

## TERMS OF REFERENCE

### External Assistance to the Ministry of Health and National Centre for Public Health in finalizing Nutrition Surveillance System

**Level: P4**

**Duration: 20 working days during July-August**

#### **Purpose of Special Service Agreement:**

UNICEF is supporting the Government of Moldova in the implementation of activities related to micronutrient deficiency eradication and nutrition. 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 the development of nutrition surveillance system. Nutrition data (WHO standards) are collected via household surveys only. On the other hand, health administrative collects data on malnutrition only based on International Classification of diseases, which mean – only disease. The system will permit to have reliable data on nutrition status of children. This will support on-going reform of Public Health in the country, focused on prevention of non-communicable diseases.

National Centre of Public Health performed a preparation work for the development the basic national nutrition surveillance system: data to be collected, age and physiological groups of population to be under the nutritional surveillance, samples of data collecting tables and guidelines, models of data standardisation, and modes of data transmission. The software for the nutrition surveillance system is in the process of developing.

In this context, UNICEF will hire an international consultant for providing the support for the finalization of basic nutrition surveillance system.

#### **1. Objective of the Special Service Agreement with expected results/outcome/products/sub products:**

To provide technical support to the Ministry of Health (National Centre for Public Health) in establishing the national basic nutrition surveillance system.

#### **Delivery dates based on the work plan:**

Activities	Deliverables	Working days
1. Prepare a working plan and mission agenda	Working plan, including mission agenda	2 working days (out of country)
2. Collect and assemble data and best practices on nutrition surveillance in the region and propose the suitable option for Moldova	Report on based practices, including suitable proposal for Moldova	5 working days out of the country
3. Review the information prepared by the National	n/a	3 working days (out of the country)

Activities	Deliverables	Working days
Center for Public Health and national consultant on the work done at the moment on nutrition surveillance		
<p>4. Prepare/propose a set of primary data for collection and of indicators to be monitored,;</p> <ul style="list-style-type: none"> <li>- Defining of the population groups to be included in the nutrition surveillance system,</li> <li>- Defining of sampling methodology and procedures to be applied to achieve national representation,</li> <li>- Data collection and transmission from the local to the central level,</li> <li>- Standardization of data collection,</li> <li>- Development of data collection tables and guidelines,</li> <li>- Data entry, quality control and analysis;</li> </ul>	Report with set of data presented and agreed in the Working group	5 working days (in country)
1. Present proposed nutrition surveillance system to the WG and relevant stakeholders	Presentation at the round table	1 working day (in country)
2. Finalization of the report – basic surveillance system for Moldova		4 working days – out of the country

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

- Review and familiarize on best practices thoroughly with reports, researches etc. in the areas of nutrition surveillance, including in house information;
- Cooperate with national Center for Public Health, National Consultant and UNICEF program staff at all stages of the implementation of all tasks included in the ToR;
- Ensure close co-operation and coordination of activities in the area of nutrition surveillance with other donors and partners – WHO, EC, WB, etc – through meetings and exchange of information
- Maintain regular working relations with National Working Group

### **3. 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.

### **4. 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;
- Proven experience in development of Nutrition surveillance system globally and in the region;
- Excellent analytical capacities; excellent ability to synthesize information and relate action to results
- Proven experience in the area of nutrition;
- 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
- Proficiency in English;
- Experience in working with UNICEF or other UN Agencies will be an asset.
- Knowledge of Russian would be an asset.

### **5. Definition of supervision arrangements:**

The candidate will work under the direct supervision of Chief of EAQS Programme and responsible person from the national centre for public health (NCPH). The responsible people from NCPH will also contribute to the evaluation report concerning contractor's work. Payments will be done per working days.

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.

### **6. Description of official travel involved:**

The consultancy is designed for 20 working days (14 out of the country and 6 in-country) during July-August and will involve travel to the. Travel costs and DSA will be paid separately by UNICEF. All travel within Chisinau is to be organized by UNICEF.

**7. 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.

**8. Support provided by UNICEF:**

UNICEF will provide consultant with:

- 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