

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

International Individual Consultancy: Data Analysis Advisor, National Information Platforms for Nutrition (NIPN), Lao PDR

Terms of Reference

1. Background

The National Information Platforms for Nutrition (NIPN) is an international initiative of the European Commission with support from the Foreign, Commonwealth & Development Office (FCDO) of the United Kingdom and the Bill and Melinda Gates Foundation. This initiative is an integral part of the government's nutrition programme, which is implemented jointly by the EU Delegation and UNICEF in their Partnership for Improved Nutrition in Lao PDR in support of the National Nutrition Strategy and Plan of Action (2016-2025).

NIPN brings together data from relevant sectors for analysis to support evidence-based policies and programmes to improve human nutrition as well as facilitate multi-sectoral and multi-stakeholder dialogue on nutrition. A web-based dashboard and data repository was set up in 2020 to help track results and investments in nutrition in the country. Several analysis and evidence generated by NIPN are shaping nutrition policy development and programming in Lao PDR.

The Data Analysis Unit is hosted by the Development Research Institute (DRI), of the Ministry of Planning and Investment (MPI). It leads in the generation of evidence through data analysis and quantitative assessments to influence nutrition policy formulation in the country.

2. Purpose of consultancy

The Data Analysis Advisor will;

- ✓ Provide technical advice, training and guidance to the staff and team working with the NIPN Data Analysis Unit at the Development Research Institute (DRI), Ministry of Planning and Investment as well as provincial and district staff to generate, analyse and interpret data to track progress, inform policies and programmes for better nutrition in Lao PDR.
- ✓ Provide technical support in bringing data from different sectors (both administrative data and survey data) to help the Data Analysis Unit answer the questions posed by policy makers and programme managers.
- ✓ Work closely with the Policy Analysis Unit and UNICEF Lao PDR Country Office to provide expertise in strengthening the capacity of government counterparts at national and sub-national levels using the NIPN initiative as entry point to promote the convergence, results-based planning, monitoring, and budgeting to support key social sectors such as Health and Nutrition, Education, Agriculture and Forestry in delivering results for children in an integrated manner and for evidence based decision making at various levels.

3. Work Assignments/expected deliverables

The core activities of the consultant shall include the following;

a. Support the functions of the NIPN Data Analysis Unit

- ✓ Develop workplans including milestones, for implementation of NIPN operational plan as well as foster linkages between the Data Analysis and Policy Analysis Units.
- ✓ Provide technical guidance for reviewing nutrition related data and supporting relevant institutions in improving nutrition monitoring at national and sub national levels.
- ✓ Guide the collection, analysis and presentation of nutrition data based on country context and international standards.
- ✓ Work closely with the Policy Analysis Unit, UNICEF Country Office and other stakeholders to identify nutrition policy questions; provide oversight for research processes including drafting research of proposals, conducting data collection, analysis and reporting.

b. Strengthen the capacities of the NIPN Data Analysis Unit:

- ✓ Build capacity of institutions of the Data Analysis Unit, through learning by doing, to conduct data analysis, and report of results at both national and sub national levels
- ✓ Develop and implement a capacity development plan aimed at strengthening capacity of government institutions based on NIPN priorities by focusing on use of quality and reliable data for policy and decision making.
- ✓ Develop expertise of the Data Analysis Unit in using certified analytical tools and software for data collection, analysis and presentation.
- ✓ Provide technical advice, training and practical support to the day to day operations of the NIPN including data cleaning, data management, data storage and data archiving, based on best practices and procedures.

c. Perform quantitative and qualitative data analysis as well as present the findings in suitable formats to multiple stakeholders

