

## TERMS OF REFERENCE

### SUMMARY

<b>Type of Contract (tick the appropriate box)</b>	Institutional Contractor	<i><b>Individual Consultant</b></i>	Technical Assistance to IP (individual)
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<b>Title</b>	Nutrition Consultant - Nutrition Information System (NIS)		
<b>Purpose</b>	Under the EC-NIS project, the Nutrition Information System Consultant will work in the nutrition section, in support of the M&E/HMIS/Nutrition Unit within the MoH, and will provide technical support to strengthen national nutrition information system, support training and provide guidance to staff working within and outside the MoH, including sectors and partners. The Nutrition Information System Consultant will support strengthening the nutrition information infrastructure and capacities of staff on how best to collect, collate and analyse quantitative and qualitative data to better understand the nutrition situation, analyse trends of malnutrition rates over time, produce regular report and track f core nutrition indicators; and inform decision making for effective planning, implementation, monitoring and evaluation of interventions to improve nutrition in the country.		
<b>Reporting to</b>	Chief of Nutrition, Zambia Country Office		

### BACKGROUND

There is unprecedented attention and commitment to address malnutrition using multisectorial approaches but one of the most frequently mentioned problems is the lack of the right nutrition data to characterize the situation, allocate resources, monitor implementation and evaluate progress<sup>1</sup>. There has been clear global recognition and commitment for nutrition with the ICN2, the UN Decade of Action on Nutrition, the establishment of the SUN movement as a platform for global action and the Nutrition for Growth (N4G) events or Global Nutrition Summits. Recommendation 5 of the ICN2 Framework for Action endorsed by the participating governments is to “improve the availability, quality, quantity, coverage and management of multi-sectoral information systems related to food and nutrition for improved policy development and accountability”<sup>2</sup>.

UNICEF supports Ministries of Health to collect reliable and timely nutrition and health data through national health management information systems, as part of its approach to close the equity gaps in maternal, newborn, child and adolescent health and nutrition, and effort towards Universal Health Coverage. Strong and effective Nutrition Information Systems (NIS) provides timely and reliable nutrition and health information that supports the development of health-related policies, strategies, plans and budgets at national and improves decentralized capacity for management. Further, this provides the necessary information for tracking country’s progress of global targets, evidence-based prioritization, resource allocation and monitoring & evaluation for program improvement.

A landscape analysis of the nutrition information systems in the Eastern and Southern region carried out in 2019 by UNICEF(ESARO) identified several gaps in the NIS and provided recommendations to strengthen NIS specific to each country, Zambia included. There are quality issues exist with current indicators being collected while some critical indicators are still missing. Furthermore, nutrition data that when collected are not regularly analysed to inform decision-making for nutrition programming. There is also a need to integrate data from multi-sectoral sources (agricultural, markets, climatic, health, WASH, social protection) to make useful programmatic decisions. A NIS that

<sup>1</sup> Global Nutrition Monitoring Framework: operational guidance for tracking progress in meeting targets for 2025. Geneva: World Health Organization; 2017. Licence: CC BY-NC-SA 3.0 IGO.

<sup>2</sup> Second International Conference on Nutrition, Rome, 19-21 November 2014. Framework for Action. Conference Outcome Document.

measure all the key nutrition specific and sensitive outcomes and provides basic information on the immediate, underlying key drivers can greatly support the situation analysis and provide timely and accurate nutrition information to policy decision makers.

## JUSTIFICATION

Following recommendations of the landscape analysis of the nutrition information systems in Eastern and Southern Africa, the European Commission has (EU) has provided 4-year grant (2020-2023) to UNICEF and WHO for technical support to ministry of health to improve and strengthen the existing nutrition information systems in 5 countries. This financial support is expected to contribute to the sustainable collection, collation, analysis and presentation of high-quality national data and information systems that are regularly used for programme monitoring and performance improvement. Zambia is one of the five countries besides Ethiopia, Ivory Coast, Laos, and Uganda that have been selected to benefit from this support. Zambia has prioritized stunting reduction in childhood in its National Nutrition Sector Strategic Plan II and in the implementation of the Most Critical Days Programme in SUN II phase, but still faces gaps in its HMIS (DHIS2) and M&E framework to effectively monitor such nutrition programmes and global nutrition targets. UNICEF has a key role to play, particularly through support at the decentralized level and to the program units (health, nutrition) within ministries of Health in implementing these recommendations.

