Malnutrition - Development of National Standard for Commercially Produced Complementary Foods (CPCF)	Funding Code Grant: SC200292, WBS: 420R/A0/11/100/103 /006	Type of engagement <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date: 31 December 2023	Duty Station: Phnom Penh Cambodia
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Project Overview:

Commercially produced complementary foods (CPCF) can contribute to improved nutritional intake for infants and young children (IYC) provided they are appropriately fortified and of optimal nutrient composition. Studies have shown that it is not always possible to meet the nutrient needs of IYC from local foods alone, particularly in resource poor settings. Hence, the production and consumption of affordable, nutritious CPCF can help close the nutritional gap and contribute to improved IYC growth. However, lack of national standards for CPCF may result in the formulation of products high in sugar and salt and low in important micronutrients such as iron, zinc, calcium, and vitamin D.

The Consortium for Improving Complementary Foods in Southeast Asia (COMMIT) was established to help ensure that the commercially produced complementary foods (CPCF) sold and consumed in the region contribute to healthy diets instead of unhealthy ones. To do this, COMMIT developed and implemented activities to help identify current consumer CPCF preferences, examine current CPCF nutrient composition and labelling requirements for products sold in Southeast Asia, and analyze the strength of existing national legislation regulating CPCF. The results from these activities were used to develop two tools: 1) a Model Mandatory CPCF Standard; and 2) a CPCF Framework for Action. These tools, and the evidence generated through the activities, are intended to equip Government decision-makers with the information they need to implement robust and enforceable regulations on CPCF nutrient composition and labelling practices.

UNICEF Cambodia is providing technical support to the Ministry of Commerce, Ministry of Health, Ministry of Industry, Science, Technology and Innovation, Ministry of Information, Ministry of Economy and Finance, and Ministry of Agriculture, Forestry and Fisheries to review and adapt the COMMIT Model Mandatory CPCF Standard for the Cambodian context and adopt this National Standard for CPCF. The National CPCF Standard will be based on the COMMIT Model CPCF Standard which amalgamates all global guidance on regulations for CPCF nutrient composition, labelling practices and production standards available from Codex Alimentarius (Codex), the World Health Organization (WHO) and the European Union's Commission Directive. Stakeholders will further review and adapt the COMMIT Framework for Action to modify and produce recommended supportive materials for the Cambodian CPCF Standard including the CPCF Manufacturer Guidance and the CPCF Regulatory Checklist.

Purpose of Activity/Assignment:

The consultant will provide technical support and backstopping to facilitate the national review, adaptation, and adoption of the COMMIT Initiative Model CPCF Standard into a National CPCF Standard in Cambodia to improve child diets to prevent wasting and other forms of malnutrition. The consultant will further support the review and adaptation of the recommended supportive materials in the Framework for Action to facilitate the implementation and enforcement of the CPCF standard within the country. The consultant will closely

work with Government partners for total 65 workdays between 30 June 2023 and 31 December 2023. UNICEF EPRO provided Grant and WBS to cover the cost of this consultancy.

Scope of Work:

Lead the coordination of government agencies and development partners for the dissemination of COMMIT findings in Cambodia and review and adaptation of the COMMIT Model Mandatory CPCF Standard in Cambodia. Key responsibilities will include:

- a. Facilitate the dissemination of the COMMIT Initiative findings in Cambodia and the development of a joint workplan for the development of a Mandatory CPCF Standard and supportive materials in Cambodia.
 - i. Supportive materials include a Manufacturer guidance for CPCF, CPCF Regulatory Checklist and CPCF calculator for Cambodia based on the Cambodian CPCF Standard.
- b. Lead the drafting of the national standard for CPCF in Cambodia
 - i. Coordinate and liaise with government agencies and develop partners to ensure that all partners stay actively engaged and meet expected timelines within the joint workplan to draft the national standard.
 - ii. Lead coordination with international experts supporting technical backstopping for the COMMIT Initiative in Cambodia
 - iii. Coordinate the development of supportive materials in the COMMIT Framework for Action including the Manufacturer guidance for CPCF, CPCF Regulatory Checklist and CPCF calculator.
- c. Prepare a final report about the drafting process inclusive of key enabling factors and limiting factors encountered during the process.

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:

There would be no direct contact with children

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):

No personal-identifiable data

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Budget Year: 2023	Requesting Section/Issuing Office: Health and Nutrition	Reasons why consultancy cannot be done by staff: The consultancy requires specific skills on food technology, sound knowledge of food regulatory system preferably Royal Kram No. NS/RKM/0622/006, Law on Food Safety and experience in Sub-Decree 133 on Marketing of Products for Infant and Young Child Feeding,
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Hedy Ip, Chief of Health and Nutrition	Start Date: 30 June 2023	End Date: 31 st December 2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
Develop joint Workplan for the development of a Mandatory CPCF Standard and supportive materials in Cambodia	Joint workplan for CPCF	July 15 2023 10 workdays
Conduct consultations of partners, and desk reviews and gather the necessary inputs for development of CPCF	1st progress report	September 12, 2023 22 workdays
Conduct analysis and develop draft of National Mandatory CPCF Standard	Draft CPCF standard	October 20, 2023 18 workdays
Facilitate consultative workshop among key stakeholders, compile inputs and update draft CPCF standard,	2nd progress report	November 18, 2023 7 workdays
To Finalize drafting process	Final draft of CPCF and final progress report	December 31, 2023 8 workdays
Total		65 workdays

<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> Bachelor in Food Technology, Nutrition, Public Health or related field <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> Sound knowledge of Food regulatory system preferably Royal Kram No. NS/RKM/0622/006 Law on Food Safety, Sub-Decree133 on Marketing of Products for Infant and Young Child Feeding, Joint Prakas on implementation of Sub-Decree on Marketing of Products for Infant and Young Child Feeding Prakas on Cambodian standard CS 001-2000 Labelling Food Product, Codex Standards and WHA resolutions Previous experience as consultant to support national authorities (e.g., Ministry of Commerce and Ministry of Health) in national food safety or nutrition programs Previous experience in the sector of Food Safety, Food Security and Nutrition for at least 5 years <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (maximum 75 Points)</p> <ul style="list-style-type: none"> Experience in areas of food technology: 25 points Previous experience as consultant to support national authorities (e.g., Ministry of Commerce and Ministry of Health) in national food safety or nutrition programs: 25 points Experience on Guideline development: 15 points Specific role/ engagement in supporting Royal Kram No. NS/RKM/0622/006 Law on Food Safety, Sub-Decree133 on Marketing of Products for Infant and Young Child Feeding: 10 points <p>B) Financial Proposal (maximum of 25 Points)</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>He/she is expected in the UNICEF office for meetings only, no sitting desk required.</p> <p>The consultant will use his/her own laptop to carry out the tasks</p> <p>No DSA payment, all included in the daily rate of professional fee.</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

¹ 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.