- ✓ The Data Analysis Advisor will lead Data Analysis Unit in the quantitative and qualitative analysis based on existing data and literature.
- ✓ Produce written documents for multiple audience and stakeholders, such as analytical papers, reports, reviews and policy briefs.
- ✓ The Data Analysis Advisor shall work closely with the NIPN Policy Analysis Unit to access relevant data to answer questions raised by policy or decision makers at various levels.
- ✓ Support the dissemination of findings and new evidence to policy makers and programme planners at various levels as per the visibility and communication plan using multiple channels such as web and media communications; publications; policy briefs; webinars

d. Maintain the NIPN dashboard and data repository

- ✓ Provide technical expertise to the Data Analysis Unit in maintaining an up to date web-based nutrition dashboard and data repository by ensuring timely upload of meta-data to the database.
- ✓ Where required the consultant shall update the nutrition data mapping, produce presentations, nutrition profiles for targeted audience.
- ✓ Create an effective knowledge management system for evidence-based decision making at national and sub-national levels to strengthen planning, monitoring and coordination mechanism among key social sectors in delivering results for children in integrated manner.
- ✓ Undertake other relevant tasks to support the work of Policy Analysis Unit as requested by the Head of Data Analysis Unit, UNICEF and other stakeholders related to data analysis and reporting.

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

Masters or an advanced university degree in Public Health, Nutrition, Statistics, Epidemiology, Biostatistics, Mathematics and Social science

Knowledge and Skills

- ✓ Minimum of 8 years of experience in the management, analysis and reporting of biomedical data, ideally including data on human nutrition
- ✓ Demonstrated experience in managing, organizing, creating, analysing and archiving data sets from multiple sources and sectors.
- ✓ Proven ability to write policy briefs, research papers, articles, technical reports and documents in English.
- ✓ Demonstrated professional and interpersonal communications skills suited for donor clients, government and other stakeholders (including data visualization, report writing and presentations).

- ✓ Track record of successful delivery of high-level expert advice to governments and international organizations;
- ✓ Experience in providing technical assistance to government for sector development and capacity building
- ✓ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines.
- ✓ Experience in using statistical software and relevant analytical tools for both quantitative and qualitative analysis such as STATA, SPSS, R and ARC-GIS etc

5. Location

Vientiane, Lao PDR with intermittent travels to provinces/districts

6. Duration

11.5 months (Renewable)

7. Reporting Requirements

The Consultant shall submit;

- a. Quarterly Progress report: Progress report with description of deliverables and payment invoice
- b. End of Assignment: An end of assignment report with documentation of key deliverables, challenges and recommendations.

8. Payment Schedule linked to deliverables

- ✓ Payment shall be linked to deliverables and duly signed progress report, certified report of completion of the activity by the Nutrition Specialist and approved by Chief of Nutrition Section, 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.

| <i>Workplan/Deliverables by quarters</i> | <i>Payment (directly linked with satisfactory deliverables)</i> | <i>Reporting Requirements for each deliverable</i> |
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| 1st three months (March-May 2022) <ol style="list-style-type: none"> a. Prepare training materials based on capacity needs assessment of Data Analysis Unit b. Conduct 1 structured training of the capacity development plan c. Provide hands-on training through learning by doing to staff of the Data Analysis Unit d. Conduct a minimum of 2 internal training sessions e. Gather relevant materials and data in response to nutrition policy relevant questions f. Ensure the NIPN dashboard and data repository is updated g. Related tasks that may be agreed on with programme management | 25% | Signed Quarterly report, invoice, attendance report |
| 2nd three months (June-August) <ol style="list-style-type: none"> a. Prepare training materials based on capacity needs assessment of Data Analysis Unit b. Conduct 1 structured training of the capacity development plan c. Prepare nutrition policy paper/ briefs that promote convergence in design and implementation of nutrition programmes with recommendations for policy makers d. Gather relevant materials and data in response to nutrition policy relevant questions | 25% | Signed Quarterly report, invoice, attendance report |

