

# International Consultant: To provide technical support and leadership in evidence generation



UNICEF Cambodia

## 1. Background

The Cambodia Country Office is seeking a consultant to provide critical leadership and support to several studies and assessments. Firstly, it is expected from the consultant to lead the 'COVID-19 Socio economic study', under the guidance of the Chief of Social Policy and Evaluation Specialist. The COVID-19 Socio Economic Impact Study is underway in Cambodia since August 2020 and set to continue in 2022, under strong collaboration with ADB and WFP. The success of the study to provide timely information to Government agencies and development partners on the short and medium term effects of COVID-19 on households has led to the decision to continue the study so that longer term impacts of COVID-19 can be identified, and can be used to inform long term policy and programme decisions in 2022 and beyond. The consultant will be engaged in the collection and analysis of data as it extends in time, and will play an important role in the dissemination of findings within and outside of UNICEF, including with Development Partners and Government counterparts.

The consultant is to provide technical support to the National Nutrition Programme to improve their programmes and reporting system through evidence generation and use of this evidence to further guide key priorities for improving the maternal and child nutrition situation in Cambodia. Firstly, the consultant is to support the NNP on development of the second edition of the 'Fast-Track Road Map for Improving Nutrition 2022-2025' by integrating evidence and findings into key priorities. Furthermore, the consultant is expected to engage in consultation with governmental counterparts and development partners to review and provide technical inputs for other assessments, in order to guide the integration of key priorities and challenges. Under this umbrella, the consultant is to lead the assessment on 'Bottleneck analysis and of root cause of the Severe Acute Malnutrition National Programme in Cambodia' in collaboration with NNP. This assessment aims to provide the evidence on bottlenecks of SAM management treatment and to bring further understanding on the barriers for completing the SAM rehabilitation, as it is estimated that only a limited number of SAM cases are identified and being able to complete the treatment until rehabilitation. Together, these assessments are aiming to be used for providing evidence on the current situation and to develop suggestions for programmatic improvements of NNP and MOH.

## 2. Purpose

Under the direct supervision of the Evaluation Specialist (P4) and Chief Social Policy (P4), the consultant will be responsible for:

- Managing the data collection, quality assurance and analysis of the 'COVID-19 Socio Economic Impact study', in close coordination with WFP and ADB;
- Managing the contracts with the data collection firms or institutions including establishing a face-to-face data collection and extension of CATI contract for inclusion of new 2022 waves;
- Preparing presentations, reports and policy briefs of key findings of the Socio-Economic Impact Study for wider dissemination and engaging in presentations to support dissemination and policy discussions

Under the supervision of Nutrition Specialist (P3), the consultant will be responsible to:

- Developing a comprehensive second edition of the 'Fast Track Road Map for Improving Nutrition' in consultations with partners and in line with evidence available
- Managing the development of tools, data collection, analysis and final report of the 'Bottleneck analysis and of root cause of the Severe Acute Malnutrition National Programme in Cambodia', in collaboration with NNP and MOH
- Supporting with technical inputs other assessments within maternal and child nutrition
- Preparing of presentations of key findings for wider dissemination and engaging multiple actors in developing a multi-sectorial approach for improving nutrition

### **3. Work Assignments**

#### **1. Manage data collection and analysis of the COVID-19 socio-economic impact study**

- Manage the discussions and oversight of the data collection process with the data collection firms or institutions. This includes a face to face data collections and constant communication with subcontracted firms or institutions to ensure data collection milestones are on track and support on trouble shooting as needed
- Coordinate the development and update of questionnaires to be used in each wave, including sharing with other team members within UNICEF and with WFP and ADB, proposing changes, collecting feedback and coordinating translation of changes in questionnaire
- Do quality assurance of data being collected, ensuring consistency of data. Sharing issues with data collection firm/institution and ensuring these are fixed in final dataset
- Quality assurance the dashboard that is produced after each wave of data collection
- Provide input and materials for training and refresher training of enumerators
- Programme and calculate composite indicators after each round of data collection
- Undertake basic analysis and disaggregation of data collected after every round
- Undertake as needed in depth analysis of trends that require further understanding, as well as analysis geared towards unmasking the potential effects of policies being implemented to support families, such as cash transfer programmes, etc.
- Data management of all waves collected
- Collaborate with programme sections to identify other sources of data and analysis linked to the impact of COVID-19 and relevant for interpretation of survey indicators to include into policy recommendations.

