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| **Micronutrient Consultant**  **UNICEF FIELD OFFICE FOR UTTAR PRADESH** |
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| Location: **Lucknow** |

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|  |  | Apply by: 28.02.2017 |

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The Child Development and Nutrition program of UNICEF works with the flagship programmes of ICDS and NHRM for strengthening the systems for delivery of high impact child nutrition interventions, namely improved infant and young child feeding practices, micronutrient malnutrition and quality care for children with severe acute malnutrition.  UNICEF support to micronutrient programme aims at: i) advocating for improved planning and management of biannual vitamin A rounds with special focus on logistic streamlining, coverage reporting and quality monitoring, (ii) creating capacities of systems for better analysis and documentation of bottlenecks, and (iii) providing technical support in positioning micronutrients in the annual implementation plans of flagship schemes of NRHM and ICDS.  The subject consultancy is proposed to support effective implementation of micronutrient programs, namely Bal Swasthya Poshan Mah (BSPM), Weekly Iron Folic Supplementation (WIFS), Child Anemia and Universal Salt Iodization with special focus on vitamin A Supplementation as part of BSPM.   1. **Programme Area and Specific Project Involved**   Under the Child Development and Nutrition Programme, the consultancy will support attainment of *Intermediate Result 1.1:* Governments and partners can scale up programmes to deliver essential nutrition and development services to prevent under nutrition in infants and young children, particularly in the most deprived communities and following activities and intermediate result;  The proposed duration of the consultancy is April 2017 – February 2018.   1. **Purpose & Rationale**   Nutrition Section of UNICEF, Lucknow requires a consultant at the state level to accelerate, monitor and support micronutrient programmes of flagship schemes of NHM, ICDS and State Nutrition Mission. UNICEF’s support to micronutrient programming is for all 75 districts and is largely in the area of planning, capacity building, state and regional reviews, monitoring and documentation of the programme. Support of a Consultant is critical to programme continuity and timely support.   1. **Terms of Reference**  |  |  |  | | --- | --- | --- | | **The consultant will have to work and contribute in mainly three broad areas mentioned below** | | | | **Vitamin A Supplementation Programme**   * Tracking pre and post round supplies in districts * Calculation of the target groups 6months-5 years * Monitoring during the rounds for mid-course correction and preparation of monitoring plans of other state level consultants * SMS based monitoring through SM Net and data sharing with the Health Department * Support in Pre round planning cum review meeting meetings * Coverage compilation, collation , analysis for further review * Support in preparing annual PIP plans * Analytical documentation of the work done between 2013-2017 | **Weekly Iron Folic Acid Supplementation Programme**   * Joint monitoring with NGO partner, Education and ICDS for the WIFS Scheme * Support in preparing technical presentations for the WIFS programme * Support in preparing annual plans of Health with regards to WIFS * Participation in regional and state level reviews of WIFS programme * Jointly visit with documentation team to support in collection of case studies for the UNICEF NGO partnership * Analytical documentation of the work done between 2013-2017 | **Universal Salt Iodisation Programme (USI)**   * Regular visits to FSDA , State Health Institute for collating information on USI work * Preparation of technical presentations for the relevant departments * Support Section in documenting the work done through NGO partnership in 24 endemic districts * Contributing to the work of USI coalition * Analytical documentation of the work done between 2013-2017 |  1. **Supervision & Reporting**   Nutrition Specialist, UNICEF, Uttar Pradesh   1. **Methodology**   The consultant proposal will be evaluated using a technical and financial score. 80:20 weightage will be given to technical and financial bid respectively. Technical evaluation of proposal will be done at the time of floating of the advertisement   * The Consultant will work from home and will also sit in the Government premises and visit UNICEF office as per the need and requirement. * The Consultant will work under the overall guidance of the Nutrition Specialist to support planning, implementation of the micronutrient programs namely BSPM, Childhood and Adolescent Anemia and USI at state level. * The Consultant will also need to liaise with  1. the Nutrition Officer of CDN section UNICEF Lucknow 2. State officials from Health, Education and ICDS and 3. Development partners working in Micronutrient programme.   The Consultant will be have to participate in Coordination Meetings of Government and developmental partners at State /regional level.  He/ She will also undertake 5-6 days extensive field visits across any of the 75 districts of the state depending on the programme needs to monitor programme implementation. During one visit, the consultant will monitor more than one programme. Some of these monitoring visits can be jointly with government and NGO counterparts   1. **End Product/ Deliverable: (e.g. final report, article, document, etc)**   The consultant is expected to contribute and accomplish following tasks by the end of the year. The key deliverable is as following against accomplishment of which the payment will be made   |  |  |  | | --- | --- | --- | | **Major Tasks** | **Key Deliverable(s)** | **Estimated deadline for completion of deliverable** | | Develop State Report Card on Weekly Iron Folic Acid (WIFS) programme supported in partnership with NGO  Submit report on Vitamin A pre round supply tracking with districts  Develop technical presentations and directives, participate in state /regional/district reviews and submit minutes and monitor programme | * Draft State Report Card Prepared * Supply status report available   Two technical presentations, field trip report along with meeting minutes submitted | April -May | | Monitor Vitamin A Supplementation rounds and FUP on post round supplies  Analyse SMS based report from SM Net for BSPM round  Develop technical présentations and directives, participate in state /regional/district reviews and submit minutes and monitor programme | * Monitoring report submitted along with post round supplies   SMS based report submitted  Two technical presentations, field trip report along with meeting minutes submitted | June-July | | Preparation of Advocacy brief on IDD using information available from IDD programme supported between 2013-17  Follow-up on VAS coverage reports from districts, consolidate coverage  Develop technical presentations and directives, participate in state /regional/district reviews, and submit minutes and monitor programme | * Draft advocacy brief available   VAS Coverage report submitted  Two technical presentations, field trip report along with meeting minutes submitted | August - September | | Develop State Report Card on Vitamin A Supplementation programme for the period 2013-2017  WIFS documentation through external agency supported -Tools for documentation reviewed , training of documentation team completed and field visit facilitated  Develop technical presentations and directives, participate in state /regional/district reviews and submit minutes | * Draft State Report Card Prepared   Tools, training report and field report submitted  Three technical presentations, along with meeting minutes submitted | October-Nov | | Monitor Vitamin A Supplementation rounds and FUP on post round supplies  Analyse SMS based report from SM Net for BSPM round  Develop technical presentations and directives, participate in state /regional/district reviews and submit minutes | * Monitoring report submitted along with post round supplies   SMS based report submitted  Two technical presentations, field trip report along with meeting minutes submitted | Dec –Jan | | Support in PIP/SPIP development for National Health Mission for Vitamin A Supplementation (VAS), Weekly Iron Folic Acid Supplementation (WIFS) and Universal Salt Iodisation (USI) | Draft PIP report submitted | Feb |  1. **Geographical Scope**   The Consultant will be based at Lucknow. However he/she will be required to travel to all the districts of Uttar Pradesh for monitoring and reviewing status of implementation of the micronutrient programme with special focus on districts performing poorly on vitamin A coverage and Anemia Control Programme.   1. **Responsibilities of the Consultant**  * The consultant will have to use his/her own IT equipment. * The Consultant will provide soft and hard copies of documents submitted as a part of monthly reports. * Travel and stay arrangements (local and out of station) will be made by the consultant. * Related stationary, printing, postage, communication and contingency if any for the above mentioned deliverables will be included in the consultancy fee  1. **Responsibilities of UNICEF**  * UNICEF will provide necessary and relevant documentsrequired fordeveloping an understanding of the situation of micronutrients in the state**.** * UNICEF will provide additional technical oversight as per requirement.  1. **Duration:**   Eleven months (1st April 2017- February 2018)   1. **Qualifications sought for the contractor/consultant**   **Essential -**   * Advanced university degree in medicine, nutrition, public health, or social sciences * Adept at planning, epidemiological assessment, data management, monitoring and evaluation with a minimum of 2-3 years experience in development sector with substantial Knowledge/Familiarity with the national flagship programmes (NHM, ICDS and others),. * Good analytical, negotiation, communication and advocacy skills. * Knowledge of working / drafting communication in Hindi is essential * Computer knowledge in working in Microsoft Office is essential.   **Desirable -**   * Experience of working with Government (minimum two years) is an asset * Previous experience of working on micronutrient and other nutrition programmes * Understanding of the importance of social mobilization, behavior change and partnerships * Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, nongovernmental and civil society organizations   **13.  APPLICATION PROCEDURES**  1.     Qualified female/male candidates are requested to please indicate their ability and availability to undertake the terms of reference above.  2.     Your application should be sent to: [cv@unicefup.org](mailto:cv@unicefup.org) by COB 28/02/2017 with subject line “**Micronutrient Consultant”** in separate files consisting of -   * An application letter including information on where you have seen this advertisement. * Curriculum Vitae (CV) * P11 form (available at our website - [http://www.UNICEF.org/india/overview\_1440.htm](http://www.unicef.org/india/overview_1440.htm)) * A financial proposal in PDF format mentioning your name and indicating deliverable based fee ( as per template attached)   3.     Please mention your name in all the files while saving.  Date of the Written Test will be informed to you later.  **9.  SELECTION PROCEDURE:**  1.     The selection will be on the basis of technical evaluation & financial proposal in the ratio of 80:20.  2.     The criteria for technical evaluation is as follows:   |  |  |  | | --- | --- | --- | | **EVALUATION CRITERIA** | **Max Scores** | **Min Scores** | | Educational Qualifications | 16 | 13 | | Relevant Experience | 16 | 13 | | Written test | 24 | 19 | | ***Phase1. Scores to shortlist for Interview*** | ***56*** | ***45*** | | Interview (VC/ personal /Telephone) | 24 | 19 | | ***Phase 2. Scores to qualify in Technical Evaluation*** | ***80*** | ***64*** |   3.     Minimum qualifying mark for Technical Proposal will be 64 i.e. 80% of the total score.  4.     Evaluation will happen in two phases.  Phase 1 – shortlisting candidates for interview  Phase 2 – Qualifying candidates technically, based on the overall scores  5.     The financial proposals of only those candidates, who are found technically qualified / responsive, will be opened.  6.     Payment will be made against receipt and satisfactory acceptance of deliverables.  **10.  NOTE:**   1. Any attempt to unduly influence UNICEF’s selection process will lead to automatic   disqualification of the applicant. 2. Joint applications of two or more individuals are not accepted. 3. UNICEF does not charge any fee during any stage of the process.   For any clarifications, please contact:  Rohit Bhattacharya UNICEF Office for Uttar Pradesh,  B-3/258,Vishal Khand, Gomti Nagar,  Lucknow 226 010, Uttar Pradesh, India. Phone 91-522-4093333 Ext: 110 Fax 91- 522- 4093322 E-mail: [rbhattacharya@unicef.org](mailto:rbhattacharya@unicef.org) Website: <http://www.unicef.in> | |