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TERMS OF REFERENCE

TITLE – *Nutrition Consultant (Governance and Institutional Strengthening)*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Manila, Philippines (Remotely)
DURATION OF CONTRACT	11.5 Months

Purpose of Assignment

The overall purpose of the consultancy is to provide continuous technical, coordination, The overall purpose of the consultancy is to provide continuous technical, coordination, and institutional strengthening support to the National Nutrition Council (NNC) to advance nutrition governance and the implementation of priority activities under PPAN 2023–2028.

The consultancy forms part of UNICEF's support to the NNC's broader systems-strengthening efforts at the national and subnational levels to address malnutrition through improved nutrition governance, stronger institutional capacities, effective policy implementation, and sustained engagement of local government units (LGUs).

While the consultancy will support both national and subnational linkages, the primary focus will be at the national level, with particular attention to strengthening nutrition leadership and governance, institutional systems and capacities, and the effective implementation of nutrition programmes.

The consultant will primarily work with the NNC-NPPD and NNC-NIED to:

• Support the planning, coordination, implementation, and monitoring of priority activities under PPAN 2023–2028.

• Strengthen the integration of climate considerations and climate-resilient approaches into nutrition policies, plans, and programmes.

• Support LGU mobilization and provide technical assistance to strengthen local nutrition governance and programme implementation.

• Contribute to the sustainability and institutionalization of Nutrition Leadership and Governance initiatives.

• Facilitate effective coordination among NNC, UNICEF, national government agencies, LGUs, development partners, and other relevant stakeholders.

• Strengthen NNC's institutional systems, tools, capacities, and processes to support sustained implementation beyond the consultancy period.

Scope of Work

The consultant will work closely with UNICEF's Nutrition Specialist and the designated focal points from NNC and relevant national and subnational stakeholders. The assignment will involve continuous technical and coordination support throughout the 11.5-month engagement with focus on the following detailed tasks:

Output 1. Support to the Implementation of PPAN 2023–2028 and Development of the Next Cycle

• Work closely with NNC-NPPD to plan, coordinate, implement, and monitor priority activities under PPAN 2023–2028.

• Provide technical and coordination support for PPAN-related consultations, workshops, technical meetings, policy dialogues, and other activities.

• Develop and/or refine planning, implementation, monitoring, and coordination tools to support PPAN priorities.

• Support in the development of the new PPAN.

• Facilitate coordination among NNC units, relevant national government agencies, LGUs, development partners, and other stakeholders.

• Track and follow up on agreed actions and commitments arising from PPAN-related activities.

• Document implementation progress, emerging issues, good practices, and lessons learned.

• Identify opportunities to strengthen institutional mechanisms and coordination arrangements for sustained PPAN implementation.

• Provide timely technical inputs to NNC in response to emerging PPAN implementation priorities.

Output 2. Climate-Nutrition Programming

• Support NNC in integrating climate change considerations and climate-resilient approaches into nutrition policies, plans, programmes, and implementation mechanisms.

• Work with NNC-NPPD and relevant partners to advance climate-nutrition activities under PPAN 2023–2028.

• Provide technical support for consultations, workshops, capacity-building activities, and policy dialogues on climate and nutrition.

• Develop and/or refine climate-nutrition tools, guidance, knowledge products, and technical materials, as needed.

• Facilitate coordination with relevant government agencies, development partners, and technical experts working on climate change and nutrition.

• Document lessons, promising practices, and opportunities to strengthen and scale climate-resilient nutrition programming at national and local levels.

• Provide recommendations to strengthen the institutional integration of climate-nutrition approaches within NNC systems and processes.

Output 3. LGU Mobilization and Technical Assistance

• Work closely with NNC-NIED to support strategies and activities for mobilizing LGUs to strengthen local nutrition action.

• Support the design and delivery of technical assistance to LGUs on nutrition governance, leadership, and PPAN implementation.

• Develop capacity-building approaches, tools, and resources that can be integrated into NNC's existing systems.

