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TERMS OF REFERENCE

TITLE – *Operation Support Consultant for MSNP*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Kathmandu, Nepal (Office Based)
DURATION OF CONTRACT	12 Months

Purpose of Assignment

As per the CPAP 2023-2027, UNICEF has been providing technical support to the GoN of Nepal for the effective implementation of quality nutrition services under the broader framework of Multi-Sector Nutrition Plan (MSNP-III), spanning from 2023 to 2030.

The MSNP III has been developed under the leadership of the National Planning Commission (NPC) to build on the achievements of MSNP-II and attain international commitments such as the Sustainable Development Goal 2030 (SDG 2030), the Nutrition for Growth Summit 2021 and the UN Food Systems Summit 2021.

MSNP-III was approved by the Government of Nepal (GoN) on February 1, 2024, and has garnered continued support from the European Union (EU), which has committed €23 million for its implementation from 2024 to 2026. This support is structured through direct budgetary contributions and complementary measures facilitated by UNICEF as per the Co-financial agreement (FA) between the GoN and the EU.

The success of the EU's budgetary support for MSNP-III heavily relies on the critical complementary role to be played by UNICEF. Technical assistance from UNICEF is vital for achieving the key objectives of MSNP-III, particularly in meeting Disbursement Linked Indicators (DLIs) that are linked to fund disbursements.

Additionally, UNICEF's expertise will be essential in scaling up key priority nutrition specific interventions as well as nutrition-friendly governance mechanisms at the local level, enhancing capacities across all relevant sectors, promoting social behaviour change, and strengthening monitoring and evaluation systems, including sectoral information management and quality reporting.

Given these requirements, UNICEF's technical assistance is crucial to sustain past progress and accelerate efforts toward achieving the ambitious goals of MSNP-III.

Further, the financing agreement signed between GoN and the EU on October 4, 2024, governs UNICEF technical support to implement MSNP-III as stated in the Country Program Action Plan (2023-2027).

The objective of this consultancy is to provide operational support to the National Planning Commission (NPC)/National Nutrition Food Security Secretariate (NNFSS) and the Local Level Coordination Section, Ministry of Land Management Cooperatives Federal Affairs and General Administration (MoLCFAGA) for the implementation and coordination of Multi-Sector Nutrition Plan (MSNP) and Scaling Up Nutrition (SUN) Movement.

The consultant will assist in managing day-to-day operational and logistics work, ensuring effective coordination between key stakeholders at the federal, provincial, and local levels.

Scope of Work

The consultant will support the National Planning Commission (NPC) and the National Nutrition and Food Security Secretariat (NNFSS) in implementing the Multi-Sector Nutrition Plan (MSNP) and Scaling Up Nutrition (SUN) Movement-related tasks.

S/he will provide secretariat, logistics, and documentation support (such as scheduling, venue and materials preparation, and minute-taking) to the Hon'ble Member overseeing the Health and Nutrition Portfolio, the SUN Country Coordinator, the Good Governance and Social Development Division, Women, Children and Health Section, the MSNP Coordinator, the MEAL Consultant at NPC/NNFSS, and the Local Level Coordination Section at MoLCFAGA for meetings of the Multi-Sectoral Platforms, including the High-Level Nutrition and Food Security Steering Committee (HLNFSSC), National Nutrition and Food Security Coordination Committee (NNFSCC), MSNP Operation and Facilitation Committee (OFC), and thematic/technical working groups.

S/he will also support the collection of data and information from sectoral ministries and stakeholders to document MSNP progress and SUN-related reporting and assist in updating the Nepal Nutrition and Food Security Portal (NNFSP).

This consultancy contributes to UNICEF programme Output 2.4. "Increased capacity of Government and partners for equitable, gender-responsive, evidence-based and risk-informed nutrition policies and programmes, financing and leadership".