#### **2. Develop dissemination products of socio-economic impact study (PPT, Policy Briefs, etc.)**

- Prepare summary of findings after each round of data collection, including through developing a presentation with updated findings for sharing with wider audience
- Coordinate and lead the drafting of the reports that present the findings from all waves of data being collected and lead the drafting of the main chapters including a description of methodology and findings
- Support the drafting and finalization of 2 pager policy briefs on key findings for wider dissemination

#### **3. Support NNP to develop a second edition of the 'Fast Track Road Map for Improving Nutrition'**

- Guide MOH and NNP on using the FTRM 2014-2020 assessment finding to project targets and indicators for the next strategy to improve maternal and child nutrition
- Facilitate workshop for Steering Committee for developing a second edition of the 'Fast Track Road Map for Improving Nutrition' to select key priorities for women and child nutrition in Cambodia
- Develop a monitoring and evaluation framework including estimated progress
- Develop and finalize the second edition of the document
- Convene meetings with government and development partners to disseminate the final document and support wider dissemination at sub-national level

#### **4. Technical support and leadership in evidence generation of efficiency of Severe Acute Malnutrition management programme**

- Finalize protocol and tools for assessment in collaboration with governmental counterparts in order to define the indicators for bottleneck assessment (BNA)

- Coordinate data collection and analysis with national consultant
- Draft and finalize the report assessment
- Organize workshop meetings to disseminate information with governmental counterparts and development partners based on the findings of the assessment and development of action plan to target these bottlenecks
- Provide technical support and review of assessments linked to strategy development and reporting system for maternal and child nutrition
- Prepare materials for wider information dissemination

#### **4. Qualifications or Specialized Knowledge/Experience Required**

##### Qualifications and Experience

- An advanced university degree (Master's or higher) in economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods including quantitative research methods were an integral part of the training.
- A minimum of five years of professional experience in one or more of the following areas is required: Research in development, including design of research methods, ideally in child development; quantitative data analysis and reporting, data management and experience in using statistical packages such as Stata, R or equivalent.
- Experience in managing and analysing longitudinal data is a must.
- Experience in qualitative and quantitative research methods a must.
- Experience in using a statistical programme (R or STATA) and Excel
- Relevant experience in a UN system agency or organization is considered as an asset.

##### Knowledge and Skills

- Knowledge of the nutritional situation and nutrition services in Cambodia, especially for Severe Acute Malnutrition

##### Competencies

- Core competencies: Nurtures, Leads and Manages People (1), Demonstrates Self Awareness and Ethical Awareness (2), Works Collaboratively with others (2), Builds and Maintains Partnerships (2), Innovates and Embraces Change (2), Thinks and Acts Strategically (2), Drives to achieve impactful results (2), Manages ambiguity and complexity (2).
- Functional Competencies: Persuading and influencing (1), Applying technical expertise (1), Learning and researching (2), Planning and organizing (2).

##### Languages

Fluency in English is required. Knowledge of Khmer is considered as an asset.

#### **5. Location**

The consultancy will be based in Phnom Penh, Cambodia. No travel within Cambodia is expected.

#### **6. Duration**

The consultancy is expected to last one year, from December 2021- December 2022, with an approximate time dedication of 184 days (125 from SP and 59 days from nutrition).

