

State Consultant – CSAM

Duration of this assignment: 1st February 2022 to 31st December 2022

Duty Station: Bhopal, Madhya Pradesh

Closing date: Thursday, 20th January 2022

1. BACKGROUND / RATIONALE

Severe Acute Malnutrition (SAM) is the most extreme form of malnutrition which affects children's physiology, manifesting as a clinical condition and increasing their risk of mortality by up to nine times compared to a well-nourished, healthy child. Hence a SAM child requires both medical and dietary management. According to the World Health Organization (WHO), approximately 10 per cent of children with SAM are likely to have medical complications (that requires hospital-based management) and 90 per cent do not have any medical complications and can be managed at community level.

According to recently released National Health and Family Survey (NFHS-2020-21), State of Madhya Pradesh has shown progress in reduction of malnutrition among children (with underweight reduced by 29.6% from 42.8% to 33%, stunting reduced by 17.6% from 42% to 35.7%, wasting reduced by 35.7% from 25.8% to 19%), and state has implemented IMAM programme to deal with children with wasting across 52 districts with robust MIS and monitoring system.

During COVID pandemic, state of Madhya Pradesh has established Community based Management of children with SAM (CSAM) in 6-59 months of age and is being implemented in all 52 districts of the state. Since inception, UNICEF supported department of Women and Child Development and Health in planning, capacity building, monitoring, review and streamlining MIS. With support of UNICEF, Center of Excellence (CoE) has been established at AIIMS Bhopal to provide technical support to state departments for strengthening of CSAM programme implementation with special focus in two districts i.e., Hoshangabad and Khandwa.

Community-based management of SAM (CSAM) has been institutionalized in the govt system and is a part of State Nutrition Policy. However, the programme requires strengthening on medicine supply, supportive supervision by ICDS supervisors, more coordination/liaison to further improve quality of implementation and documentation. The CSAM programme caters to children with SAM in 6-59 years of age group and as per NFHS-5, for Madhya Pradesh prevalence of severely and moderately acute malnutrition in less than 6 months children is 11.3% and 26.9% respectively. Hence, it is crucial to design and establish programme for management of children with SAM under 6 months of age group, as two third of child mortality has malnutrition as underlying cause.

Hence, the state needs technical support to strengthen CSAM programme, facilitate coordination and liaison between Dept of WCD, NHM and CoE, AIIMS Bhopal and design and establish management of children with SAM under 6 months of age.

2. PURPOSE OF ASSIGNMENT

This consultancy is proposed to support strengthening of CSAM implementation through capacity building, monitoring, bottleneck analysis of implementation and enhancing coordination/liaison with specific focus in two districts of Hoshangabad and Khandwa in collaboration with Center of Excellence, AIIMS Bhopal.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

The consultancy is planned to advance nutrition interventions to contribute to achieve following output as per CPAP 2018-22

Output 202: By 2022, in UNICEF supported states, government and partners have enhanced capacity to scale up services for the treatment of severe acute malnutrition

4. OBJECTIVES

- To design and establish programme for management of children with SAM under 6 months in collaboration with COE, AIIMS Bhopal
- To strengthen supportive supervision for CSAM programme by system supervisors in the state
- To strengthen the medicine supply chain mechanism under CSAM programme in the state in collaboration with dept of Health and CoE
- To strengthen coordination and liaison between department of WCD, NHM and CoE, AIIMS Bhopal

5. MAJOR TASKS

- Facilitate implementation of recommendations for improved supply chain of medicines under CSAM programme in collaboration with NHM and CoE
- Assessment of situational analysis, operational feasibility and scope of under 6 months malnourished children/SAM management at community and facility level in the state
- Facilitate designing and implementation of programme to manage children with SAM under 6 months of age, both at community and facility level including training material and plan for roll out
- Liaison between COE, DWCD and Dept of Health for improved coordination to strengthen IMAM implementation
- Develop and roll out plan for supportive supervision for CSAM programme by system supervisors in the state based on the learnings from Hoshangabad
- Documentation of best practices and change stories

