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###### United Nations Children’s Fund (UNICEF)

###### Vientiane, Lao PDR

###### Individual Consultancy: Individual contract to develop a nutrition data repository and web-based dashboard, stakeholder and action mapping database, Lao PDR

###### Terms of Reference

1. **Background**

The European Union Delegation and UNICEF in the context of their *Partnership for Improved Nutrition* in Lao PDR support the implementation of the National Nutrition Strategy (2016-2025) and Plan of Action (2016-2020). An annual stakeholder and action mapping as well as financial tracking for nutrition has been ongoing since 2015 to track progress of implementation of the 22 priority interventions contained in the National Nutrition Strategy and Plan of Action (NNSPA). Previous stakeholder and action mapping was manually done using an excel based tool with limitations in data completeness and timeliness by stakeholders. It was also resource intensive and required manual intervention for performing quality checks and validations as well as for analysis. An online (web based) system is expected to improve on data collection through decentralized data entry, improve on data quality, completeness and timeliness and the generation of intuitive visualizations and dashboards of the 3 Ws (Who, where and what)

Also, as part of the extended *Partnership for Improved Nutrition*, a National Information Platform for Nutrition (NIPN) was established to support the implementation and monitoring of results for nutrition interventions in the country. The Government of Lao PDR and the National Nutrition Committee acknowledge the need for strengthening the existing nutrition information system to generate quality and timely data to track progress against actions and use it for policy development and advocacy for increased public financing for nutrition. NIPN seeks to bring all existing nutrition related information and data from all sectors together for analysis to support the development of evidence-based policies and programmes to improve human nutrition.

The development of a composite nutrition information platform that tracks the inputs to and results of nutrition will strengthen nutrition programming and enable additional analysis of drivers of malnutrition at national and sub national levels. It will also enhance coordination and collaboration among nutrition partners for optimal results. Comprehensive data analysis generated from NIPN shall contribute to annual progress monitoring of implementation of the National Nutrition Strategy and Plan of Action (2016-2020), the 8th National Socio-Economic Development Plan, Sustainable Development Goals and Scaling Up Nutrition MEAL indicators. Knowledge products will feed into nutrition related policy dialogue such as the annual National Nutrition Forum, Round Table Meetings and sectoral review meetings.

This is a joint consultancy between the Policy Monitoring & Evaluation and Health & Nutrition sections of UNICEF as part of programme synergy and complementarity. The two programmes have a common goal of developing a nutrition information platform that tracks the inputs, results and stakeholders involved in nutrition programming in Lao PDR. This will enhance convergence, maximize the use of resources and reduce duplication of efforts for programme efficiency.

1. **Purpose**

The main purpose of the consultancy is the development of an online data repository and nutrition dashboards that will provide data for analysis in response to nutrition policy relevant questions by policy and decision makers in the country. It shall capture information on trends of key nutrition indicators at various administrative levels for evidence- based decision making, budgeting and programming. The online platform will also capture information on key nutrition stakeholders, interventions and scale of implementation as well as target beneficiaries and geographic areas.

1. **Work Assignments**

The core activities of the consultant shall include the following;

1. **To develop a web-based data-repository at the central level by December 2020**
   * Develop a web-based data-repository integrating the elements of metadata, GIS maps and others for hosting of routine and survey datasets on nutrition
   * Develop tools for data exchange among sectors at national and sub national level for periodic update of the repository.
   * Customization and language localization of the web-based database for Lao speaking audience.
2. **To develop a web-based dashboard for monitoring of nutrition results, stakeholder and action mapping by December 2020**

* To develop an intuitive and interactive web-based dashboard of key nutrition indicators that presents trends and analytical objects like tables, charts and maps at different administrative levels.
* The web-based dashboard should offer features of data search and layers for financial tracking of investments in nutrition at central and sub national levels
* Develop a web-based tool for capturing information on 3 Ws of key nutrition stakeholders and action mapping
* Produce stakeholder and action mapping for 2019 including financial tracking
* Produce a mobile application for the web-based dashboards and stakeholder mapping

1. **Capacity building of users and data-administrators at central and provincial levels by April 2020**

* Develop user guides and manuals on management of the centralized repository and web-based dashboard
* Conduct training for government staff at central and provincial level on management of the data repository, maintenance of the nutrition dashboards, stakeholder and action mapping, generating data-visualizations and analytical reports.
* Conduct training of database administrators on the development framework, tools & utilities as well as configuration of the data repository and web-based dashboards.

