

## SC-PR-37 Terms of Reference (ToR) template

### Right2Grow- 52800455

#### **Terms of Reference (TOR) for International Consultancy for the Development of a National Nutrition Policy in South Sudan**

##### Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

##### Background information/context

South Sudan continues to grapple with persistent nutrition insecurity stemming largely from disabling socio-economic and political conditions, exacerbated by a long history of shocks, including years of conflict, droughts and flooding as well as suboptimal maternal and childcare practices and gender disparities on the one hand and widespread and repeated episodes of childhood illnesses on the other hand. Since March 2020 the COVID pandemic has affected the entire country, negatively impacting food security and uptake of health and nutrition services and will likely affect access, availability, and delivery of these services over the next year or more. Refer to Annex: 2 for more nutrition related information in South Sudan.

In efforts to sustain the gains and enhance the nutritional status of women, adolescent girls and children, the Ministry of Health (MOH) and nutrition sector partners saw the need to revise

the draft National Nutrition policy 2009, in light of new global evidence generated in nutrition sector and experience and lessons learned from programme implementation at country level. Thus, a ten-year National Nutrition Policy aimed at guiding nutrition priorities for vulnerable groups in South Sudan, will be developed under the leadership of the Ministry of Health (MOH) with support from the steering committee comprising of (Save the children, Nutrition Cluster, UNICEF, WFP, WHO, ACF, FAO and CWW) and nutrition development Partners.

. The proposed consultancy will support to provide the technical expertise to the MOH in undertaking desk review focusing on both national and international existing relevant policy documents. S/he will share drafts of each revised chapter and hold regular meetings with the steering committee for input and timely incorporate comments before sharing with wider group.

S/he will facilitate stakeholders' consultative workshops related to the development and finalization of the national Nutrition Policy document.

S/he will conduct key informants' interviews to identify gaps and issues that needed to be included in the policy document. The consultant will conduct a validation workshop with all stakeholders to ensure they confirm the accurateness of their incorporated comments in the final draft and also to take further comments when necessary.

### Objective

To develop a National nutrition policy for South Sudan

Specific objectives of the assignment are:

- To update the nutrition situation analysis through review of existing literature and collection of additional data if need be.
- Review and assess policies in all nutrition sensitive sectors and identify opportunities for synergy and complementarity.
- Facilitate the validation process and detailed dissemination of the national nutrition policy

### Location and official travel involved

The Consultant will be based in the national ministry in Juba during the regular working days, Mon- Fri from 8:00 – 5:00 with field travel to at least three field locations. The Office space will be provided by the MoH and airtime for data by SCI, but the consultant is responsible for bringing his/her own IT equipment. The Supplier will be required to travel to other locations and traveling will be facilitated by SCI according to its travel requirements/policy.

### Services the Supplier will provide

- a) Desk review:
- ✓ Review newly available evidence from National Nutrition Food Security, Gender, Health, Education and WASH surveys to inform and update the situation analysis.
  - ✓ Review existing National Health, food security and WASH policies and strategies.
  - ✓ Review existing regional and international policies and strategies
- Facilitate the national inception consultation workshops/meetings with all sector partners.
- b) Define the methods and tools required to conduct comprehensive national nutrition policy review to be administered, along with a bottleneck analysis.
- c) After signing of the contract, he/she will develop a detailed work plan and discuss with the Nutrition policy working core group (inception phase). This include, validation of a detailed calendar of activities.
- d) Lead the technical organization and facilitation of country level workshop with country stakeholders
- e) Consolidate and analyze findings gathered from the states and prepare a report that will serve as a basis to development of the nutrition policy in consultation with stakeholders in the country. This shall include all the materials and roll-out plans by country
- f) The consultant will be expected to implement the tasks above or any reasonable tasks that will allow him/her to produce quality deliverables as proposed in these TORs.
- g) Visits to at least three states will be conducted as necessary.
- h) Facilitate the national consultation workshops/meetings in Juba with all sector partners.
- i) Facilitate the national consensus building workshop for endorsement of the national nutrition strategy.
- j) Gather evidence through document review, consultations with key sector partners and field observation.  
, analyze, and enrich the draft policy.
- k) Revise and update the Policy based on feedback and comments from the MOH, Sector Working Groups members and stakeholders

#### Experience and skill set required

- Advanced degree (Masters) or equivalent in nutrition policy, Public Health, Nutrition, social sciences. Advanced degree in nutrition will be an advantage.
- At least 10 or more years of progressive professional work experience at government level and/or professional experience working in large national and/or international institutions in policy analysis, planning, coordination, development, evaluation and system innovation in developing context.
- Proven experience in developing and reviewing national nutrition policies in Africa and in improving the community-based nutrition in national scaling-up nutrition initiative to eliminate stunting. Good experiences on nutrition issues in Sub Saharan Countries.
- At least developed two more nutrition policies in evolving contexts, and in building an action plan for National Nutrition policy.
- Strong analytical and report writing skills.
- Excellent communication and facilitation skills.

- Fluency in English.
- Flexibility, team player, ability to work with multidisciplinary and multicultural teams.

### Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Inception report	The report is to define the project's exact work plan and scope for the rest of the duration, supported by quantitative/qualitative evidence from internal and external policies analysis	Presentation to the nutrition core task force and validation by the nutrition partners.
2	Draft outline of the revised policy document and Develop a results matrix.	Detailed draft of the policy outline stating the titles and the number of chapters the policy will comprise of, and clear strategies for meeting objectives across all policy development focusing on the Quality and satisfaction on the timely and completion of the deliverables.	Presentation to the core taskforce
3	Development of the first Draft of Nutrition Policy document and submit for Review.	A document covering all the elements of the policy agreed upon in the outline. Clearly plan or strategies designed to achieve the future success of South Sudan nutrition agenda in long term.	Submission of 1 <sup>st</sup> policy draft.
4	Presentation of 2 <sup>nd</sup> draft to SMT members.	An improved version of the first draft covering all the elements of the policy agreed upon in the outline. Clearly plan or strategies designed to achieve the future success of South Sudan nutrition agenda in long term.	Presentation
5	Submit the final National Nutrition Policy document	Complete report with all the elements agreed upon and inputs provided by the stakeholders.	Submission

### Timeline

Estimated Commencement Date:

Estimated End Date:

Deliverable number	Deliverable title	Submit to	Delivery date
1	Inception report	MoH, Core taskforce and Project Board	12th Aug 2022
2	Draft outline of the revised policy document and Develop a results matrix.	MoH, Core taskforce and Project Board	1st November 2022
3	Development of the first Draft of Nutrition Policy document and submit for Review.	MoH, MWRI, Core taskforce and Project Board	30th Nov 2022
4	Presentation of 2nd draft to SMT members.	MoH, MWRI, Core taskforce and Project Board	20th Jan 2023
5	Submit the final National Nutrition Policy document	MoH, MWRI, Core taskforce and Project Board	5 <sup>th</sup> Feb 2023

#### Status updates/reporting

The Supplier shall provide on the progress updates for the duration of the services:

- Bi-weekly progress update with policy development core taskforce

#### Acceptance

- Deliverable 1 – to be accepted by MoH, MWRI, core task force and Project Board within 15 days of delivery date

- Deliverable 2 – to be accepted by MoH, MWRI, core task force and Project Board within 15 days of delivery date
- Deliverable 3 – – to be accepted by MoH, MWRI, core task force and Project Board within 15 days of delivery date
- Deliverable 4 – – to be accepted by MoH, MWRI, core task force and Project Board within 15 days of delivery date
- Deliverable 5 – – to be accepted by MoH, MWRI, core task force and Project Board within 15 days of delivery date

#### General assumptions and dependencies

N/A

#### Payment information

30% of the total cost payable within 30 days of satisfactory completion of deliverable 1&2  
30% of the total cost payable within 30 days of satisfactory completion of deliverable 3 & 4  
40% of the total cost payable within 45 days of satisfactory completion of deliverable 5

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation

#### Other important information

N/A

#### How to apply for the services

#### **Submission of Bid Document/Proposal**

Interested applicants should request for the Tor through:

[juba.procurement@savethechildren.org](mailto:juba.procurement@savethechildren.org)

and submit application by email to:

[Southsudantenders@savethechildren.org](mailto:Southsudantenders@savethechildren.org)

The application email should **indicate on the subject line the Job title**; Development of **a National Nutrition Policy in South Sudan**

Dateline for submission is 5:00 PM on **13<sup>th</sup> July 2022 the deadline for responses is: [**

If you would like to combine the 'Expected Deliverables' and 'Timeline' sections you may use the below table. Amend as appropriate.

Estimated Commencement Date:

Deliverable number	Deliverable title	Description	Format and style	Submit to	Delivery date
1	Inception report	The report is to define the project's exact work plan and scope for the rest of the duration. The report should be supported by quantitative/qualitative evidence from internal and external analysis	Presentation	MoH, Core taskforce and Project Board	12 <sup>th</sup> Aug 2022
2	Draft outline of the revised policy document and Develop a results matrix.	Detailed draft of the policy outline stating the titles and the number of chapters the policy will comprise of; clear strategies for meeting objectives across all policy development focusing on the Quality and satisfaction on the timely and completion of the deliverables.	presentation	MoH, Core taskforce	1st November 2022
3	Development of the first Draft of Nutrition Policy	A document covering all the elements of the policy agreed upon in the outline. Clearly plan or strategies designed to achieve the	Submit 1 <sup>st</sup> draft validated report	MoH, Core taskforce & Project board	30 <sup>th</sup> Nov 2022

	document and submit for Review.	future success of South Sudan nutrition agenda in long term.			
4	Presentation of 2nd draft to SMT members.	An improved version of the first draft covering all the elements of the policy agreed upon in the outline. Clearly plan or strategies designed to achieve the future success of South Sudan nutrition agenda in long term.	Presentation	MoH, Core Taskforce & SMT members	20th Jan 2023
5	Submit final National Nutrition Policy document	Complete report with all the elements agreed upon and inputs provided by the stakeholders.	Submission	MoH, Task force and Project board	5 <sup>th</sup> Feb 2023

Estimated Completion Date: