**POSITION: Consultant for Women’s Nutrition.**

**CLOSING DATE: 22 June 2017**

UNICEF, Odisha office is looking for a Consultant for Women’s Nutrition programmes who will provide technical support to the various state departments like DWCD, DHFW and OLM for quality implementation and monitoring of nutrition programmes for adolescent girls and women.

**Objective:** The main objective of this assignment is to provide technical assistance for strengthening the nutrition programmes for adolescent girls, scaling-up nutrition specific and sensitive interventions under Swabhimaan and adoption of Maternal Nutrition Guidelines by state.

**Major tasks to be accomplished:**

* **Provide technical support for adoption and implementation of maternal nutrition guidelines at state level**
* **Support review of adolescent and maternal nutrition programmes within DWCD**
* **Provide technical support for the Swabhimaan programme in Angul and Koraput**

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

15th July 2017 – 31st Dec 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Tasks** | **Deliverables** | **Specify delivery deadline for completion of deliverable (please mention as date/days/months)** | **Estimated travel required for completion of deliverable (mention number of days)** |
| **Provide technical support for adoption and implementation of maternal nutrition guidelines at state level** | 1. Report on status of implementation of adolescent and maternal nutrition programmes in the state submitted  | 15th Sep 2017 | 5 days |
| 2. Draft action plan on addressing gaps in implementation of adolescent and maternal nutrition programmes in the state submitted  | 15th Sep 2017 | 5 days |
| 3. Advocacy note on adoption of Maternal Nutrition Guidelines at State level  | 15th Sep 2017 |  |
| **Support review of adolescent and maternal nutrition programmes within DWCD**  | 4. One state level review of the adolescent and maternal nutrition programmes (supported by UNICEF) facilitated and report submitted for action by DWCD | 15th Dec 2017 |  |
| **Provide technical support for the Swabhimaan programme in Angul and Koraput**  | 5. One state level review of Swabhimaan programme facilitated and report submitted | 30th Oct 2017 |  |
| 6. Strategy note on 'Scaling-up maternal nutrition initiatives across state' submitted  | 20th Jul 2017 |  |
| 7. Documentation of PMP process under Swabhimaan supported and draft document developed in coordination with OLM, district coordinators and UNICEF | 30th Oct 2017 | 10 days |
| 8. Chapter on maternal nutrition programmes submitted for incorporation into MBBS curricula | 30th Oct 2017 |  |
| 9. Certified independent field visit undertaken and report (capturing achievement against plans) shared with UNICEF  | 15th Dec 2017 | 10 days |
| 10. End of assignment report submitted | 15th Dec 2017 |  |

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

**Official travel involved (itinerary and duration):** Field travel for approximately 30 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 6 | 20% of the total amount quoted |
| Submission of final products of deliverables 1,2,3 | 25% |
| Submission of final products of deliverables 5,7,8 | 25% |
| Submission of final products of deliverables 4,9,10 | 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 Nutrition/ MD/ MHA/ MPH/ MHM/ Rural Development/ Sociology/ Anthropology/ Child Development/ Social Work
1. **Experience:**
* Work experiences of min. 5 years in the field of micronutrient, maternal health and nutrition, child development, knowledge management and nutrition programmes
* 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** by **22 June 2017** with subject line **" Consultant for Women’s 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

*Contd…..*

Annex 1

**Financial Bid Cost (INR)**

**CONSULTANT FOR Women’s Nutrition**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 for adoption and implementation of maternal nutrition guidelines at state level** | 1. Report on status of implementation of adolescent and maternal nutrition programmes in the state submitted  | 15th Sep 2017 | Statewide | 5 days | 2500.00 |  |  |  |  |
| 2. Draft action plan on addressing gaps in implementation of adolescent and maternal nutrition programmes in the state submitted  | 15th Sep 2017 | Statewide | 5 days | 2500.00 |  |  |  |  |
| 3. Advocacy note on adoption of Maternal Nutrition Guidelines at State level  | 15th Sep 2017 |  |  |  |  |  |  |  |
| **Support review of adolescent and maternal nutrition programmes within DWCD**  | 4. One state level review of the adolescent and maternal nutrition programmes (supported by UNICEF) facilitated and report submitted for action by DWCD | 15th Dec 2017 |  |  |  |  |  |  |  |
| **Provide technical support for the Swabhimaan programme in Angul and Koraput**  | 5. One state level review of Swabhimaan programme facilitated and report submitted | 30th Oct 2017 |  |  |  |  |  |  |  |
| 6. Strategy note on 'Scaling-up maternal nutrition initiatives across state' submitted  | 20th Jul 2017 |  |  |  |  |  |  |  |
| 7. Documentation of PMP process under Swabhimaan supported and draft document developed in coordination with OLM, district coordinators and UNICEF | 30th Oct 2017 | Angul, Koraput | 10 days | 2500.00 |  |  |  |  |
| 8. Chapter on maternal nutrition programmes submitted for incorporation into MBBS curricula | 30th Oct 2017 |  |  |  |  |  |  |  |
| 9. Certified independent field visit undertaken and report (capturing achievement against plans) shared with UNICEF  | 15th Dec 2017 | Statewide | 10 days | 2500.00 |  |  |  |  |
| 10. End of assignment report submitted | 15th Dec 2017 |  |  |  |  |  |  |  |
| **Grand Total (Professional Fee + Travel cost + DSA) = INR** |

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Signature:**

**Date:**