6. DELIVERABLES AND DEADLINES

Task	Deliverables	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
Facilitate implementation of recommendations for improved supply chain of medicines under CSAM programme in collaboration with NHM and CoE	1 MoM with NHM to implement CSAM programme medicine supply chain model Issuance of directives to districts to implement the CSAM programme medicine's supply chain model	28 th Feb 2022	5 days
Assessment of situational analysis, operational feasibility and scope of under 6 months malnourished children/SAM management at community and facility level in the state	2 Detail report on the current status of under 6 months malnourished children (screening, identification, components/interventions for further management) with recommendations / design programme on implementation for management at community and facility level	31 st March 2022	18 days

Development of training material for FLWs regarding management of malnourished (SAM) children under 6 months in the state	3	Final training module / material	30 th Apr 2022	0 days
Facilitate screening, identification and increase referral/admission to NRCs of malnourished (SAM) children under 6 months in Hoshangabad district	4	Report on implementation of protocol for children under 6 months in one district	30 th September 2022	12 days
Data management of service delivery to malnourished (SAM) children under 6 months including integration with MIS of Depts of WCD and Health	5	Data management system established (real time data capturing) and indicators captured on existing MIS / dashboard	30 th Aug 2022	12 days
Analytical report of service delivery to malnourished (SAM) children under 6 months	6	Detail report on key indicators of the programme for under six months	31 st Oct 2022	0 days
Liaison between COE and DWCD for improved coordination on IMAM programming Facilitate meetings on work plans, data analysis and programme monitoring report including supportive supervision analysis, findings with clear recommendations between CoE with Dept of WCD (before the quarter starts)	7	MoM for each quarter Q1 & Q2	30 th Jun 2022	0 days
	8	MoM for each quarter Q3 & Q4	31 st Dec 2022	
Facilitate mainstreaming of CSAM programme monitoring / supportive supervision through existing supportive supervision system and development partners/checklist of ICDS supervisors	9	Final supportive supervision checklist and its deployment plan including involvement of development partners	30 th May 2022	5 days
	10	Data analysis of supportive supervision on at least 3 month data.	30 th Nov 2022	0 days
Document the best practices and change stories from Hoshangabad and Khandwa districts, in collaboration with CoE	11	Detail report to be completed and shared with WCD and Health	31 st Jul 2022	10 days
Total				62 days

This is a deliverable based ToR, thus the consultant will be paid only for deliverables completed and for travels undertaken on actual basis.

7. DUTY STATION

Bhopal, Madhya Pradesh

8. CONTRACT SUPERVISOR

Nutrition Specialist, UNICEF Bhopal Field Office

9. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)

The contract will be for a period of **11 months (1st Feb 2022 to 31st December 2022)**, with possibility of extension depending on the funds availability and programme need. It will be contingent upon donor commitments, internal approval, reflection of the key deliverables and budget availability, and satisfactory performance of the consultant.

Please note: Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

10. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

The consultant would be based in Bhopal. The consultant will be required to undertake approximately 62 days of travel, to priority districts with the approval of the supervisor, to achieve the deliverables under this ToR. The consultant would be required to make her/his own arrangement for travel and stay. The cost of the travel on actual basis would be reimbursed on submission of the invoices, and the per diem would be paid as per UNICEF established rates, based on the actual number of days travelled. Per diem is applicable only for travel involving overnight stay. For travel outside the state of Madhya Pradesh, and if the consultant has to use the air travel option, he/she will book his/her own ticket, via, most direct route, economy class, which would be reimbursed by UNICEF on submission of invoices.

11. ESTIMATED COST OF CONSULTANCY

This is a deliverable based assignment, thus the consultant will be paid only for deliverables completed upon submission of invoice along with written report. There would be scope of interchanging activities/ deliverables from one to another month based on programmatic need and in agreement with the supervisor.

The total cost of the consultancy comprise of Professional Fees and Travel Cost. The professional fees includes all costs required in the execution of this assignment including laptop, office resources, internet connectivity, mobile communication / charges, stationaries, local travel within the duty station etc.

