

TERMS OF REFERENCE

Technical Assistance to the Ministry of Health and Ministry of Agriculture in the area of Micronutrient deficiency

Level: SC-B, part time (50%)

Duration: tentatively 10 months (March - December, 2011)

1. Purpose of Special Service Agreement:

UNICEF will continue supporting the Government of Moldova in the implementation of activities related to micronutrient deficiency eradication. In this spirit, based on the 2011-2012 RWP for the Equitable Access to Quality Services Programme, UNICEF will provide support to the Ministry of Health in strengthen legal and regulatory framework on micronutrient deficiencies, including monitoring framework, and professional capacities of public health specialists as well as millers in the field.

Moldova is a of the Regional Flour Fortification Project and activities planned in the RWP by the MoH and UNICEF is under the different Departments of the ministry. In addition, interventions related nutrition /micronutrient deficiencies require cross-sectoral collaboration with other ministries (Ministry of Agriculture and Food industry) and relevant stakeholders. Therefore, there is a need in providing technical assistance to the MoH and MoAFIn the area micronutrient deficiencies. In this context, UNICEF will hire a national consultant for providing the support in the mentioned areas.

The consultant will be located within one of the government partner's premises.

2. Objective of the Special Service Agreement with expected results/outcome/products/sub products:

To provide technical assistance to the MoH and MoAFIn prioritizing, planning, implementing and monitoring of activities related to micronutrient deficiencies, with focus on intersectoral activities.

3. Specific activities. Details of how the work should be delivered:

1. Collect and assemble data and best practices in the area of micronutrient deficiencies in the region for relevant ministries and stakeholders. Prepare tables, graphs or other statistical data for technical review/monitoring purposes;
2. Provide technical advice and assistance to the Ministry of Health, Ministry of Agriculture and Food industry and other relevant partners in the development and implementation of Action plan on Flour Fortification, ensuring involvement of relevant ministries;
3. Provide inputs to the national IDD and iron deficiency anaemia when requested, ensuring that the budget/cost estimation is in place.
4. Organise inter-sectoral working groups on FF at least 2 times per year (prepare background information for the meetings, prepare minutes for the meetings and follow-up on the decisions of the meetings);
5. Provide technical advice and assistance to the MoH and National Center for Preventive medicine in development of Nutrition surveillance system;
6. Provide technical advice and assistance to the MoH and National Center for Preventive medicine in monitoring IDD national Programme;
7. Conduct field visits and periodic reviews with implementing partners to assess the progress of the activities and agree on the next steps.

8. Ensure close co-operation and coordination of activities in the area of nutrition with other donors and partners – WHO, EC, WB, etc – through meetings and exchange of information.
9. Contribute to the preparation of the relevant reports and information in the area of nutrition for the Government and Donors.
10. Perform other tasks within reason required by MoH and UNICEF supervisor

4. Performance indicators for evaluation of results:

Consultant's performance of work will be evaluated primarily based on the following indicators:

- Completion of tasks specified in ToR
- Initiative, independence, due diligence, timeliness, appropriate demeanour and delivery of results
- Highest professional standards of work with national counterparts and UNICEF CO
- Good cooperation with national authorities and UNICEF;
- Organizational capacities, time-management skills demonstrated.

5. Qualifications/specialized knowledge/experience required to complete the task:

- Advance University Degree in health or Public Health;
- Minimum of 5 years of related professional experience;
- Familiarity with MOH structure, operational framework and on-going health reforms;
- Proven positive relationship and developed partnerships with technical people within health sector
- Excellent analytical capacities; excellent ability to synthesize information and relate action to results
- Proven experience in the area of micronutrient deficiencies;
- Ability to multi-task and produce quality outputs on short deadlines;
- Very good communication, presentation, team-work and cooperation skills; ability to listen and express opinions sensitively; high work ethics
- Fluency in Romanian and Russian, good knowledge of English
- Experience in working with UNICEF or other UN Agencies will be an asset.
- Good English report writing skills would be an asset.

6. Definition of supervision arrangements:

The selected candidate will work under the direct supervision of Chief of EAQS Programme and the head of the Department for Public Health of the MoH and MoAFI who will also contribute to the evaluation report concerning contractor's work. Monthly fees will be rendered upon written approval by the UNICEF Supervisor.

UNICEF supervisor will regularly communicate with the consultant and provide formats for reports, feedback and guidance on his/her performance and all other necessary support so to achieve objectives of the consultancy, as well as remain aware of any upcoming issues related to consultants' performance and quality of work.

7. Description of official travel involved:

The consultancy is designed for tentatively 10 months, starting on March and ending on December 2011 and will involve local travels. All travel within Chisinau is to be organized by the consultant; travel outside Chisinau will be organized by UNICEF or the MoH.

Prior to starting the assignment, the selected candidate must undertake Basic Security in the Field CD.

8. UNICEF recourse in the case of unsatisfactory performance:

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate candidate. The consultant will submit monthly reports by the 25th of each month with a request for payment.

9. Support provided by UNICEF:

UNICEF will provide consultant with:

- RWP, all relevant documents and reports,
- Format for writing consultancy report;
- Contacts and lists of relevant technical people to work with the line ministries
- Constant guidance and feedback in relation to consultant's work