

## **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> International consultant to lead the national nutrition information strategy development and national nutrition surveillance protocol development	<b>Funding Code:</b>  SC210370	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor	<b>Duty Station:</b>  Freetown
<p><b>Purpose of Activity/Assignment:</b></p> <p>Access to timely, quality and reliable nutrition-related data are essential to support planning, management and decision-making. A robust nutrition information system designed to continuously collect and interpret quality and reliable data on food, health, nutrition, and economic performance timely is needed to guide decisions on improving the nutrition situation of the population.</p> <p>The lack of a consolidated view on how the different pieces of nutrition-related information together provide a coherent picture of the causes and outcomes of the nutrition problem is globally recognized as a barrier to evidence-based decision-making in nutrition. As a consequence, many decisions are made on partial data or contradicting evidence.</p> <p>In Sierra Leone, nutrition-related data are generated from different information systems of different Government ministries, departments, and agencies (MDAs). Consolidation of some information occurs to some extent including through consistent engagement for Cadre Harmonise, a regional analytical framework in the West and Central Africa region that serves as an early warning tool to prevent a food crisis. Despite this, there is a lot of room for improvement to harmonize efforts, regularize timely consolidation and dissemination of data from multisectoral sources to inform actions, reduce duplication and maximize use of limited resources, and strengthen nutrition information governance. Lack of strong nutrition surveillance system that monitors trends to early detect malnutrition epidemics with identification of affected locations and vulnerable population and to trigger response activities is another challenge. The development of a national nutrition information strategy is a first step towards achieving a robust and holistic nutrition information management in the country.</p> <p>The purpose of this consultancy is to support the development of: (1) Sierra Leone National Nutrition Information Strategy; and (2) National Nutrition Surveillance Protocol.</p>			
<p><b>Scope of Work:</b></p> <p><b>National Nutrition Information Strategy Development</b></p> <p>(1) Outline the major components of the national nutrition information strategy based on global recommendations and best practices, and national requirements based on evidence review. This includes the conduct of desk review of relevant nutrition related documents, such as national nutrition multi-sectoral strategic plan with common results framework (CRF), draft national health and sanitation policy, draft national health sector strategic plan, the draft Sierra Leone Health M&amp;E Strategy (2021-2024), Cadre Harmonise, Food Security Monitoring System (FSMS) and other survey reports. Review existing information systems for nutrition in different sectors, including Health Management Information System (DHIS2), to assess their scope, opportunities, and limitations, as well as potential inter-operability and linkages between the different systems.</p> <p>(2) Lead primary data collection from stakeholders to enrich the situation analysis of the current information systems for nutrition and to explore options for establishing a framework to collate information from multiple sources in order to inform multi-sectoral nutrition response through integration, consolidation, coordination, and improving data visibility. This includes design of data collection tools, actual data collection with support from a national consultant who will be responsible for coordination, field data collection, consensus building and negotiation.</p>			

- (3) Based on the information collected / reviewed above, lead situation analysis of existing information systems for nutrition with support from national consultant. This should: i) outline their functionality, data sources with available data at different levels, system elements, features, structures/platforms, linkages, interactions, opportunities, and bottlenecks; and ii) map the actors that run those systems, their readiness to collaborate on data sharing and their requirements for doing so.
- (4) Draft the strategy which, at a minimum, define the country's nutrition information systems vision and strategic objectives; mapping of the existing information systems for nutrition and describing the relationship of each information system; describe the roles and functions of the governing authority and other bodies to establish and operationalize a framework to collate information from multiple sources in order to inform multi-sectoral responses; describe the roles and responsibilities of non-government actors and partners in the implementation of the strategy; theory of change on how information management can support the overarching goals of the sector, and results framework illustrating the processes and mechanisms for data consolidation, analysis, feedback, and reporting; capacity strengthening and resource requirements and timing for operationalizing a strategy; a roadmap detailing the required steps in strategy implementation and outlining the approximate expected costs of each step.
- (5) Lead design of the consultation and validation process of the strategy which will be organized through the coordination support of a national consultant who will liaise with relevant authorities and stakeholders, and technical and administrative support of UNICEF Health and Nutrition Section
- (6) Finalize the national nutrition information strategy

#### National Nutrition Surveillance Protocol

- (7) Outline the major components of the national nutrition surveillance protocol consistent with global recommendations and requirements with high consideration of the country situation including national commitments based on evidence review
- (8) Draft the protocol in consultation with relevant Ministry of Health and Sanitation directorates, including the data collection methods, sampling, frequency, and analysis tools for implementation of the protocol
- (9) Lead validation of the draft protocol which will be organized through support from UNICEF Health and Nutrition Section
- (10) Finalize the national nutrition surveillance protocol

#### 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>Budget Year:</b> 2021	<b>Requesting Section/Issuing Office:</b> Health and Nutrition Section – Sierra Leone Country Office	<b>Reasons why consultancy cannot be done by staff:</b> The assignment requires extensive evidence review, technical expertise and dedicated time to develop tools and analyze and validate data within the allotted time period which existing Health and Nutrition staff will not be able to perform due to competing priorities	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>	<b>Start Date:</b> 01 March 2022	<b>End Date:</b> 31 October 2022	<b>Number of Days (working):</b> 60

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
<b>National Nutrition Information Strategy</b>			
Evidence review of the country situation global recommendations and best practices on nutrition information, and national requirements	Inception report with the following section: (1) situational analysis which includes findings of the evidence review and evidence gaps; (2) proposed outline of the strategy; (3) and the methodology annexing data collection tools for each category of stakeholder consultation	01 - 15 Mar 2022	
Design data collection methodology and tools for various stakeholder consultations			
Lead and supervise the primary data collection from stakeholders (e.g. involve consultation) to inform the design of the strategy, and consolidate and analyse data collected	Zero draft of strategy	16 Mar – 15 June 2022	
Develop the strategy based on evidence review, situation analysis results, and stakeholders' insights			
Review and validation of the strategy by stakeholders	PPT of the strategy after review, agenda of the validation meeting, and validation report	16 – 30 July 2022	
Finalization of the strategy based on validation meeting	Final draft of the costed strategy	1 – 15 Aug 2022	
<b>National Nutrition Surveillance Protocol</b>			
Evidence review of the country situation global recommendations and best practices on nutrition information, and national requirements	Outline of the protocol based on evidence review	01 - 15 Mar 2022	
Writing the protocol based on evidence review	Zero draft of the protocol	16 Mar – 15 June 2022	
Internal UNICEF review of the zero draft and revision based on UNICEF feedback	First draft of the protocol	16 Jun – 10 July 2022	
Stakeholder review of the 1 <sup>st</sup> draft and revision based on feedback	Pre-validation draft of the protocol and PPT of highlights of the pre-validated draft	10 – 30 Jun 2022	
Validation of the protocol	Validation report		
Finalization of the protocol based on validation meeting	Final draft of the protocol	1 – 15 Aug 2022	

<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in public health and nutrition, epidemiology, health/nutrition information technology, health/nutrition informatics, or health system management</li> <li>• The Contractor should have a minimum of 10 years' experience working on health and nutrition information management systems</li> <li>• Ability to effectively grasp and incorporate inputs/feedback from multiple contributors</li> <li>• Previous UNICEF, UN and/or INGO experience in a similar role is desirable</li> </ul>
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</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>