#### **7. Deliverables**

<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
<b>I. Manage wave 9 of data collection and end of Phase II (2021)</b>		
<p><b>Clean data and quality assured dashboard for wave 9.</b>  <u>Tasks:</u> follow up on progress of data, do quality assurance as data comes in, work with GeoPoll on necessary data checks, ensure final clean data is ready for analysis and dashboard, and provide quality assurance on dashboard until all issues are solved.</p>	5 days	2 weeks after completion of wave 9 data
<p><b>Processed data set with graphs for wave 9</b>  <u>Tasks:</u> data cleaning, calculate composite indicators, and do a disaggregation of key questions by categories and create graphs as needed for these variables</p>	3 days	2 weeks after completion of wave 9 data
<p><b>Updated two PPT with information from wave 9 with key findings and trends of waves 1-9.</b>  <u>Tasks:</u> Update the PPT to include all key findings between wave 1 and 9. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT. Presentation/dissemination of PPT as needed.            Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study.</p>	5 days	2 weeks after receipt of final/clean data
<p><b>Support the development of policy briefs developed based on topics identified at end of Phase II (2021 data) as well as support the drafting of the Phase II report</b>  <u>Tasks:</u> Together with UNICEF, WFP and ADB, identify topics and areas that would benefit from developing Policy Briefs with summary of key results and highlighting need for action. Once areas are identified, support technically the undertaking of necessary data analysis and materials.            In addition to the short policy briefs, support the consultant who will write the phase II report, especially in undertaking necessary data analysis.            Disseminate with the team for feedback, and finalise.</p>	15 days	4 weeks after identification of policy brief topics
<b>II. Manage the sub-contracted company for data collection</b>		
<p><b>All final deliverables from data collection firm quality assured and approved for final payment. Contract with data collection firm properly managed.</b>  <u>Tasks:</u> Provide oversight on final deliverables from the data collection firm, including the progress report. Undertake quality assurance of all outstanding deliverables of the firm for successful contractual completion.</p>	3 days	1 week after receipt of all deliverables from data collection firm based on wave 9
<p><b>Data collection firms/institutions for Phase III contracted and on board</b>  <u>Tasks:</u> together with UNICEF, WFP and ADB teams lead on the administrative and logistic related tasks for the extension of the socioeconomic impact study. This includes also the process of drafting of TORs for Phase III, lead the contracting process of data collection firms or extension process of data collection firm for one face to face data collection and four follow-up phone surveys.</p>	5 days	February 28th 2022

<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
It is expected that the firms are not the same, and thus completely different processes are needed.		
<b>III. Manage wave 10 of data collection</b>		
<p><b>Phase III (wave 10) questionnaire developed. Indicators for follow up in phase III identified.</b></p> <p><u>Tasks:</u> together with UNICEF, WFP and ADB team, lead on the finalization of the questionnaire, including coordination of its translation, to be used for Phase III of the study, as well as with the team agree on core areas of interest and indicators to be highlighted and followed on during this phase. The wave 10 is set to be a face to face survey, which is to include collection of all descriptive information of the respondent households.</p> <p>The consultant should engage with ADB and WFP in technical discussions around how to best work out the new sample, as there will be a mixed sample of old and new households being considered. This would also include how baseline data is captured for new households, and how to reach and update cellphones of old households whose numbers have been disconnected to get them back in the study.</p>	5 days	March 15th 2022
<p><b>Technical guidance to data collection agency for face to face data collection:</b></p> <p><u>Tasks:</u> Train enumerators on the questionnaires and final revision based on enumerator feedback</p> <p>Train enumerators in the use of tablet for data collection</p> <p>Review and quality assure the CAPI application and the data produced, including skips and logic checks</p>	5 days	
<p><b>Clean data</b></p> <p><u>Tasks:</u> Wave 10 data collection: Support data collection with data collection firm. Follow up on progress of data, do quality assurance as data comes in, work with contracting firm/institution on necessary data checks and ensure final clean data is ready for analysis and dashboard. Provide quality assurance on dashboard until all issues are solved.</p>	3 days	2 weeks after completion of wave 10 data
<p><b>Processed data set with graphs for wave 10</b></p> <p><u>Tasks:</u> Calculate composite indicators, and do a disaggregation of key questions by categories (location, IDPoor status, gender of household head, etc.) and create graphs as needed for these variables.</p>	3 days	2 weeks after completion of wave 10 data
<p><b>Updated PPT with information from wave 10 (short and long versions)</b></p> <p><u>Tasks:</u> Update the PPT including waves 1-9 plus new information coming from wave 10. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT.</p> <p>Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study. Presentation/dissemination of PPT as needed.</p>	5 days	2 weeks after receipt of final/clean data
<b>IV. Manage wave 11 data collection</b>		

