

TERMS OF REFERENCE

Nutrition Governance and Coordination Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Vientiane, Lao People's Democratic Republic (remote with travel)

DURATION OF CONTRACT 12 months

Purpose of Assignment

The National Plan of Action for Nutrition (NPAN) 2026-2030 establishes a strengthened accountability and coordination framework to improve multisectoral nutrition governance, joint planning, implementation monitoring, reporting, and adaptive management at national and subnational levels. The NPAN recognizes that subnational structures require greater support to move beyond information sharing towards joint planning, budgeting, implementation monitoring, and accountability. The plan further calls for standardized dashboards, biannual reviews, annual reporting, structured feedback loops, and strengthened secretariat capacity.

The consultant will support the National Nutrition Committee (NNC) Secretariat in operationalizing these provisions through quarterly coordination support, monitoring of NPAN implementation, facilitation of evidence-based planning and review processes, and capacity strengthening of Provincial Nutrition Committees (PNCs) in priority provinces

Scope of Work

Under the supervision of UNICEF and in collaboration with relevant partners and government ministries, the consultant will:

1. Support NNC planning and coordination

- Support preparation and organization of quarterly NNC Secretariat coordination meetings.
- Facilitate compilation of multisectoral implementation updates from Health, Food, Education and Social Protection systems.
- Support preparation of briefing notes, presentations and decision-making materials for NNC meetings.
- Follow up implementation of recommendations and action points arising from NNC meetings.
- Support preparation of the annual National Nutrition Forum.

2. Strengthen monitoring and reporting of NPAN implementation

- Support MOF to develop and operationalize a standardized NPAN quarterly monitoring tool aligned with NPAN indicators and annual targets.
- Support consolidation of quarterly implementation reports from line ministries and provinces.
- Prepare quarterly implementation progress summaries identifying achievements, bottlenecks and corrective actions.

3. Support MOH quarterly Review and Planning processes

- Coordinate quarterly activity planning for relevant departments of MOH.
- Strengthen capacities of MOH staff on proposal development and DCT requests.
- Facilitate quarterly review meetings, relating results with progress against annual NPAN targets.

- Strengthen capacities on activity and financial reporting.
- Support development of corrective action plans emerging from review meetings.
- Follow-up of agreed actions.

4. Strengthen provincial planning and review mechanisms

- Provide technical support to Provincial Nutrition Committees in selected priority provinces.
- Support provinces to prepare annual and quarterly multisectoral nutrition implementation plans aligned with NPAN priorities.
- Strengthen capacities of Provincial staff on proposal development and DCT requests.
- Strengthen capacities on activity and financial reporting.
- Facilitate use of standardized planning and reporting templates.
- Strengthen provincial capacity to analyses nutrition data and use evidence for planning and decision-making

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Establishment and First Review Cycle	Deliverable 1 – • Inception report and annual workplan finalized. • Standardized NPAN quarterly monitoring and reporting tool developed/revised with MoH and relevant stakeholders. • Support provided to the NNC Secretariat for the preparation of the National Nutrition Forum including agenda, presentations, minutes. • One MOH quarterly review and planning meeting facilitated, including quarterly workplan and corrective action plan. • Technical support provided to at least 2 priority provinces to prepare quarterly multisectoral nutrition plans and strengthen capacities on proposal development, DCT processes, and reporting. • Q1 NPAN implementation progress summary produced, including analysis of bottlenecks and recommended corrective	15/03/2027

	actions	
Strengthening Planning and Monitoring Systems	Deliverable 2 – • Support provided to one NNC Secretariat coordination meeting, including follow-up of action points from previous meetings. • One MOH quarterly review and planning meeting facilitated, including monitoring of implementation and financial reporting progress. • Technical support provided to at least 4 additional priority provinces on planning, DCT requests, activity reporting and data use. • Q2 NPAN implementation progress summary produced, including analysis of bottlenecks and recommended corrective actions • Consolidated semi-annual implementation review report and recommendations submitted	15/06/2027
Adaptive Management and Provincial Capacity Strengthening	Deliverable 3 – • Support provided to one NNC Secretariat coordination meeting, including review of NPAN implementation progress and action tracking. • One MOH quarterly review and planning meeting facilitated, with agreed corrective actions and implementation follow-up. • Continued support to priority provinces on quarterly planning, monitoring, proposal development, DCT management and reporting. • Capacity-building sessions	15/10/2027

	conducted on nutrition data analysis and evidence-based planning. • Q3 NPAN implementation progress summary produced and disseminated	
Annual Review and Forward Planning	Deliverable 4 – • Support provided to one NNC Secretariat coordination meeting and annual review discussions. • One MOH quarterly review and planning meeting facilitated, including preparation of annual priorities and workplan for the following year. • Technical support provided to provinces to prepare annual and quarterly multisectoral nutrition implementation plans aligned with NPAN priorities. • Q4 NPAN implementation progress summary produced. • Annual consolidated report submitted summarizing NNC support, MOH planning and review processes, provincial support activities, implementation progress, challenges, lessons learned, and recommendations for the following year.	14/01/2028

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- 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.

- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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

- **Education:** Advanced university degree in Nutrition, Public Health, Health Systems Management, Development Planning, Public Policy, Monitoring and Evaluation, or related field
 - **Work Experience:**
 - Minimum 8 years of relevant professional experience.
 - Demonstrated experience supporting government-led nutrition programmes or multisectoral coordination mechanisms.
 - Experience in strategic planning, work planning, monitoring and evaluation.
 - Experience supporting subnational planning and implementation.
 - Experience facilitating multisectoral stakeholder consultations and review meetings.
 - Experience working with government institutions in Lao PDR.
 - **Language Requirements:** Excellent written and spoken English and Lao language.
 - **Knowledge/Expertise/Skills:**
 - Excellent analytical and report-writing skills.
 - Strong facilitation and coordination skills.
 - Strong stakeholder engagement and capacity-building skills.
 - **Desirables:** Previous experience with UNICEF, nutrition coordination mechanisms, or national nutrition plans is an asset
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