**POSITION: Consultant for Tribal Nutrition.**

**CLOSING DATE: 22 June 2017**

UNICEF, Odisha office is looking for a Consultant for Tribal Nutrition to provide technical and programmatic support to SC/ST Research and Training Institute in the state for strengthening collaborative actions, knowledge management and convening partnerships for strengthening actions on tribal nutrition.

**Objective:** The main objective is to provide technical assistance to SCST Research and Training Institute to coordinate inter-sectoral knowledge management activities for facilitating policy decisions, in favor of Adivasi children.

**Major tasks to be accomplished:**

* Provide technical support to SCST RTI on addressing undernutrition of tribal children and women
* Provide technical support to nutrition specific and sensitive interventions in PVTG areas
* Provide technical support for strengthening the nutrition programmes in Ashram Shalas

**The consultant is expected to deliver the following end products: Deliverables and Deadlines**

15th July 2017 – 31st Dec 2017

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| --- | --- | --- | --- |
| **Major Task** | **Deliverables** | **Specific delivery deadline for completion of deliverable (mention as date/ days/ month)** | **Estimated travel required for completion of deliverable (mention number of days)** |
| Provide technical support to SCSTRTI on addressing undernutrition of tribal children and women | 1. Draft report on status of nutrition interventions in tribal areas submitted | 20th Jul 2017 | 5 days |
| Provide technical support to nutrition specific and sensitive interventions in PVTG areas | 2. Report on existing practices on key health and nutrition behaviours of PVTG communities submitted | 15th Sep 2017 | 3 days |
| 3. Draft MPR format for capturing information on various nutrition interventions in PVTG areas submitted | 15th Sep 2017 | 0 |
| 4. Draft proposal for baseline and end line study on key health and nutrition indicators among PVTG communities submitted | 30th Oct 2017 | 0 |
| 5. Capacity building of FLWs and community volunteers in PVTG areas completed | 30th Oct 2017 | 10 days |
| 6. Independent field visit to the PVTG areas and report on nutrition interventions (coverage and reach) submitted | 15th Dec 2017 | 15 days |
| Provide technical support for strengthening the nutrition programmes in Ashram Shalas (Residential schools) | 7. Field monitoring report on status of implementation of nutrition programmes in Ashram Schools conducted and report submitted | 15th Sep 2017 | 2 days |
| 8. End of assignment report submitted | 15th Dec 2017 | 5 days |

**Duty Station:** The incumbent will be based at Bhubaneswar.

**Official travel involved (itinerary and duration):** Field travel for approximately 40 days during the consultancy period.

**Duration of contract**: Total number of days for assignment: 15th July 2017 – 31st Dec 2017 (5.5 months)

**Payment Schedule:**

**(**15th July 2017 – 31st Dec 2017**):**

|  |  |
| --- | --- |
| Submission of final products of deliverable 1 | 20% of the total amount quoted |
| Submission of final products of deliverables 2,3,7 | 20% |
| Submission of final products of deliverables 4,5 | 30% |
| Submission of final products of deliverables 6,8 | 30% |

**The total amount for fee, DSA and Travel/OPE (all inclusive) to be mentioned in the financial bid (attached Annex 1) as per percentage shown above in the payment schedule.**

**Qualifications or specialized knowledge/experience required:**

1. **Educational Qualifications:**

* Post graduate degree/diploma in Nutrition/ Public Health/ Public Health Nutrition/ MD/ MHA/ MPH/ MHM/ Social Sciences

1. **Experience:**

* Work experiences of min. 3 years in the field of micronutrient, maternal health, child development and tribal issues
* Good analytical, negotiation and communication (oral and written) skills
* Computer literate and conversant with MS Office and its application, internet, e-mail
* Knowledge/familiarity with the national flagship programmes (NRHM, ICDS and others) and prior experience of working with Government is an asset
* Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
* Knowledge of English essential, working knowledge of Oriya would be an added advantage