It is for this reason that UNICEF ZCO needs a dedicated Nutrition Information System Consultant for an initial period of 11 months to support the nutrition section and MOH in the establishment of this programme for the first year, after which capacity within MOH might be able to sustain the project. The incumbent will report to the Nutrition Specialist Policy and Evidence Generation and he/she will work closely with M&E/HMIS and Nutrition divisions of MoH, and WHO in carrying out his/her duties to support the strengthening of the national nutrition information systems.

## OBJECTIVES / TARGET

The overall objective of this initiative, for which a suitable experienced consultant is required, is to strengthen the nutrition information system (NIS) for a greater use of nutrition information by policy makers and programme managers. The expected outcome, an improved and functional NIS and country capacity in monitoring programs and international/global nutrition targets. The outcome will be achieved by delivering on a set of specific outputs that include:

- 1) Design of the indicators to fill the major nutrition data gaps in the revised Zambia national nutrition monitoring framework,
- 2) Incorporating nutrition module in both routine and ad hoc nutrition data collection system;
- 3) Improved capacity to collect and analyze data – with enhanced human resource capacity for data management;
- 4) Establishment of a solid information technology platform/infrastructure – with dashboard presentation that allows easy review of key nutrition information at all levels (national, regional/district) to show current program status and support actions and decision making;
- 5) Availability of timely improved quality routine and surveys nutrition data; and
- 6) Improved dissemination of nutrition information.

## DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

The Nutrition Information Consultant, in consultation with MoH, and UNICEF, will undertake the following:

### **Support the establishment of a strong NIS including contributing to the Common Results Framework**

- Maintain a detailed work plan and activities to facilitate the implementation of the NIS by MOH at national and district levels

- Support development of Nutrition Dashboard of nutrition indicators in HMIS
- Incorporate list of Nutrition Indicators Data Elements into the NIS;
- Improve NNIS/DHIS2 configurations to give correctly defined nutrition indicators
- Update the DHIS2 to configure with the Global Nutrition Monitoring Framework (GNMF) for standard nutrition reporting
- In partnership with WHO, harmonize and strengthen or establish National Nutrition Monitoring Frameworks filling in major nutrition data gaps to enhance routine collection of nutrition data to monitor national and global progress
- Support MoH/M&E/HMIS in establishment and maintenance of the NIS/DHIS2 within the Government through the development of Standard Operating Procedure (SOP) for the repository.
- Build capacity of responsible personnel within MoH/M&E/HMIS to maintain the NNIS/DHIS2.
- Prepare, review and upload verified data sources into the NIS repository (the clearance should be in line with MoH/M&E/HMIS clearance procedures)
- Support development of guidelines to strengthen the nutrition (anthropometry) component of other large surveys such as DHS, VAC, SMART surveys
- Support the implementation of the Communication and &Visibility plan

#### **Analysis and presentation of nutrition information**

- Working in liaison with WHO/UNICEF Technical Expert Advisory group on Nutrition Monitoring (TEAM), support the country in adopting technical guides to finalise the indicators, visualisation and summary for the NNIS/DHIS2 Dashboard and support MoH/M&E/HMIS to set up the functional web-based dashboard.
- Support the use of a dashboard (DHIS2-inbuilt and web-based) by provinces and districts to ensure simple analysis of summary key indicators are presented in pivot tables or graphs to allow easy review of key nutrition information at all levels (national, regional/district) to show current program status
- Validate and finalise the NNIS/DHIS2 Dashboard through consultation with WHO, UNICEF and Technical Expert Advisory group on Nutrition Monitoring (TEAM) and develop all requirements (data visualisation, analysis required, source of data) to make it functional and web-based Dashboard.
- Guide and support in collation, analysis and synthesis of information on identified areas of nutrition for programme monitoring.
- Process data and support nutrition sector with analysis, interpretation of results and exploring the implications of findings during emergency.