• Support engagement with local nutrition committees, local chief executives, local nutrition action officers, and other relevant local stakeholders.

• Strengthen linkages between national policies and local nutrition planning, budgeting, implementation, and monitoring.

• Document effective LGU engagement and mobilization approaches for replication and scale-up.

• Identify emerging capacity and technical assistance needs of LGUs and recommend responsive support measures to NNC.

• Support sustainability mechanisms to maintain LGU mobilization and technical assistance approaches beyond the consultancy period.

Output 4. Nutrition Leadership and Governance

• Provide technical and coordination support to NNC-NIED and relevant NNC units to sustain Nutrition Leadership and Governance initiatives.

• Review and strengthen existing leadership and governance approaches, tools, and capacity-building initiatives.

• Contribute to strategies for institutionalizing nutrition leadership and governance within NNC and LGU systems.

• Support learning and knowledge-sharing activities among LGUs and nutrition stakeholders.

• Document good practices, lessons learned, and recommendations to strengthen the sustainability of Nutrition Leadership and Governance initiatives.

• Identify institutional mechanisms, resources, and partnerships that can support their longer-term sustainability.

Output 6. Coordination, Knowledge Management, and Partnership Development

• Maintain regular coordination with NNC focal points, UNICEF programme teams, government counterparts, development partners, and other relevant stakeholders.

• Participate in relevant technical working groups, consultations, workshops, and coordination meetings.

• Prepare meeting notes, action points, progress updates, presentations, and other required documentation.

• Track agreed actions and facilitate timely follow-up with relevant stakeholders.

• Identify opportunities for collaboration, resource mobilization, and technical assistance from UNICEF and other partners.

• Contribute to knowledge products, briefs, presentations, and other materials to support advocacy, decision-making, and programme implementation.

• Consolidate and document lessons learned, good practices, and emerging innovations across the consultancy areas.

• Support knowledge-sharing and learning activities to promote the replication and institutionalization of effective approaches.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline
Establish a clear implementation framework for the consultancy, including the approach, priorities, key activities, stakeholder engagement, coordination arrangements with NNC-NPPD and NNC-NEID, timelines, milestones, and technical assistance requirements.	An approved **inception report** and **detailed workplan** that defines the consultancy approach, priority activities, expected results, stakeholder roles, coordination mechanisms, key milestones, risks, and technical assistance priorities across all workstreams.	December 31, 2026
Provide ongoing technical and coordination support to NNC to strengthen implementation of PPAN 2023–2028, including tracking agreed actions, facilitating coordination, and providing technical inputs to priority activities.	A **progress report** which includes a functioning implementation and coordination mechanism supported through documented technical inputs, coordination actions, activity and decision tracking, and periodic recommendations to address implementation challenges and strengthen delivery of PPAN priorities.	January 31, 2027
Support NNC in integrating climate considerations into nutrition policies, programmes, and implementation under PPAN 2023–2028 through technical assistance, stakeholder consultations, and evidence-informed recommendations.	A **progress report** which includes technical inputs and recommendations developed to strengthen climate-nutrition integration within PPAN implementation, supported by documented consultations, identified opportunities and gaps, and agreed priority actions for advancing climate-resilient nutrition programming.	February 28, 2027
Support NNC in strengthening engagement, mobilization, and capacity of LGUs to implement nutrition priorities under PPAN 2023–2028.	A **progress report** documenting selected LGU engagement and technical assistance process, including capacity-strengthening activities, implementation support, identified challenges and solutions, and documented good practices and recommendations for establishing sustainable mechanisms for LGU mobilization.	March 31, 2027
Support NNC in strengthening and sustaining nutrition leadership and governance mechanisms at national and local levels.	A **progress report** that elaborates the review of existing nutrition leadership and governance approaches, with documented lessons, institutionalization opportunities, and actionable	April 30, 2027

