

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Nutrition Individual Contractor	Funding Code: SC 190643	Type of engagement <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duty Station: Kingston
Purpose of Activity/Assignment: Background: <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive and thrive without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated.</p> <p>There is growing evidence that investing in the health, nutrition, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.</p> <p>UNICEF Jamaica has been working with the Government of Jamaica to address inequities in health. Among the issues that affect the health of Jamaican children at their earliest stage of life through the period of adolescence is nutrition – infant and young child feeding for newborns through to age five, middle childhood and the period of adolescence call for varied nutritional requirements. In order for families to make informed choices regarding nutrition for children, a coordinated effort is necessary including actions from policy makers, food industry actors, school administrators, healthcare practitioners, parents and children themselves.</p> <p>UNICEF Jamaica requires the services of a consultant to support the implementation of its nutrition programme.</p> Purpose of the Job <p>The Nutrition Consultant will provide technical assistance, guidance and support for programme/project design, planning and implementation. The consultant will also provide monitoring support including data analysis, progress reporting, knowledge generation, networking and capacity building, in support of achievement of planned objectives of the work plan and programme goals. In addition, the consultant will be tasked to perform key administrative duties required for efficient implementation of programme/project activities.</p>			

Key Functions, Accountabilities & Tasks

1. Support to programme development and planning

- Assists the preparation and periodic update of the Situation Analysis by compiling Health and Nutrition data, analysing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts reports and assists with preparation of sectoral input to the programme documents as required.
- Assists in the development of the nutrition elements of the Health Programme work plan and participates in technical discussions and decisions for efficient administration, implementation and monitoring of sectoral project activities. Monitors to ensure nutrition objectives and targets are timely met and achieved, through effective coordination and collaboration, by participating in a teamwork of professional and support staff. Support maintenance of info system for monitoring [gender sex aggregated data](#).
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions; preparing materials and reports as necessary;

2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with UNICEF colleagues and partners to discuss operational and implementation issues as it relates to Nutrition programme goals and objectives. In particular, the following key programme issues: Advocacy on front of package food labeling; Expansion of the Baby-Friendly Hospital Initiative; Capacity strengthening of the Infant and Young Child Feeding Network; Support to the Jamaica Moves in Schools Programme and Addressing adolescent nutrition education and skills among other key programme priorities.
- Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme visits, periodic programme reviews with the government and other counterparts to assess programmes/projects and to report on required action and interventions at the higher level of programme management.
- Contribute to the monitoring and reporting on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, goals, regulations/procedures, donor commitments, standards of accountability and integrity.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Support implementing partners in programme planning in alignment with UNICEF's goals and objectives; complying with organizational processes and management systems.
- Conduct programme field visits in accordance with office procedures and exchange information with partners and stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant colleagues for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on nutrition-related issues to support programme implementation, operations and delivery of results
- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as adolescent health ensuring keen attention to issues around equity.

- Work closely with the Communication team to develop technical and/or advocacy material and messaging as necessary for and in alignment with the programme objectives.

4. Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Support the application of innovative approaches and promotion of good practices to support the implementation and delivery of concrete and sustainable programme results.

5. Emergency preparedness and management are maintained and provided.

- Assist in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in implementation of UNICEF and the wider UN emergency plans in line with the Core Commitments for Children in Humanitarian Action.

6. Other assigned duties and responsibilities are effectively accomplished.

- Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

Reporting line:

The consultant will report directly to UNICEF's HIV Specialist and indirectly to the Deputy Representative.

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:

N/A

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](#)

Budget Year: 2021	Requesting Section/Issuing Office: Programme/Kingston Jamaica	Reasons why consultancy cannot be done by staff: UNICEF does not currently have strong technical capacity in the area of nutrition and non communicable diseases. As the JCO's programme is evolving and a new programme cycle is being designed with a strong nutrition component, the CO requires the requisite capacity to meet the planned goals and objectives.									
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 Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment									
If Extension, Justification for extension:											
Supervisor: Novia Condell	Start Date: September 15, 2021	End Date: August 31, 2022	Number of Days (working)								
Work Assignment Overview <table border="0"> <thead> <tr> <th>Tasks/Milestone:</th> <th>Deliverables/Outputs:</th> <th>Timeline</th> <th>Estimate Budget</th> </tr> </thead> <tbody> <tr> <td colspan="4"> Tasks are not chronological and will require simultaneous management. The individual contractor will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToRs or any other activities within the Health and Nutrition programme assigned to her/him. The consolidated report will be based on the outputs agreed with the supervisor monthly. </td> </tr> </tbody> </table>				Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget	Tasks are not chronological and will require simultaneous management. The individual contractor will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToRs or any other activities within the Health and Nutrition programme assigned to her/him. The consolidated report will be based on the outputs agreed with the supervisor monthly.			
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Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan) The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Individual contractor as per UNICEF travel rules and regulations	As necessary		
DSA (if applicable)	As necessary		
Total estimated consultancy costsⁱ	N/A		
Minimum Qualifications required: <ul style="list-style-type: none"> Advanced degree in nutrition, public health, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science At least three years' experience in nutrition programme planning and management, policy development or research. <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Knowledge of child and adolescent development Experience working in public health settings is considered an asset Experience in conducting nutrition related research and data analysis at national level Experience in programme planning, monitoring and evaluation are considered an advantage Good communication and writing skills and competence in basic IT packages, particularly MS Word and MS Excel. Experience in the field of health would be an asset. 		
Administrative details: Visa assistance required: N/A Transportation arranged by the office: N/A <input type="checkbox"/>	<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 type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<div> <i>Approval of Chief of Operations (if Operations):</i> <hr/> </div> <div> <i>Approval of Deputy Representative (if Programme)</i> <hr/> </div> <div> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> <hr/> </div>			

ⁱ 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

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.

HOW TO APPLY

To apply, **click** on the Apply link found either at the beginning or at the end. Submit a cover letter, a CV that includes 3 relevant references and the fee requested for this consultancy (monthly rate). In case of doubts please send your comments to Charlene Buckley cbuckley@unicef.org at least 3 working days before the deadline.