#### **Informing strategic decision-making of the nutrition sector for service delivery/response**

- Generate nutrition information for the decision-making – response planning and monitoring
- Participate in nutrition sector and TWG meetings for regular nutrition updates
- Analyse existing data to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues
- Support implementation of the knowledge management plan

#### **Capacity building and training**

- Support review and development of nutrition modules for NNIS and for training on management of nutrition data
- Liaise with Nutrition Unit in MoH, nutrition sector, academic institutions, UNICEF ESARO/HQ and WHO to develop the training packages on data management, quantitative data analysis and interpretation and use of nutrition data, using commonly used statistical software (ENA, Epi-Info, STATA/SPSS).
- Support in carrying out trainings to MoH/M&E/Nutrition staff, NNIS team, and relevant technical staff from sectors and academic institutions who are part of the Nutrition TWG.
- Regular mentoring and coaching of NNIS team on data collection, analysis, interpretation, presentation and use for evidence-based decision making.

### Nutrition Visibility and Knowledge Products

- Support capacity building in appreciation in role of knowledge management of NNIS products
- Prepare reports, technical briefs, working paper, fact sheets, other relevant knowledge products on different thematic areas related to nutrition in close consultation with MoH/M&E/Nutrition and UNICEF.
- Support CAPE in the production of visibility materials - videos, pop-ups, graphics, social sites, etc in relation to the project by contributing technical material related to the NIS project

### Support to related M&E activities

- Participate in SUNII M&E meetings
- Provide input to the designing the MOH component of the SUN II M&E system in the 17 project districts
- Perform other M&E tasks relevant to nutrition section and as may be assigned by the Supervisor/UNICEF

## EXPECTED DELIVERABLES

Deliverables	Timelines
Draft Nutrition Module for training of provincial and district staff developed Nutrition Dashboard layout designed <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	January 31 <sup>st</sup> , 2021
Revised National Nutrition Monitoring Frameworks, filling in major nutrition data gaps <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	February 28 <sup>th</sup> , 2020
Standard Operating Procedure (SoPs) for data management developed <i>Monthly Update on progress on then NNIS &amp; relevant minutes of meetings held on NNIS</i>	March 31 <sup>st</sup> , 2021
Report on establishment of a functional for systematic foras monitoring of nutrition programmes and targets at national, provincial and district level <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	April 30 <sup>th</sup> , 2021
Summary report on data audits conducted in the districts Draft Preservice Nutrition Module for NNIS <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	May 31 <sup>st</sup> , 2020
Nutrition assessment/survey guidelines and protocols developed/updated for Zambia <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	June 30 <sup>th</sup> , 2021
A single harmonized digital database established as a repository for all nutrition related data from for health sector interventions <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	July 31 <sup>st</sup> , 2021
Summary Report on Training/capacity building activities held on NNIS <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	August 31 <sup>st</sup> , 2021
Summary Report on Knowledge Management Activities implemented in the NNIS <i>Monthly Update on progress on the NIS &amp; relevant minutes of meetings held on NNIS</i>	September 30 <sup>r</sup> 2021
Catalogue/Data base of staff trained on Nutrition Information Management <i>Monthly Update on progress on then NNIS &amp; relevant minutes of meetings held on NNIS</i>	October 31 <sup>st</sup> , 2021
Annual Report on progress/status of NIS project	November 30 <sup>th</sup> , 2021

## REPORTING REQUIREMENTS

The nutrition consultant will submit timely reports to the Chief of Nutrition in UNICEF as required. Minutes/notes of technical meetings will be shared via email within 1 week of the sitting/meeting; training/workshop reports will be submitted within 2 weeks of its conclusion and other progress or technical reports will be submitted in soft (MS word and pdf) copies as stipulated in the updated work plan.

## PROJECT MANAGEMENT

The Chief of Nutrition will be responsible for managing the project and supervising the consultant during the period of contract through calls and meetings to discuss monthly update on deliverables/activities and quarterly review of progress reports and work plans.

## LOCATION AND DURATION

Nutrition Information System a Consultant will be based in Lusaka with 30% travel to the field during the 11 months contract period from January 1, 2021 to November 30, 2021. Travel costs for the field work such as transport will be covered by UNICEF but for DSA this will be covered in monthly flat rate. He/she will spend up to 70% of the time at UNICEF and MoH/M&/Nutrition while in Lusaka providing support to nutrition/monitoring and evaluation staff. A progress report indicating the milestones of the project and tasks accomplished will have to be submitted at the end of the contract period.

## QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

### Qualifications

- **Education requirements:** Master's degree, in public health/epidemiology, statistics, nutrition, or any other subject area relevant to information management
- **Employment experience:** At least 10 years' experience in the management, analysis and reporting of nutrition and/or multi-sectoral data, ideally including data on human nutrition. Experience in capacity strengthening will be an asset.
- **Professional experience:** At least 10 years' experience in designing and implementing health and nutrition capacity assessment, design of nutrition surveys in low-income settings and analysis of large-scale datasets to prepare different knowledge and communication materials
- **Government Support Experience:** Track record of working with government to support strengthening nutrition information systems including capacity building on information management, documentation of nutrition projects, guidelines and publication of best achievements and lessons
- **Language requirement:** Fluency in written and spoken English is required

### Required Skills and Expertise:

- Good written and communication skills including ability to write technical reports, documents or papers in English.
- Prior experience in use of DHIS2.
- Experience in managing, organizing, creating, analyzing and archiving data sets (of at least 10 years)
- Experience of analyzing panel data from integrated surveillance systems or multiple data sets of cross-sectional surveys.
- Good analytical skills including experience in using statistical software (STATA/SPSS/SAS)
- Experience in capacity strengthening and facilitation of trainings will be a great asset.
- Good computer knowledge, including full proficiency in various MS Office applications (Excel, Word etc), data applications (such as KoBo, ODK, Survey Solutions) and nutrition data software (such as WHO Anthro, WHO anthro plus, Epi Info and ENA) would be useful.
- Ability to work effectively in a multi-cultural and dynamic environment.

## EVALUATION PROCESS AND METHODS

The proposals will be evaluated based on the evaluation criteria in the table below. The ratio between the technical and the financial criteria established in the RFPS depends on the relative importance of one component to the other in a 70/30 (technical/commercial).

Item	Evaluation Criteria	Points
	<b>Technical Evaluation Criteria</b>	
<b>1.0</b>	<b>Overall Response</b>	
1.1	Understanding of UNICEF's requirement based on RFP documents.	5
1.2	Understanding of the Consultancy which UNICEF wants to enter based on the documents.	5
1.3	Understanding of health issues within Zambia and UNICEF's role in supporting and coordinating with the Government and other nutrition stakeholders.	5
<b>2.0</b>	<b>Company/Consultant's profile</b>	
2.1	Range and depth of organizational experience with similar projects	10
2.2	Client references	5
2.3	Number of assignments, size of projects, number of staff per project	5
2.4	Samples of previous work	5
2.5	Relevant technical experience and qualifications for the assignment	10
<b>3.0</b>	<b>Proposed Methodology and Approach</b>	
3.1	Proposed work plan and approach of implementation of the tasks as per the ToR	5
3.2	Implementation strategies, monitoring and evaluation, quality control mechanism	5
3.3	Technologies/publications used - compatibility with UNICEF	5
3.4	Innovative approach	5
3.5	<b>Total Technical Scores</b>	<b>70</b>
<b>4.0</b>	<b>Financial Proposal</b>	<b>30</b>
4.1	Financial Proposal	
<b>5.0</b>	<b>Grand Total</b>	<b>100</b>

Only proposals which receive a minimum of **60** points under a technical evaluation will be considered technically compliant.

## ANY OTHER INFORMATION

*Insert any other information that will enable potential bidders to respond as completely as possible*

## ADMINISTRATIVE ISSUES

- *Interviews if necessary indicating for which experts/position (in general, the evaluation of experts is conducted on the basis of their CVs).*
- *Whenever possible, bidder should be requested to provide an all-inclusive cost in the financial proposal. Bidder should be reminded to factor in all cost implications for the required service / assignment*
- *When travel is expected as part of the assignment, it shall be clearly specified (e.g. location, duration, number of journeys ...etc.) in the TOR. Bidder shall be required to include the estimate cost of travel in the financial proposal. It is essential to clarify in the TOR that i) travel cost shall be calculated based on economy class travel,*

*regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).*

- *Unexpected travels shall also be treated as above.*
- *Resources and facilities to be provided by UNICEF; e.g. access to printer, office space...etc.*

## **POLICY BOTH PARTIES SHOULD BE AWARE OF**

### **(ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)**

- *Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.*
- *Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.*
- *No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.*
- *For international consultants outside the duty station, signed contracts must be sent by fax or email.*
- *No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.*
- *Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.*
- *Consultants will not have supervisory responsibilities or authority on UNICEF budget.*
- *Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.*
- *The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.*