Key Responsibilities:

• Assist in drafting meeting agenda, letter, meeting minutes and reports of the High-Level Nutrition and Food Security Steering Committee (HLNFSSC), National Nutrition and Food Security Coordination Committee (NNFSCC) and thematic/technical working groups and follow up the progress.

• Assist to organize and document meetings with sectoral ministries, departments, development partners, and stakeholders on MSNP planning, coordination, and implementation, drafting minutes and follow up actions.

• Support to SUN Government Focal Point for organizing meetings with SUN Movement Secretariat, Regional Representative of SMS, SUN Networks and other relevant stakeholders regarding SUN and draft minutes and reports to document the discussion and outcomes.

• Support to draft briefing notes/concept notes for the SUN Government Focal Point for meeting and webinars organized by SUN Movement Secretariat and SUN Executive Committee.

• Support in documentation of HLNFSSC, NNFSCC, thematic and technical working groups and other workshops and meetings proceedings and reports organized by NPC/NNFSS.

• Support to NNFSS team for partners and intervention mapping across all levels to access the nutrition program and projects, aiming to minimize duplication and enhance collective efforts.

• Assist to NPC/NNFSS and MoLCFAGA team to document at least two practices quarterly on MSNP implementation progress for EU reporting.

• Assist NPC/NNFSS and MoLCFAGA to prepare periodic progress report of MSNP, focusing on

Disbursement Linked Indicators (DLIs) of EU budget support and SUN related activities.

• Support to NPC/NNFSS and MoLCFAGA team to collect and compile MSNP related data and information from sectoral ministries, departments, province and local level.

• Support to NPC/NNFSS to draft presentations, talking points and briefing notes for Hon'ble Vice-Chair, Hon'ble Member, Secretary and Joint-Secretary of NPC for the national and international meetings/workshop and conferences.

• Assist in obtaining, and compiling information related to nutrition initiatives from webs, workshop presentation, publications, and share with stakeholders.

• Support NPC and MoLCFAGA for planning capacity building activities, documentation, reporting, logistics related to MSNP.

• Provide logistics support for field visits led by the NPC, MoLCFAGA and sectoral ministries including travel arrangements, itinerary preparation, and visit documentation.

Work Assignment Overview	**Deliverables/ Outputs (SMART)***	**Delivery deadline**	
		Exact date to complete* the deliverable	**Input days**
• Assist in drafting meeting agenda, letter, meeting minutes and reports of the High-Level Nutrition and Food Security Steering Committee (HLNFSSC), National Nutrition and Food Security Coordination Committee (NNFSCC) and thematic/technical working groups and follow up the progress. • Assist to organize meeting with sectoral ministries and departments, development partners and stakeholders in relation to MSNP planning, coordination, and implementation and draft meeting minutes and reports.	Submissions of following reports/minutes/updates • Meeting proceedings and report of NNFSCC/HLNFSSC • Meeting minutes and reports from MSNP-related meetings with sectoral ministries/stakeholders. • Progress updates on MSNP from NNFSS and provinces. • Updates and progress report SUN Movement related activities.	15 Jan 2027	49
• Support in documentation of HLNFSSC, NNFSCC, thematic and technical working groups and other workshops and meetings proceedings and reports organized by NPC/NNFSS.	Submissions of following reports/updates • Minutes and reports of HLNFSSC, NNFSCC, or working group meetings. • Two best practices of MSNP/Special Grant.	31 March 2027	53