**Application Procedures**

1. Qualified candidates are requested to please indicate their ability and availability to undertake the terms of reference above.
2. Your application should be sent to [**bhubaneshwar.consultants@unicef.org**](mailto:bhubaneshwar.consultants@unicef.org) by **22 June 2017** with subject line **" Consultant for Tribal Nutrition”** in separate files consisting of:
3. An application letter
4. Up-to-date Curriculum Vitae (CV)
5. Up-to-date P-11 form (which can be downloaded from our website <http://www.UNICEF.org/india/overview_1440.htm>)
6. A financial proposal/bid (below-Annex 1), **duly signed, in PDF format** only indicating all inclusive deliverable based fee as per template below. Please mention your name in the file name while saving.
7. Sample of previous works, if any

1. The short-listing will be on the basis of technical evaluation & financial proposal in the ratio of 70:30. The technical criteria for evaluation is as follows:

1 Educational Qualifications (15)

2 Relevant Experience (15)

3 Written Test (35)

4 Experience in Bilateral/International/UN agencies (5)

**Total Score should be 70. Minimum overall qualifying score should be 49**.

1. Only short-listed candidates will be called for written test/interview.
2. The financial proposals of only those candidates, who are found technically responsive, will be opened.
3. Any attempt to unduly influence UNICEF’s selection process will lead to automatic

dis-qualification of the applicant.

1. Joint applications of two or more individuals are not accepted.
2. Incomplete applications, submissions without all required documents or submissions after the deadline will be invalidated.

Please note, UNICEF does not charge any fee during any stage of the process.

While applying, kindly let us know where you have seen this advertisement.

**UNICEF reserves the right to invalidate applications for reasons mentioned above.**

**QUALIFIED WOMEN ARE ENCOURAGED TO APPLY**

For any clarifications, please contact:

UNICEF

Supply Focal Point

44, Surya Nagar, Bhubaneswar-751003

Telephone # +91-0674-2397977-80

Fax # +91-0674-2397976; Email: [[bhubaneshwar.consultants@unicef.org](mailto:bhubaneshwar.consultants@unicef.org)](mailto:svasuki@unicef.org)

*Contd…..*

Annex 1

**Financial Bid Cost (INR)**

**CONSULTANT FOR TRIBAL NUTRITION**

***Shaded area to be filled in by* candidate/applicant**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | | | | **Candidate’s Proposal** | | | | |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | | | **Complete timeframe for deliverable** | | **Professional Fee** | **Travel Cost** | **DSA Cost** |
| Place | No of days | Rate per day |  |  | |  |  |
| Provide technical support to SCSTRTI on addressing undernutrition of tribal children and women | 1. Draft report on status of nutrition interventions in tribal areas submitted | 20th Jul 2017 | Statewide | 5 days | 2500.00 |  |  | |  |  |
| Provide technical support to nutrition specific and sensitive interventions in PVTG areas | 2. Report on existing practices on key health and nutrition behaviours of PVTG communities submitted | 15th Sep 2017 | Statewide | 3 days | 2500.00 |  |  | |  |  |
| 3. Draft MPR format for capturing information on various nutrition interventions in PVTG areas submitted | 15th Sep 2017 |  |  |  |  |  | |  |  |
| 4. Draft proposal for baseline and end line study on key health and nutrition indicators among PVTG communities submitted | 30th Oct 2017 |  |  |  |  |  | |  |  |
| 5. Capacity building of FLWs and community volunteers in PVTG areas completed | 30th Oct 2017 | Statewide | 10 days | 2500.00 |  |  | |  |  |
| 6. Independent field visit to the PVTG areas and report on nutrition interventions (coverage and reach) submitted | 15th Dec 2017 | Statewide | 15 days | 2500.00 |  |  | |  |  |
| Provide technical support for strengthening the nutrition programmes in Ashram Shalas (Residential schools) | 7. Field monitoring report on status of implementation of nutrition programmes in Ashram Schools conducted and report submitted | 15th Sep 2017 | Statewide | 2 days | 2500.00 |  |  | |  |  |
| 8. End of assignment report submitted | 15th Dec 2017 | Statewide | 5 days | 2500.00 |  |  | |  |  |
| **Grand Total (Prof. Fee + Travel cost + DSA)** | | | | | | | | | | |

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Signature:**

**Date:**