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TERMS OF REFERENCE

Global Award Reporting and Monitoring Support

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Nairobi, Kenya & Remote
DURATION OF CONTRACT	12 Months

Purpose of Assignment

The Humanitarian Action Unit within the Child Nutrition and Development Global Practice is seeking a consultant to support Grant Managers within the unit with a range of tasks related to, monitoring, reporting, and knowledge management across a portfolio of global humanitarian nutrition awards. The consultant will support quality implementation, documentation and reporting of donor-funded programmes implemented across up to 25 countries by enhancing information management systems, coordinating high-quality reporting processes, consolidating programme results and lessons learned, and establishing practical mechanisms for knowledge sharing and institutional memory. The consultancy will contribute to improved accountability to donors, strengthened programme monitoring, and more systematic documentation and dissemination of evidence, results, and learning generated through humanitarian nutrition programming. The consultant will support the timely delivery of donor reporting requirements while ensuring that programme information is organized, accessible, and effectively used to inform decision-making and future programming

Scope of Work

Under the supervision of the Nutrition Specialist (P4), Child Nutrition and Development in Humanitarian Action, based in the Nairobi CoE, the consultant will support Grant Managers in:

Global Level Grant Monitoring

• Assess existing reporting and knowledge management systems and provide recommendations for strengthening.
• Strengthen the Unit's grant monitoring and reporting procedures, including developing a reporting calendar, tracking tools, reporting templates, and databases.
• Contribute to the development of reporting templates, guidance notes, and tools that strengthen Unit and Country Office grant management and reporting practices.
• Support the monitoring of a portfolio of at least seven global humanitarian nutrition awards covering up to 25 countries.
• Maintain grant monitoring tools and reporting trackers including reporting calendar.
• Coordinate collection of country offices inputs and consolidate reports for multi-country awards.

Donor Reporting and Consolidation of Results

• Support the preparation, review, consolidation and timely submission of high-quality donor reports in accordance with donor requirements and UNICEF quality standards.

• Coordinate the collection of programme data, results and narrative inputs from Country Offices through established UNICEF reporting and coordination mechanisms, where possible, based on existing mechanisms and routine monitoring
• Consolidate and analyze programme results, achievements, challenges, and lessons learned from multiple countries and partners. Human Resources United Nations Children's Fund
• Support consistency and quality assurance of country inputs, and compliance with donor requirements across reporting products.
• Collaborate with Child Nutrition Fund team to ensure, where relevant, grant specific reporting also meets CNF reporting requirements, without additional burden for Country Office teams.
• Develop at least three summaries, briefing notes, presentations, and donor-facing materials highlighting programme progress and impact.

Information and Knowledge Management

• Strengthen existing systems for organizing, storing, and sharing programme results and documentation.
• Where needed, develop standardized approaches for information management, document retention, and version control.
• Facilitate the collection and synthesis of lessons learned, good practices, case studies, and evidence generated through programme implementation.
• Review existing reports for lessons learned, good practices, and challenges to identify opportunities for more in-depth write-ups and analysis.
• Under the supervision of the P4 and with inputs from the senior advisor, nutrition in emergencies, draft and finalize at least two products covering lessons, good practices, or challenges for internal or external use, demonstrating UNICEF's strengths and added value in supporting humanitarian nutrition programming.
• Support the maintenance of shared repositories and knowledge platforms to improve accessibility and institutional memory on to the CND sharepoint. The consultant will support grants across the Unit and will ensure the following outcomes:
1. Effective grant monitoring and reporting systems established and utilized across the Humanitarian Action Unit.
2. Timely, high-quality donor reports consistently delivered.
3. Consolidated programme evidence, results, and lessons learned readily available for reporting, advocacy, and decision-making.
4. Sustainable knowledge management mechanisms and procedures institutionalized across the team.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Overall	**Deliverable 1** Inception report including assessment of existing reporting and knowledge management systems, recommendations for strengthening and work plan	15th January 2027