<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
<p><b>Clean data and quality assured dashboard for waves 10 and 11</b>  <u>Tasks:</u> Wave 11 data collection: Coordinate data collection with data collection firm including final review of questionnaire, providing support for training. Follow up on progress of data, do quality assurance as data comes in, work with contracted on necessary data checks and ensure final clean data is ready for analysis and dashboard. Provide quality assurance on dashboard until all issues are solved. As wave 10 will have been produced through another firm and face to face, this data will need to be merged into the dashboard and would be done at this stage.</p>	5 days	2 weeks after completion of wave 11 data
<p><b>Processed data set with graphs for wave 11</b>  <u>Tasks:</u> Calculate composite indicators, and do a disaggregation of key questions by categories (location, IDPoor status, gender of household head, etc.) and create graphs as needed for these variables</p>	3 days	2 weeks after completion of wave 11 data
<p><b>Updated PPT with information from wave 11 (short and long versions)</b>  <u>Tasks:</u> Update the PPT including waves 1-10 plus new information coming from wave 11. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT. Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study. Presentation/dissemination of PPT as needed.</p>	5 days	2 weeks after receipt of final/clean data
<b>V. Manage wave 12 data collection</b>		
<p><b>Clean data and quality assured dashboard for wave 12</b>  <u>Tasks:</u> Wave 12 data collection: Coordinate data collection with data collection firm including final review of questionnaire, providing support for training. Follow up on progress of data, do quality assurance as data comes in, work with contracting firm on necessary data checks and ensure final clean data is ready for analysis and dashboard. Provide quality assurance on dashboard until all issues are solved.</p>	5 days	2 weeks after completion of wave 12 data
<p><b>Processed data set with graphs for wave 12</b>  <u>Tasks:</u> Calculate composite indicators, and do a disaggregation of key questions by categories (location, IDPoor status, gender of household head, etc.) and create graphs as needed for these variables</p>	3 days	2 weeks after completion of wave 12 data
<p><b>Updated PPT with information from wave 12 (short and long versions)</b>  <u>Tasks:</u> Update the PPT including waves 1-11 plus new information coming from wave 12. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT. Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study. Presentation/dissemination of PPT as needed.</p>	5 days	2 weeks after receipt of final/clean data