1. **Qualifications or Specialized Knowledge/Experience Required**

Qualifications and Experience

* Minimum of bachelor’s degree in Information Technology/Statistics /GIS technology

Knowledge and Skills

* More than 10 years of international experience in development and strengthening of decision support systems, development of data repositories.
* Experience in capacity development in improving use of data for tracking progress and program monitoring.,
* Expert in analytical, communication and documentation skills.
* Working experience with government and UN agencies in Lao PDR would be an added advantage.

Competencies

* Good communication skills
* Excellent Analytical skills
* Ability to work in a multi-cultural environment and team

Languages

* Fluency in written and spoken English is mandatory.
* Understanding of Lao language would be an added advantage.

1. **Location**

###### Vientiane, Lao PDR with intermittent travels to provinces/districts

1. **Duration**

October 2019 to May, 2020

1. **Deliverables**

8 months

1. **Reporting Requirements**

The Consultant shall submit;

* 1. Progress report: Progress report with description of deliverables and payment invoice
  2. End of Assignment: An end of assignment report with documentation of key deliverables, challenges and recommendations.

1. **Payment Schedule linked to deliverables**

* Payment is against deliverables and duly signed progress report, certified report of completion of the activity by Programme Specialist, Nutrition Specialist and approved by Chief of Policy, Monitoring and Evaluation and Chief of Health & Nutrition (UNICEF).
* Payments will be made in USD within 30 days of submission of each invoice as per UNICEF guidelines.
* Any tax to be paid to the government should be covered by the consultant and UNICEF will not be responsible to cover any such costs.

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| ***Deliverables*** | ***Payment***  ***(including business travel fee) be directly linked with satisfactory deliverables*** | ***Reporting Requirements for each deliverable*** |
| 1. Inception report on meetings with stakeholders on creation of data repository and web-based dashboards indicating;  * Consensus on data repository platform * Choice of nutrition indicators for online dashboards * Host institution(s) of data repository and web-based dashboards | 10% | Inception report  (1 month) |
| 1. Web based deliverables finalized, configured, hosted and tested  * Nutrition data repository, * Web based dashboard * Stakeholder and Nutrition Action mapping * Mobile application for dashboards | 40% | Online platforms  (3 months) |
| 1. Capacity building of government staff at central and sub national levels  * Development of user guides and training materials * Conduct at least 6 training sessions for government staff on use management of web-based tools and products | 20% | User guides and manuals/training reports  2 months |
| 1. 2019 stakeholder and action mapping conducted with outputs from web-based stakeholder and action mapping 2. End of consultancy report  * Submission of soft copies of all tools and products | 30% | 2019 stakeholder and action mapping  Final report  (2 months) |

1. **Administrative Issues**

The consultant will be based at the Center for Development Policy Research (CDR), Ministry of Planning and Investment and the Nutrition Centre of the Ministry of Health. He/She shall spend 40% of time at the Data Analysis Unit of CDR and 60% of time at the National Nutrition Committee Secretariat- Nutrition Centre. The consultant is expected to use his/her own computer/laptop for the duration of this assignment. Translation service of key documents as well as for workshops and meetings will be provided by UNICEF as necessary. Health insurance is required by the consultant. The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF, CDR and NNC-S.

###### UNICEF shall bear the cost round trip for the consultant to Laos using its internal rules and regulations. The Consultant shall travel to provinces/districts as at when required. The Consultant shall spend about 80% of time working in Vientiane and 20% travelling to the sub national level.

1. **Contract supervisor**

* The consultant shall report to Chief of Policy, Monitoring and Evaluation and Chief of Health & Nutrition (UNICEF).
* The Nutrition Specialist and Programme Specialist from UNICEF will be the key focal points for day to day coordination and supervising the above assigned tasks

1. **Nature of ‘Penalty Clause’ to be Stipulated in Contract**

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants’ performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

1. **Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

* Letter of Interest (cover letter)
* CV or Resume
* Performance evaluation reports or references of similar consultancy assignments (if available)
* Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is 06/09/2019

1. **Assessment Criteria**

A two-stage procedure shall be utilized in assessing the applications;

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant works performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Vientiane, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

* Degree Education in ……… (30 points)
* Knowledge of …….. (20 points)
* Experience in…….. (30 points)
* Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.