Global Level Grant Monitoring and Management	**Deliverable 2** Grant monitoring and reporting procedures, reporting calendar, and tracking tools strengthened/established and operational	15th February 2027
Donor Reporting and Consolidation of Results	**Deliverable 3**. Final Report 1 – data analysis complete, write up and report produced to high-quality	31st January 2027
Donor Reporting and Consolidation of Results	**Deliverable 4** Final Report 2 – data analysis complete, write up and report produced to a high-quality	30th March 2027
Donor Reporting and Consolidation of Results	**Deliverable 5** Quarterly Report 1 - data analysis complete, write up and report produced to a high-quality	31st January 2027
Donor Reporting and Consolidation of Results	**Deliverable 6** Quarterly Report 2 - data analysis complete, write up and report produced to a high-quality	31st March 2027
Donor Reporting and Consolidation of Results	**Deliverable 7** Quarterly Report 3 - data analysis complete, write up and report produced to a high-quality	30th June 2027
Donor Reporting and Consolidation of Results	**Deliverable 8** Quarterly Report 4 - data analysis complete, write up and report produced to a high-	31st March 2027

	quality	
Donor Reporting and Consolidation of Results	**Deliverable 9** Interim Report 1 - data analysis complete, write up and report produced to a highquality	30th June 2027
Donor Reporting and Consolidation of Results	**Deliverable 10** Quarterly Report 5 - data analysis complete, write up and report produced to a high-quality	30th September 2027
Donor Reporting and Consolidation of Results	**Deliverable 11** Interim Report 2 - data analysis complete, write up and report produced to a high-quality	30th May 2027
Donor Reporting and Consolidation of Results	**Deliverable 12** Final Report 3 - data analysis complete, write up and report produced to a high-quality	30th November 2027
Donor Reporting and Consolidation of Results	**Deliverable 13** Develop at least 3x donor-facing products (summaries, briefing notes, presentations etc.) highlighting programme progress and impact	30th November 2027
Information and Knowledge Management	**Deliverable 14** Provide recommendations and operationalize strengthened or new systems for organizing, storing, and sharing programme results and	30th November 2027

	documentation	
Information and Knowledge Management	**Deliverable 15** Write at least two products covering lessons, good practices, or challenges for internal or external use, demonstrating UNICEF's strengths and added value in supporting humanitarian nutrition programming	31st December 2027
Overall	**Deliverable 16** End-of-consultancy report documenting improvements in grant monitoring, reporting, and knowledge management systems, including recommendations for sustainability**.**	31st December 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:** Master's in Public Health, Nutrition, International Development, Humanitarian Affairs, Public Administration, Business Administration, Monitoring & Evaluation, Information Management, or a related field
- **Work Experience:** At least 8 years of relevant professional experience in programme management, grant management, donor reporting, monitoring and evaluation, knowledge management, or humanitarian coordination.

  Demonstrated experience supporting multi-country donor-funded programmes, preferably within the UN system or international humanitarian and development organizations.

  Proven experience coordinating donor reporting processes and consolidating programme results across multiple countries and stakeholders.

  Experience establishing and managing information and knowledge management systems, tools, and repositories.

  Familiarity with humanitarian programming.
- **Skills:** Excellent grant monitoring and donor reporting skills, including synthesis of complex information from diverse sources.

  Strong analytical and information management skills, with proficiency in Microsoft Office applications.

Proven ability to develop practical systems, tools, templates, and processes for knowledge management and reporting.

Excellent written communication skills, including drafting high-quality donor reports, briefs, and presentations.

Strong organizational and coordination skills with the ability to manage multiple priorities and deadlines.

Strong interpersonal skills and ability to work effectively across diverse teams and time zones.

Solution-oriented with strong problem-solving skills and ability to work independently with minimal supervision.

- **Language Requirements**: Fluency in English is required; proficiency in French is desirable.
- **Desirables**: Previous experience working with UNICEF or other UN agencies is highly desirable.

  Experience with the following donors: Global Affairs Canada, United States of America, ECHO, Children's Investment Fund Foundation and the Mohammed Bin Rashed Al Maktoum Global Initiatives

  Experience with child nutrition and development programming in humanitarian contexts.