

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<b>Title: Nutrition Consultant for Emergency Response</b>	<b>Funding Code</b> GE240022 (GE).	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b> Hanoi Viet Nam 304 Kim Ma
---	---------------------------------------	---	--

**Purpose of Activity/Assignment:** To enhance the Child Survival Development and Environment’s capacity to effectively respond to key commitments in the areas of nutrition response and recovery in emergencies.

**Scope of Work:**

**Background:**

Vietnam, as a lower middle-income country since 2010, is at critical juncture in its development journey, especially under the New Sustainable Development Goals (SDGs) framework which provides a strengthened partnership platform for supporting Vietnam’s efforts towards achieving key national priorities. With the increasing national capacity to invest its own resource for the development programs, UNICEF is increasing its role in upstream advocacy and technical assistance to eliminate barriers and bottlenecks across sectors including in the nutrition.

Since 6 September 2024, the Northern Mountain region of Viet Nam has been hit by the third storm, Typhoon Yagi. This is the strongest to hit Asia and Vietnam this year, which have brought unprecedented heavy rains resulting in landslides and cascading floods. The Viet Nam Disaster Management Authority (VDMA) has recorded that the Typhoon Yagi kills 318 people, 26 people missing and destroys homes across north of country as of 28 September 2024. The Government of Viet Nam organized rapid assessments to the most affected provinces and released a call for emergency relief and support. In the field of nutrition, UNICEF is leading efforts to support the government in nutrition preparedness, response, and recovery during emergencies. The key government agencies involved in nutrition activities include the Ministry of Health, the National Institute of Nutrition, and various Departments of Health. Interventions will prioritize the emergency prevention of micronutrient deficiencies among pregnant and lactating women and children under five, as well as the treatment of severely acutely malnourished children. Prompt action is essential to address the urgent situation of malnutrition and micronutrient deficiencies, thereby avoiding high recovery costs associated with their consequences.

**Major Duties and Responsibilities**

- Provide direct technical support to the province in implementing nutrition interventions provided by the nutrition sector (Led by UNICEF and the NIN)
- Facilitate timely nutrition analysis and input to the situation analysis and its periodic update made for effective programme planning, development, and management.
- UNICEF’s response plan is effectively executed in coordination with all other sectors (WASH, child protection, health, education).
- Timely contributions to nutrition to enhance the nutrition component of the weekly/monthly update.
- Liaise with relevant local authorities and community leaders to ensure community participation and local ownership of the nutrition problems and interventions.
- Undertake field visits to monitor programme implementation and provide assistance to the field team as requested and travel to the field to fill gaps as required.

- Participate in coordination meetings with other agencies/INGOs in relation to nutrition in emergency including planning, operations, coordination, and information sharing.
- In collaboration with the NIN, and the related provincial health offices prepare consolidated sector intervention reports by monthly and ending intervention phase and contribute to the donor reports.
- Consolidate the profile of typical SAM's cases on result of treatment from the 06 provinces of Northern provinces (Lao Cai, Yen Bai, Thai Nguyen; Bac Can, Cao Bang, Lang Son)
- Follow up with the NIN and provide technical support to the NIN in implementation of national Planning Workshop on formulation of the National Nutrition Preparedness Plan including formulation of sector guideline on nutrition emergency response.
- Follow up with the NIN and provide technical support to the NIN on implementation of the TOT training needed on Nutrition Emergency Response
- Follow up and provide technical support to the NIN in organize a national experience review meeting when needed on the result of emergency nutrition intervention.

**Key Deliverables**

- 08 monitoring field trips on emergency interventions
- 05 human-interest stories on the impact of nutrition interventions on mothers and children health
- A consolidated report on the intervention by end of the intervention phase

**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> 2024-2025	<b>Requesting Section/Issuing Office:</b> The CSD-E	<b>Reasons why consultancy cannot be done by staff:</b> Heavy workload caused by emergency
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<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> report to nutrition officer and under overall supervision of NOC-nutrition specialist	<b>Start Date:</b> 14 <sup>th</sup> Oct 2024	<b>End Date:</b> 15 Jan 2025

**Deliverables:**

- **First deliverable:** 03 human interest stories + 03 field trip reports with key findings and recommendations + monthly report on the implementation progress of key interventions
- **Second deliverable:** 02 human interest stories + 03 field trip reports with key findings and recommendations + monthly report on the implementation progress of key interventions
- **Final deliverable:** 02 field trip reports with key findings and recommendations + a live mapping on nutrition sector interventions + a consolidated report on the implementation status of the nutrition in emergency.

*(Overview table in next page)*

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
Monitoring field trip for each of the field trip taken placed by the local consultant.	08 monitoring field trips to the intervention provinces	From Oct.2024-Jan.2025
A Monthly report on the implementation status of the sector key interventions focusing SAM detection and treatment; MMN supplementation for pregnant women, Vitamin A supplementation does for children 6-59 months of age.	A consolidated report on the implementation status of the emergency nutrition interventions from all - in terms of compliance and coverage focusing the sector - performance indicators in which SAM – MAM detection and treatment; MMN supplementation for pregnant women, Vitamin A supplementation does for children 6-59 months of age...must be covered.	From Oct.2024-Jan.2025
Produce of the human-interest stories from the field on the impact of nutrition interventions on mothers and children health	05 human interest stories from individual intervention provinces	From Oct.2024-Jan.2025
Participate all NIE cluster meeting & coordinating the works with the agency members of NIE working group to develop and update the map of intervention of nutrition sector	A live mapping on nutrition sector intervention	From Oct.2024-Jan.2025
In close collaboration with the NIN and provincial DOH to get a monthly report on intervention coverage from all participated province -using key performance indicators	Monthly report from all intervention provinces	
Consolidated for an intervention report at the end on the key performance indicators	A consolidated report on the implementation status of the emergency nutrition interventions from all - in terms of compliance and coverage focusing the sector - performance indicators in which SAM – MAM detection and treatment; MMN supplementation for pregnant women, Vitamin A supplementation does for children 6-59 months of age...must be covered.	Jan.2025

<p><b>Minimum Qualifications required*:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in public health or nutrition background</li> </ul> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>• 5-year experiences with emergency nutrition &amp; familiar with field monitoring</li> <li>• Good understanding and skills in working with health care system at provincial, district, and community levels</li> <li>• English speaking and writing fluently</li> </ul> <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (e.g. maximum 75 Points)</p> <ul style="list-style-type: none"> <li>• Educational level: Master degree (minimum): 20</li> <li>• Relevant work experience: Nutrition/nutrition in emergency/familiar with health nutrition system/M&amp;E skill/familiar with nutrition system for national to community level: 40</li> <li>• Required language(s): English (speaking/writing fluently): 15</li> </ul> <p>B) Financial Proposal (e.g. maximum of 25 Points)</p> <p>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 50 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.</p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p><b>If office based</b>, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>

<sup>1</sup> 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.

**Text to be added to all TORs:**

Individuals engaged under a consultancy 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. Consultants 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.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultants are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.