<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
<b>VI. Manage wave 13 data collection</b>		
<p><b>Clean data and quality assured dashboard for wave 13</b>  <u>Tasks:</u> Wave 13 data collection: Coordinate data collection with data collection firm including final review of questionnaire, providing support for training. Follow up on progress of data, do quality assurance as data comes in, work with contracted firm on necessary data checks and ensure final clean data is ready for analysis and dashboard. Provide quality assurance on dashboard until all issues are solved.</p>	5 days	2 weeks after completion of wave 13 data
<p><b>Processed data set with graphs for wave 13</b>  <u>Tasks:</u> Calculate composite indicators, and do a disaggregation of key questions by categories (location, IDPoor status, gender of household head, etc.) and create graphs as needed for these variables.</p>	3 days	2 weeks after completion of wave 13 data
<p><b>Updated PPT with information from wave 13 (short and long versions)</b>  <u>Tasks:</u> Update the PPT including waves 1-12 plus new information coming from wave 13. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT.            Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study. Presentation/dissemination of PPT as needed.</p>	5 days	2 weeks after receipt of final/clean data
<b>VII. Manage wave 14 data collection and end of Phase III</b>		
<p><b>Clean data and quality assured dashboard for wave 14</b>  <u>Tasks:</u> Wave 14 data collection: Coordinate data collection with data collection firm including final review of questionnaire, providing support for training. Follow up on progress of data, do quality assurance as data comes in, work with contracted firm on necessary data checks and ensure final clean data is ready for analysis and dashboard. Provide quality assurance on dashboard until all issues are solved.</p>	5 days	2 weeks after completion of wave 14 data
<p><b>Processed data set with graphs for wave 14</b>  <u>Tasks:</u> Calculate composite indicators, and do a disaggregation of key questions by categories (location, IDPoor status, gender of household head, etc.) and create graphs as needed for these variables.</p>	3 days	2 weeks after completion of wave 14 data
<p><b>Updated PPT with information from wave 14 (short and long versions)</b>  <u>Tasks:</u> Update the PPT including waves 1-13 plus new information coming from wave 14. Share PPT with section chiefs and management as well as work with WFP and ADB to finalize the PPT.            Prepare two PPTs: one for dissemination purposes that follows the PPT already prepared, and a longer one including more details, which can be used for sharing on paper and which will serve as a report that combines phase I and II of the study. Presentation/dissemination of PPT as needed.</p>	5 days	2 weeks after receipt of final/clean data

<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
<p><b>Policy briefs developed based on topics identified</b>  <u>Tasks:</u> Together with UNICEF, WFP and ADB, identify topics and areas that would benefit from developing Policy Briefs with summary of key results and highlighting need for action. Once areas are identified, undertake necessary data analysis, develop graphs and undertake the write up of the policy briefs. Disseminate with the team for feedback, and finalise.</p>	10 days	4 weeks after identification of policy brief topics
<p><b>All final deliverables from data collection firm/s quality assured and approved for final payment for Phase III. Contract with data collection firm properly managed.</b>  <u>Tasks:</u> Provide oversight on final deliverables from the data collection firm, including the progress report. Undertake quality assurance of all outstanding deliverables of the firm for successful contractual completion.</p>	6 days	1 week after receipt of all deliverables from data collection firm/s
<p><b>VIII. Support NNP to develop of a second edition of the 'Fast Track Road Map for Improving Nutrition' and key assessment on maternal and child nutrition</b></p>		
<p><b>Support the selection of key priorities for improvements in maternal and child nutrition in coordination with Steering Committee</b>  <u>Tasks:</u> Organize consultive meetings with MOH to use the performance assessment of the first edition to identify priorities and projected targets. Organize workshop with Steering Committee to set the focus for the second edition of the 'Fast Track Road Map for Improving Nutrition'.</p>	5 days	Finalize in the first month of consultancy
<p><b>Support the development of a Monitoring and Evaluation framework in collaboration with MOH</b>  <u>Tasks:</u> Based on agree key priorities, set key monitoring indicators and targets in collaboration with MOH. The document must include predicted progress against indicators and suggestions for formative evaluations.</p>	5 days	Finalize in the second month of consultancy
<p><b>Finalization of document in collaboration with the Steering Committee and support dissemination</b>  <u>Tasks:</u> Based on inputs from MOH and Steering Committee, draft the second edition of the 'Fast Track Road Map for Improving Nutrition'. Develop materials for wider dissemination at national and sub-national level.</p>	10 days	Finalize by end of April
<p><b>IX. Technical support and leadership in investigating BNA and root causes of the SAM management programme</b></p>		
<p><b>Finalize the preparations before data collection</b>  <u>Tasks:</u> Draft and finalize protocol and tools for data collection, including tools for consultative meetings for finalizing BNA and semi-structured interview guides for service providers and beneficiaries of SAM rehabilitation treatment. Support the ethical clearance application and process.</p>	5 days	By end January
<p><b>Finalization of tools and indicators for Bottleneck Analysis (BNA) of SAM management programme and coordinate data collection and analysis</b></p>	10 days	Within two months from