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| <ul style="list-style-type: none"> e. Ensure the NIPN dashboard and data repository is updated f. Prepare knowledge materials for dissemination to wide stakeholders g. Related tasks that may be agreed on with programme management | | |
| 3rd three months (Sept-Nov. 2022) <ul style="list-style-type: none"> a. Prepare training materials based on capacity needs assessment of Data Analysis Unit b. Conduct 1 structured training of the capacity development plan c. Prepare nutrition policy paper/ briefs that promote convergence in design and implementation of nutrition programmes with recommendations for policy makers d. Gather relevant materials and data in response to nutrition policy relevant questions e. Ensure the NIPN dashboard and data repository is updated f. Related tasks that may be agreed on with programme management | 25% | Signed Quarterly report, invoice, attendance report |
| 4th three months (Dec. 2022-Feb. 2023) <ul style="list-style-type: none"> a. Prepare training materials based on capacity needs assessment of Data Analysis Unit b. Conduct 1 structured training of the capacity development plan c. Prepare nutrition policy paper/ briefs that promote convergence in design and implementation of nutrition programmes with recommendations for policy makers d. Gather relevant materials and data in response to nutrition policy relevant questions e. Ensure the NIPN dashboard and data repository is updated f. Related tasks that may be agreed on with programme management | 25% | Signed Quarterly report, invoice, attendance report |

9. Administrative Issues

- ✓ Consultant is responsible for his/her own health and travel insurance.
- ✓ UNICEF shall bear the cost round trip for the consultant to Laos using its internal rules and regulations (if required).
- ✓ The Consultant shall travel to provinces/districts as at when required. The Consultant shall spend about 80% of his/her time working in Vientiane and 20% travelling to the sub national level. Such travels will be in accordance with UNICEF rules and procedures.

10. Contract supervisor

The consultant shall be based at the Development Research Institute (DRI), Ministry of Planning and Investment. 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. The copy rights of all the deliverables to be produced through this assignment will remain with UNICEF.

11. 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.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents;

- 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 with the breakdown by fee, living allowance and travel cost for this assignment as per work assignment.

The deadline for applications is 4th March 2022.

13. Assessment Criteria

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

- a. Assessment of qualification and previous works in related areas.
- b. 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 %

- **Education:** Masters or an advanced university degree in Public Health, Nutrition, Statistics, Epidemiology, Biostatistics, Mathematics and Social science (30 points)
- **Knowledge:** (20 points)
 - ✓ Minimum of 8 years of experience in the management, analysis and reporting of biomedical data, ideally including data on human nutrition
 - ✓ Demonstrated experience in managing, organizing, creating, analysing and archiving data sets from multiple sources and sectors.
 - ✓ Proven ability to write policy briefs, research papers, articles, technical reports and documents in English.
 - ✓ Demonstrated professional and interpersonal communications skills suited for donor clients, government and other stakeholders (including data visualization, report writing and presentations).
 - ✓ Track record of successful delivery of high-level expert advice to governments and international organizations;
 - ✓ Experience in providing technical assistance to government for sector development and capacity building
 - ✓ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines.
 - ✓ Experience in using statistical software and relevant analytical tools for both quantitative and qualitative analysis such as STATA, SPSS, R and ARC-GIS etc
- **Experience:** Minimum 8 years of International development experience, including work in developing countries in related areas. (30 points)
- **Quality of past work:** (e.g. understanding, methodology) (20 points)

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

- ✓ The maximum number of points shall be allotted to the lowest Financial Proposal that is opened / evaluated and compared among those technical qualified candidates who have attained a minimum 70

points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

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

14. Programme Area, Outputs and Specific Key Results Areas in the Annual Work Plan 2022/23:

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| Section Request: | Policy, Monitoring and Evaluation |
| Programme Area: | CPD Outcome 2: By 2026, more infants, children, adolescents and pregnant women have equitable access to and benefit from high impact multi-sectoral nutrition interventions |
| IR: | Output 1: Government authorities at national and subnational levels have an enhanced institutional and administrative framework for convergent equitable scale up of quality multi-sectoral high impact nutrition interventions and services |

Included in approved AWP: ☒ Yes ☐ No