The travel cost includes per diem and transportation cost. Per diem includes cost of boarding, lodging and incidentals and paid only for actuals trips undertaken. Per diem will be paid only for trips involving overnight stay. Transportation cost is also reimbursed on actual basis upon submission of the invoices.

No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.

12. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/ FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Postgraduate degree in the field of Community Medicine/PSM/Public Health/Health Administration.
- 5 years’ experience in the field of public health nutrition is desired. Working experience on programs for management of children with SAM is preferable.
- The candidate is also expected to possess good analytical, documentation and communication skills (both written and oral)
- Should have the necessary technical competencies in preparing and designing briefing notes, guidance notes
- Computer proficiency with specific familiarity with commonly used Windows and MS Office software and database software including analytical software like Epi info, SPSS, etc.
- Some background knowledge and understanding of UNICEF programming and core values
- Knowledge of English and Hindi is essential

13. SELECTION PROCESS (FOR INTERNAL PURPOSE ONLY)

- (A) Quality and Cost Based Selection (QCBS)
- OR
- (B) Technically Qualified Least Cost Selection (LCS)

A. TECHNICAL EVALUATION CRITERIA

This is an individual consultancy. The selection is based on combined evaluation of technical and financial bids submitted by interested and eligible candidates. The candidates who submit both technical and financial bids will be shortlisted for written test. Only candidates who qualify by securing more than 50% marks in the written test will be invited for the further process. A total of 80 marks is allocated for technical evaluation conducted based on the Technical Review Committee’s recommendation as per the table below. The financial bids will be evaluated through total marks of 20. A candidate must obtain at least 70% (i.e. 56 out of 80 marks) in the technical evaluation to be technically qualified. Financial proposals of only technically qualified candidates will be opened for further evaluation. Position would be advertised to identify suitable interested candidates for the position.

Evaluation Criteria	Minimum score	Maximum score
Educational Qualifications meeting the requirements as per TOR	7	10
Experience in Public health nutrition programmes and women’s group initiatives	14	20
Interview assessing understanding of ToR, drive for results, analytical and communication skills	35	50
Total Technical Evaluation	56	80
Financial bids Evaluation	20	
Total score/marks	100	

14. PERFORMANCE REVIEWS:

The supervisor shall complete annual performance evaluation, using UNICEF output evaluation template with scores and comments justifying the scores for all the submission of deliverables made by the CIC (interim and annual).

15. CHILD SAFEGUARDING:

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel: **24 hours per month**

Child data role YES NO

If yes, please indicate below the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): **24 hours per month**

16. HOW TO APPLY / APPLICATION PROCEDURES

- Qualified female/male candidates are requested to please indicate their ability and availability to undertake the above assignment.
- Your application should be sent to bhopal.consultants@unicef.org by **Thursday, 20th January 2022** with subject line "**STATE CONSULTANT – CSAM**" in two separate files consisting of:

File-1

- a) Cover letter
- b) Curriculum Vitae (CV)
- c) **P-11** form, can be downloaded from our website at

File-2

- d) **Financial Proposal** (use the format given at the end of this advertisement for financial proposal. Please Mention your name & sign the financial proposal, convert it into a pdf format & send it along with your application)
- (e) Only short-listed candidates will be called for written test/interview.
- (f) The selection will be on the basis of technical evaluation & financial proposal in the ratio of 80:20 respectively. The technical evaluation educational qualification, relevant experience, comprise of CV, written test & interview. In the technical evaluation, candidate must score a minimum of 70% to technically qualify.
- (g) Financial proposals of only those candidates, who are found technically qualified, will be considered.
- (h) Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- (i) Joint applications of two or more individuals are not accepted.
- (j) Please note, UNICEF does not charge any fee during any stage of the process.

UNICEF is committed to diversity and inclusion within its workforce, we encourage qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply.

Kindly click the link below for attachment

1. Financial Bid/Proposal Template

https://www.sams.co.in/Financial_Bid_Template.xlsx

2. P-11 form

<https://www.sams.co.in/Personal%20History%20P11%20Form.doc>