Terms of Reference

International Consultant to MTR of the 5 year implementation of the National Nutrition Strategy, 2011-2020

1. Summary

<table>
<thead>
<tr>
<th>Title</th>
<th>Terms of Reference for an international consultant in Nutrition</th>
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<tbody>
<tr>
<td>Purpose</td>
<td>To conduct a mid-term review of the 5-year implementation of the National Nutrition Strategy 2011-2020</td>
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<td>Location</td>
<td>Based in Hanoi with travel to the field, as required</td>
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<tr>
<td>Duration</td>
<td>32 working days</td>
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<td>Start Date</td>
<td>22 February 2016</td>
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<td>Reporting to</td>
<td>Chief, UNICEF CSD</td>
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<td>Project and activity codes</td>
<td>Nutrition-IR2-Activity #20</td>
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2. Background

Over the past years, UNICEF and other partners have invested in supporting the Government on scaling up nutrition, including the development and implementation of the National Nutrition Strategy (NNS), 2011-2020. The Viet Nam National Nutrition Strategy 2011-2020 will be assessed, in a mid-term review, the report of which will include findings and recommendations for improvement. The Government of Vietnam will use the mid-term review report to inform the formulation of a new National Action Plan for Nutrition, 2016-2020 that, in turn, will guide implementation of the NNS.

Lessons learned during NSS implementation over the 2011-2015 period along with key achievements, weaknesses etc. need to be documented and analyzed. This Mid-Term Review (MTR) will feed into decisions for developing and implementing a revised strategy for the remaining period 2016-2020. This documentation will also help guide UN implementation support to Government during the five-year period. Furthermore, a review of the NNS policy foundations will help inform new, high-level architecture discussions and decision-making on how the NNS and other multi-sectoral coordination structures fit.

The National Nutrition Strategy, approved by the Prime Minister, relies in part on UN agencies (FAO, UNICEF, WHO) cooperation and support for successful implementation., The Technical Working Group on Nutrition, belonging to the Health Partnership Group of the Ministry of Health in Vietnam has been set up to provide, along with other stakeholders, technical support and input in developing the plan. To date, UN agencies and other development partners, including INGOs, have been providing technical support for the process of developing the new plan.

3. Justification

MTR of National Nutrition Strategy is cornerstone to nutrition programme and to all stakeholders of the nutrition partnership group. The findings of the MTR will be used for development of a new plan of actions for nutrition programme, 2016-2020. Given the high level of technical rigor required to carry out the
review, which is a succinct and analytically sound document, dedicated human resource capacity is required in terms of time and technical expertise in conducting such review.

International consultant will also add objectivity to the evaluation process of the impacts of the NNS 2010-2015 implementation. Hence an appropriate experienced international consultant, who is familiar with the development context in Viet Nam and having good working experience of Viet Nam’s nutrition field will be preferred.

4. Target

General objective:
The purpose of this consultancy is to provide short-term support to the Technical Working Group on Nutrition (co-chaired by National Institute of Nutrition (NIN) and UNICEF)) in designing and conducting a Mid-Term Review (MTR) of the NNS along with relevant objectives and targets. The consultant will work closely with agencies and partners in the Working Group to support Government (NIN) in the MTR of NNS implementation.
The consultant will help assure that the MTR follows a process and methodology that can ensure the report of the NNS MTR will be completed by the end of March 2016 so that it integrates into the timeline for developing a new five-year Plan of Action for Nutrition.

Specific objectives:

a) To develop a Mid-Term Review report of the National Nutrition Strategy using existing documents, qualitative interviews at the national and subnational level and other sources necessary for an up-to-date analysis of the national nutrition situation and the status of national nutrition policies, programmes, and governance.

b) To develop lessons learned on NNS implementation as well as recommendations that can be used to inform adjustments to the NNS regarding more effective implementation and development of the new Plan of Action for Nutrition (2016-2020). Assure that recommendations are based on analysis of a wide range of relevant information and gained through well planned and facilitated multiple stakeholder, bilateral and group meetings as well as other activities.

c) To support and work closely with Technical Working Group on Nutrition and nutrition consultants to ensure that the NNS MTR is integrated into the new Plan of Action for Nutrition and can be used by technical working groups and the Working Committee for informing decisions under the new Government high-level initiative.

d) To produce a review of good practices and lessons learned report on NNS implementation.

e) To facilitate the development of a new Plan of Action for Nutrition (2016-2020) and support the writing of the outline of new Plan of Action for Nutrition and facilitate incorporating key elements of the MTR report into the plan.

f) Present the final drafts of the MTR and the new Plan of Action for Nutrition in a high-level advocacy meeting.

5. Specific Tasks

Major Duties and Responsibilities

The consultant will propose the appropriate methodology given the context and timeline for the development of the new Plan of Action for Nutrition. However, the review of NNS should address the following three main questions:

Research questions to answer:
Question 1: What is the quality of the Policy and Governance Environment in support of scaling up evidence-based nutrition interventions in Vietnam? The review will assess the Policy against the international good practice, relevance to context and accountability framework and mechanisms to measure the implementation of the Nutrition strategy. It will also assess the quality of the leadership and multi-sectoral collaboration mechanisms in place.