• Assist to NPC/NNFSS and MoLCFAGA team to document at least two practices quarterly on MSNP implementation progress for EU reporting. • Support to NPC/NNFSS and MoLCFAGA team to collect and compile MSNP related data and information from sectoral ministries, departments, province and local level. • Assist NPC/NNFSS and MoLMCFAGA to prepare periodic progress report of MSNP, focusing on Disbursement Linked Indicators (DLIs) of EU budget support and SUN related activities.	• Proceeding of Policy Dialogues on MSNP and domestic resource mobilization organized by NPC/NNFSS • Updates and progress report SUN Movement related activities.		
• Support to NNFSS team for partners and intervention mapping across all levels to access the nutrition program and projects, aiming to minimize duplication and enhance collective efforts. • Support to SUN Government Focal Point for organizing meetings with SUN Movement Secretariat, Regional Representative of SMS, SUN Networks and other relevant stakeholders regarding SUN and draft minutes and reports to document the discussion and outcomes. • Support local level coordination section, MoLCFAGA, Information Management, Documentation and Reporting Consultant and MSNP Policy and Governance Consultant for capacity building activities,	Submissions of following reports/updates • Partners and interventions mapping report along with partners /stakeholders contact list • meeting minutes and reports of SUN Movements related meetings. • Reports of two capacity-building sessions. • Progress updates on MSNP from NNFSS and provinces.	15 Jun 2027	53

documentation, reporting, logistics related to MSNP.			
• Support to draft briefing notes/concept notes for the SUN Government Focal Point for meeting and webinars organized by SUN Movement Secretariat and SUN Executive Committee. • Support to NPC/NNFSS to draft presentations, talking points and briefing notes for Hon'ble Vice -Chair, Hon'ble Member, Secretary and Joint - Secretary of NPC for the national and international meetings/workshop and conferences. • Support for the finalization of one pager factsheet on MSNP. • Assist in obtaining, and compiling information related to nutrition initiatives from webs, workshop presentation, publications, and share with stakeholders.	Submissions of following reports/updates • Draft briefing notes or concept notes for SUN meetings/webinars/international/workshops/meetings/conferences. • Draft talking points for NPC team for meetings/Workshops and conferences • Progress updates on MSNP from NNFSS and provinces. • Draft one pager factsheet on MSNP. • Updated and compiled filings. • Progress report SUN Movement related activities.	31 Aug 2027	53
• Assist for annual review of MSNP and compile the key recommendations for improved MSNP implementation based on the year's findings. • Support to finalize annual MSNP progress report and contribute to NPC and MoLCFAGA annual reporting. • Review and update the existing partners and interventions mapping, including contact details. • Support for the finalization of one pager factsheet on MSNP. • Facilitate joint monitoring visit for MSNP programme monitoring. • Support to NPC/NNFSS team to carry out SUN Joint Annual	Submissions of following reports/updates • Draft key recommendations document for improved MSNP implementation • Draft final annual MSNP progress report. • Updated document of partners and interventions mapping with revised contact details. • Joint Monitoring report • Proceedings of SUN JAA	15 Nov 2027	53

Assessment and drafting the report.			

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:

• Minimum bachelor's degree in public health, nutrition, agriculture/livestock, food technology, health education, social science and related subjects

Work Experience:

• A minimum of three years of professional experience in one or more of the following areas is required: health, nutrition, governance, social development programme planning, social and behavior change.

• At least two years of experience in planning and programming, with ability to collaborate effectively with government agencies and multiple stakeholders.

• Demonstrated experience in planning, programming, and implementation of MSNP or comparable multi-sector nutrition programmes at national level.

Language Requirements:

• Excellent Nepali and English writing and verbal communication skills.

Knowledge/Expertise/Skills:

• In-depth knowledge of MSNP-III architecture, governance frameworks, and the mandated roles of MoLMCFAGA, NPC, sectoral ministries, provincial governments, and local governments in its implementation.

• Strong coordination, communication, advocacy, and partnership-building skills with a demonstrated commitment to delivering timely, high-quality results.

• Ability to work independently and as a team member with a proactive approach to taking initiative.

• Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and database management including ICT.

Desirables:

• Prior coordination/collaboration experience with multi-stakeholder platforms at national and subnational government levels.

• Previous work experience with UNICEF or UNICEF-supported programmes in multi-sector coordination, EU budget support implementation, and nutrition governance is an advantage.