<b>Reporting Requirements for each deliverable</b>	<b>Number of working days</b>	<b>Due date</b>
<u>Tasks:</u> Based on consultative meetings with National Nutrition Programme finalize indicators of BNA components based on information available and feasibility to collect during interviews. Finalize semi-structured interview guides for health service providers and beneficiaries. Together with national consultant, coordinate the data collection in three provinces including interviews with staff members from health facilities and beneficiaries(caregivers) of SAM rehabilitation in- and out-patient treatment. Set methods of analysing information for BNA and of the root causes.		ethical clearance
<b>Finalize the report, disseminate findings, and concretize recommendation for changes in SAM management programme</b> <u>Tasks:</u> Draft and finalize the report of the assessment based on comments from NNP, MOH and development partners. Prepare material for disseminating findings and/or workshop that will help finalizing recommendation for improving the SAM management programme in Cambodia.	14 days	By mid-July
<b>Provide technical support and inputs for national assessments on maternal and child nutrition</b> <u>Tasks:</u> Provide technical support to assessments on maternal and child nutrition. Review and provide inputs of materials shared by consultants. Facilitate the coordinate between consultants and national level.	10 days	By September

## 8. Reporting Requirements

Based on the deliverables specified above, the below outputs are expected. These refer to the reports to be produced and don't include the deliverables mentioned in the table above that include interim steps.

1. Clean and final questionnaires for every wave of data collected
2. Clean and final data sets for all waves of data collected (waves 9-14)
3. Final processed and analysed data sets including composite indicators, disaggregated tables of key variables and graphs for all waves (9-14)
4. One short and one long Power Point Presentation summarizing key findings after every wave (9-14)
5. Policy briefs (2-3 pages each) prepared as per identified needs
6. Report of 'Bottleneck analysis and assessment of root cause of the Severe Acute Malnutrition National Programme in Cambodia'
7. National document of: 'Fast Track Road Map for Improving Nutrition 2021-2025'

## 9. Payment Schedule linked to deliverables

- 9.7% upon satisfactory completion of deliverables I
- 9.7% upon satisfactory completion of deliverables II
- 9.7% upon satisfactory completion of deliverables III
- 9.7% upon satisfactory completion of deliverables IV
- 9.7% upon satisfactory completion of deliverables V
- 9.7% upon satisfactory completion of deliverables VI
- 9.8% upon satisfactory completion of deliverables VII
- 16% upon satisfactory completion of deliverables VIII

- 16% upon satisfactory completion of deliverables IX

*\* The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

## **10. Administrative Issues**

The consultancy will be based in Phnom Penh, Cambodia. Office space and access to printer will be provided to the consultant. Laptop will be provided considering availability.

## **11. Contract supervisor**

The contract will be supervised in matrix management between Evaluation Specialist and Chief Social Policy, while the Nutrition specialist will review relevant work to nutrition.

## **12. Nature of 'Penalty Clause' to be Stipulated in Contract**

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

## **13. Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

## **14. Assessment Criteria**

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, copies of 2 relevant survey reports of similar scope to this consultancy performed earlier by the consultant. Technical proposal to include the approach to data collection quality supervision, data quality assurance, quality assurance of dashboards, development of indicators, analysis of data for summarization into a PPT, approach to development of adapting questionnaires, and what would be the approach to drafting policy briefs.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Phnom Penh,

including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Advanced degree in Economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods including quantitative research methods were an integral part of the training (30 points)
- Knowledge of Stata or R AND Excel, as well as knowledge of analysis and management of longitudinal data (20 points)
- Experience in data collection, management and analysis of longitudinal data sets and data collection processes, including development of questionnaires, development of indicators, data cleaning, data analysis and reporting (20 points)
- Quality of past work (examples of past work to be shared) (20 points)
- Experience and knowledge in nutrition, especially in Cambodia (10 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.