Question 2: What are the key results of first 5-year implementation of National Nutrition Strategy? The evaluation will collect information and data on the initial results that can plausibly be associated with the objectives of the National Nutrition Strategy for the period, 2011-2015, mechanisms to implement it.

Question 3: What were the factors that affected the implementation and results of the National Nutrition Strategy?

Clear recommendations should also be articulated to guide Government and partners in development of the new Plan of Action for Nutrition including addressing and key gaps and challenges.

The expected outline of the final review report would include the headings: Executive Summary, Background and Objectives of review, Methodology, Findings and Recommendations, Annexes.

Methodology & Expected Deliverables (add rows as necessary)

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<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Time Frame (no of days)</th>
<th>Tentative Dates</th>
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<tbody>
<tr>
<td>1. Desk review of relevant documents to determine appropriate method and tools for conducting review of NNS</td>
<td>Inception report outlining methodology, timeline and tools for policy review/assessment</td>
<td>02 days (Home based)</td>
<td>22-23 Feb</td>
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<td>2. Review and analysis of existing recent reports and surveys (including Micronutrient Survey, Nutrition Surveillance Reports etc.), and other relevant documents to fully assess the nutrition situation and major issues, as well as assessing the quality of the nutrition data</td>
<td>Detailed analysis report on current nutrition situation, highlighting key outstanding nutrition issues and assessment of the quality of nutrition data collection with suggestions for improvement</td>
<td>07 days (Home based)</td>
<td>23 Feb – 1 March</td>
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<td>3. Meetings with key stakeholders, (including field visits), to gather information and evidence to evaluate policy review questions</td>
<td>Meeting minutes/reports of meetings held with stakeholders</td>
<td>08 days</td>
<td>Ha Noi &amp; selected provinces (TBC)</td>
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<td>4. Review of existing nutrition-related policies to advise on appropriateness and methods to assess their effectiveness (6 months paid Maternity Leave, ban of advertisement of BMS for children, quality assessment criteria for hospitals, national technical guideline on 4 essential early child care...)</td>
<td>Nutrition related Policy Review report, including suggestions for improvements and methods to assess effectiveness</td>
<td>02 days</td>
<td>12-13 March</td>
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<td>5. Drafting and articulating results and</td>
<td>Draft review report</td>
<td>03 days</td>
<td>14-16</td>
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<td>6. Facilitate a national planning workshop on development of next 5 year plan of action, 2016-2020, (integration and utilisation of key results of the MTR)</td>
<td>Participation in relevant pillar technical working group sessions with a presentation of review to technical working group and other relevant stakeholders</td>
<td>05 days</td>
<td>17-21 March</td>
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<td>7. Consolidate discussion and result of the planning workshop and formulate an outline of the 5 year action plan for nutrition for Viet Nam 2016-2020</td>
<td>Draft outline of new Plan of Action</td>
<td>3 days</td>
<td>22-24 March</td>
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<td>8. Prepare and make a presentation of the draft MTR report and the Plan of Action outline to stakeholders</td>
<td>Final review report and PowerPoint</td>
<td>2 days</td>
<td>25-26 March</td>
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6. Reporting
Consultant will report to the Chief, UNICEF CSD and work in close cooperation with the nutrition team and delegated staffs at national institute of nutrition.

7. Performance indicators for evaluation
Indicators for completion and satisfaction measurement will be based on UNICEF Viet Nam own evaluation and judgement, and not that of the Consultant. This means that deliverables will be deemed satisfactory only if said so by the Supervisor of the Consultancy. The Supervisor is required to provide timely and written feedback to the Consultant in order to avoid miscommunication.

8. Qualification/Specialised Knowledge and Experience
- An advanced degree or equivalent in public policy or administration, international development, public health, nutrition, agriculture, or related field. Advanced degree in nutrition will be advantage.
- At least 12 years progress professional work experience at government level and/or professional experience working in large national and/or international institutions in policy analysis, planning, coordination, development, evaluation and system innovation in both developing and MIC context.
- Proven experience in developing and reviewing national nutrition strategies in East Asia and in improving the health system-beneficiary interface and community-based nutrition in national scaling up nutrition initiative to eliminate stunting. Good experience of the Viet Nam context, specifically on nutrition issues in Vietnam, and in regional countries with similar situations is an advantage.
- Experience in policy development in rapidly changing/evolving contexts, and in building an action plan for National Nutrition Strategies.
- Strong analytical and report writing skills
- Excellent communication and facilitation skills;
- Fluency in English is required; some fluency in Vietnamese would be an asset.
9. General Conditions: Procedures and Logistics

The following general conditions shall apply. The consultant shall (please edit as applicable)

- The consultant is expected to work using his/her laptop from home. UNICEF will arrange domestic travel in Viet Nam (travel to the field as necessary).
- Payment:
  - 30% on completion of all information collection for the NNS MTR
  - 40% upon completion and acceptance of final review report
  - 30% upon completion of the five-year Plan of Action for Nutrition (2016-2020)
  - International DSA/travel will be paid upon travel to Ha Noi if required
- Have his/her flight costs paid at economy rate from and back to their normal city/country of residence when taking up the appointment.

9. Policy both parties should be aware of:

- Consultants are not paid for weekends or public holidays or during days off and sick leave.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorisation is issued.
- No consultant may travel without a signed travel authorisation prior to the commencement of the journey to the duty station.
- Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.