	recommendations to strengthen leadership, governance, coordination, and sustainability of nutrition actions.	
Provide periodic assessments of progress across all consultancy workstreams, including achievements, coordination actions, challenges, emerging issues, and required follow-up.	A **progress report** which includes an implementation tracking mechanism with documented technical inputs, coordination actions, implementation updates, identified bottlenecks and risks, and actionable recommendations to accelerate progress against agreed priorities and milestone	May 31, 2027
Provide periodic assessments of progress across all consultancy workstreams, including achievements, coordination actions, challenges, emerging issues, and required follow-up.	A **progress report** which includes an implementation tracking mechanism with documented technical inputs, coordination actions, implementation updates, identified bottlenecks and risks, and actionable recommendations to accelerate progress against agreed priorities and milestone	June 30, 2027
Provide periodic assessments of progress across all consultancy workstreams, including achievements, coordination actions, challenges, emerging issues, and required follow-up.	A **progress report** which includes an implementation tracking mechanism with documented technical inputs, coordination actions, implementation updates, identified bottlenecks and risks, and actionable recommendations to accelerate progress against agreed priorities and milestone	July 31, 2027
Provide periodic assessments of progress across all consultancy workstreams, including achievements, coordination actions, challenges, emerging issues, and required follow-up.	A **progress report** which includes an implementation tracking mechanism with documented technical inputs, coordination actions, implementation updates, identified bottlenecks and risks, and actionable recommendations to accelerate progress against agreed priorities and milestone	August 31, 2027
Provide periodic assessments of progress across all consultancy workstreams, including achievements, coordination actions, challenges, emerging issues, and required follow-up.	A **progress report** which includes an implementation tracking mechanism with documented technical inputs, coordination actions, implementation updates, identified bottlenecks and risks, and actionable recommendations to accelerate progress against agreed priorities and milestone	September 30, 2027
Document and disseminate key evidence,	A **progress report** that indicates a set of agreed knowledge and technical	October 31, 2027

implementation experiences, good practices, lessons learned, and coordination outcomes generated through the consultancy.	products, including briefs, presentations, meeting documentation, good practices, lessons learned, and other materials that support NNC decision-making, learning, coordination, and institutionalization.	
Consolidate the results, lessons, and institutional strengthening gains from the consultancy and provide recommendations for continued implementation and sustainability.	A **final consultancy report** documenting achievements against agreed deliverables and milestones, key technical and coordination contributions, implementation challenges and responses, institutional strengthening results, lessons learned, sustainability considerations, and prioritized recommendations and actions for continued support to NNC.	November 15, 2027

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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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

Minimum requirements:

Education:

Nutrition, Public Health, Allied Health Sciences, Development Studies, Public Administration

Work Experience:

• At least 10 years of experience in nutrition, public health, governance, institutional strengthening, programme management, or related fields, including policy coordination and capacity development.

• Experience working with national government institutions in the Philippines on nutrition governance, policy, and programme coordination. Experience with the National Nutrition Council (NNC) is an advantage. Knowledge of the Philippine nutrition governance system and PPAN 2023–2028 is required.

• Experience working with LGUs, including local governance, LGU mobilization, or decentralized programme implementation, is an advantage. The assignment will primarily focus on the national level.

Language Requirements:

• Fluency in written and spoken English is required. Proficiency in another official United Nations language is an asset.

Knowledge/Expertise/Skills:

• Ability to build effective relationships and coordinate with national government, development partners, and other stakeholders.

• Strong facilitation, interpersonal, and written and verbal communication skills.

• Strong analytical, writing, documentation, and presentation skills, with the ability to synthesize and communicate complex information clearly.

• Ability to work independently, manage competing priorities, and deliver high-quality outputs within agreed timelines.

Desirables:

• Experience in climate change and nutrition, particularly in developing or implementing climate-resilient nutrition programmes.

• Experience in nutrition leadership, governance, policy, or institutional strengthening.

• Experience in social and behavior change approaches, strategies, or programming.