

## TERMS OF REFERENCE

### **Assessment of the Nutritional Status and Feeding Behaviors of Children, Adolescent and Pregnant and Lactating Mothers Through Standardized Monitoring and Assessment in Relief and Transition (SMART) survey in six flood affected districts (Rautahat, Sarlahi, Mahottari, Saptari, Sunsari, and Jhapa)**

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#### **1. BACKGROUND AND JUSTIFICATION:**

Nepal experienced a period of sustained heavy rainfall from the second week of August, resulting in large-scale adverse impacts on life, livelihoods and infrastructure across 32 of the country's 75 districts. According to the Ministry of Home Affairs (MoHA), over 80 per cent of land in the Terai – along Nepal's southern border with India and Nepal's breadbasket was inundated by flood waters following the heaviest recorded rainfall in the central and western regions in the last 60 years. A total of 143 people died and 43 are injured, and 30 are still missing due to rain-induced flood and landslides.

According to the data from the 'Initial Rapid Assessment' (IRA) conducted between 14 and 20 August in 28 districts, 1.7 million people have been affected, the majority of whom are concentrated in 10 districts in the Terai. Flooding has impacted already vulnerable and marginalized groups, including women and children who require targeted support. A total of 460,000 people from 91,400 families have been displaced and nearly 65,000 houses have been completely destroyed. There are an estimated 19,000 persons currently residing in informal displacements sites including in 93 schools.

Nutritional situation of children of poor households in Terai were very serious even earlier and have worsened since the onset of flooding as per the Rapid Nutrition Assessment conducted covering more than 7,000 children aged 6 to 59 months in 16 districts by 22 August. The results showed a Global Acute Malnutrition (GAM) rate of 23.7 per cent (consisting of Severe Acute Malnutrition [SAM] of 6.3 per cent and Moderate Acute Malnutrition [MAM] of 17.4 per cent). This is well above 15 percent categorized as "Critical" (highest level of severity) according to WHO's Guideline on the Management of Nutrition in Major Emergencies and very serious. For comparison, the results of 2016 Demographic and Health Survey (DHS) in Nepal showed the prevalence of wasting among children under 5 years of age as 9.7 per cent for the country as a whole; 12.2 per cent for Terai; and 14.4 per cent and 11.8 per cent for Province 2 and Province 1 (those provinces which were particularly serious affected by flood this time), respectively.

In the above context, there is urgent need to carry out SMART survey in the six-flood affected district to have a deeper understanding for effective nutrition interventions and to allocate the required resources based on the evidence provided by the survey. Since, there is urgency to implement the survey as soon as possible, it is a dire need to hire research institute to carry out the entire SMART Survey in the six flood affected districts.

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#### **2. OBJECTIVE:**

The main objective of the SMART survey is to assess the nutritional status and some other determinants like food security and WASH practices. This will particularly involve:

- To design a survey (SMART) including defining methodology and developing research tools
- To conduct a survey to collect data on selected indicators
- To measure the coverage of Nutrition Interventions
- To document the best practices and lesson learned

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#### **3. SCOPE OF WORK:**

The scope of work under the terms of reference of the SMART survey are (i) to estimate the nutritional status of children, adolescent, pregnant and lactating women; (ii) to understand the change in feeding behaviors of above mentioned target beneficiaries; (iii) to demonstrate the contribution of UNICEF's specific support to the flood affected districts and (iv) to understand the constraints and promoting factors for effective nutrition interventions. The organization will mainly be responsible for carrying out the SMART survey. Expert team from the organization will accomplish the task in close consultation with Monitoring and Evaluation Officer of UNICEF NCO Nepal under the overall supervision of Chief Nutrition Section. The expected outputs are as follows;

**Task 1:** protocol for SMART survey in six flood- affected districts developed.

**Expected Output 1:** protocol for SMART survey in six flood- affected districts is available.

**Task 2:** enumerators and supervisors are recruited and trained on SMART survey including standardization process

**Expected Output 2:** trained enumerators and supervisors are available for SMART Survey.

**Task 3:** carry out the SMART survey with International expert in all six flood affected districts.

**Expected Output 3:** SMART survey in six flood affected districts will be completed and draft report is available for comment

**Task 4:** prepare a final report of SMART survey and disseminate it to stakeholders.

**Expected Output 4:** a final report is available and disseminated to the stakeholders.

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#### 4. DURATION:

The total duration of the institutional contract is 3.5 months

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#### 5. WORKING LOCATIONS:

Location of Working: Office of the Institutional Consultancy Service, Nepal.

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#### 6. DELIVERABLES:

*Deliverables should be tangible and with a defined time for submission.*

No	Deliverable	Estimated number of days required
1	Submission of protocol for SMART survey in six flood- affected districts	15 days
2	Submission of training report including recruitment and training of Enumerators and supervisors and standardization process	15 days
3	Submission of survey process report and submission of draft report for comment	45 days
4	Submission of final report of SMART survey and dissemination	30 days

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#### 7. PROPOSED PAYMENT SCHEDULE:

Instalment	Deliverables	% of payment
1 <sup>st</sup>	Protocol for SMART survey in six flood-affected districts	22 percent

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2 <sup>nd</sup>	Training report including recruitment and training of Enumerators and supervisors and standardization process	15 percent
3 <sup>rd</sup>	Survey process report and submission of draft report for comment	39 percent
4 <sup>th</sup>	Final report of SMART survey and dissemination	24 percent
<b>Total</b>		<b>100 percent</b>

#### 8. CONTRACT SUPERVISION:

The consultancy team under the institutional consultancy will work under the direct supervision of the Nutrition / PME Officer of UNICEF and overall guidance of the Chief, Nutrition Section UNICEF. At the Ministry of Health, the team will work in close coordination with Chief, Nutrition Section/ Child Health Division during accomplishing the task under the consultancy service.

#### 9. QUALIFICATIONS AND EXPERIENCE REQUIRED:

The organization should possess following qualification and experience:

- a. **Experience:** At least 5 years work experience on SMART survey, data analysis, and report writing.
- b. **Track record:** Good track record of working with nutrition stakeholdres and nutrition cluster. Also, Very good financial and technical management track record.
- c. **Facilities:** At least one training hall with 25 people training capacity at a time, computers with advanced statistical software (Nutri-software like ENA and EPI-Info, SPSS, STATA etc).
- d. **Human Resources:** Team leader -1, Superviosr-6, Enumeratsr-60 and as per requirement.
- e. **Legal Documents:** a) Renewed legal documents on registration (Social Welfare Council, District Administration Office Registration Number and /or Company Registration Number), b) PAN/VAT number, and (c) Singed copy of Financial and Administrative Policy document.
- f. **Miscellaneous Documents:** (a) Recently updated institutional profile, and (b) Recent two audit reports

#### *The individual team members*

The individual team members of the institution should comprise of following experts and administrative staffs:

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- a. Team leader: PhD or advanced degree in Nutrition, Public health Social Demography or Health Economics
- b. Supervisor: Advance degree in Nutrition, Public Health and other relevant disciplines
- c. Data Manager: MA Sociology
- d. Enumerators: Bachelor degree in public Health, Sociology and other relevant discipline

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#### 10. APPLICATION AND EVALUATION PROCESS:

*BELOW IS INCLUDED AS A GUIDE AND SHOULD BE AMENDED AS APPROPRIATE FOR THE TOR*

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

#### **The Technical Proposal should include but not be limited to the following:**

- **Methodology**  
Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment
- **Company Profile**  
*Ensure to include information related to the experience of the company as required and outlined in item 9 of this document.*
- **References**  
Details of similar assignments undertaken in last *three* years including the following information:
  - Title of Project
  - Year and duration of project
  - Scope of Project
  - Outcome of Project
  - Reference / Contact persons
- **Work Plan**  
Proposed work plan showing detailed sequence and timeline for each activity and man days of each proposed team member
- **Team Composition**

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Title and role of each team member

- **CV's**

CV of each team member (including qualifications and experience)

Ensure to include information related to the qualifications and experience of each proposed team member as required and outlined in item 9 of this document.

- Any project dependencies or assumptions

#### **The Financial Proposal should include but not be limited to the following:**

Bidders are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:

- **Resource costs**

Daily rate multiplied by number of days

- **Conference or workshop costs (if any)**

Indicate nature and breakdown if possible

- **Travel Costs**

All travel costs should be included as a lump sum fixed cost.

For all travel costs, UNICEF will pay as per the lump sum fixed costs provided in the proposal.

A breakdown of the lump sum travel costs should be provided in the financial proposal.

- **Any other costs (if any)**

Indicate nature and breakdown

- **Copy of the company registration**

- **Recent Financial Audit Report**

Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Bidders are required to estimate travel costs in the Financial Proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at <http://icsc.un.org>

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#### **11. EVALUATION WEIGHTING CRITERIA:**

*The ratio between the technical and financial criteria depends on the relative importance of one component to the other. Examples of weightings could be 60/40 (technical/commercial) or 70/30 (technical/commercial). The technical component should have a minimum of 50 % (e.g. 50:50), and the financial criteria a minimum of 20 % weight (e.g. 80:20). Sum of technical and commercial must always equal 100 points.*

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

70	%	Technical
30	%	Financial
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100	%	Total

The attached Annex A provides a detailed breakdown of the evaluation criteria.

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#### Annex 1: Breakdown of Technical Evaluation Criteria

Technical Criteria	Description	Maximum Points	Sub Points
<b>Overall Response</b>	Demonstrates clear Understanding of the assignment and alignment of the proposal to the ToR; detail and thoroughness of the proposal in respect of the requirements of the ToR and assignment. The institution clearly understands the programme as well as the context under which it operates.	10	10
<b>Methodology and Approach</b>	Clear and effective methodology/approach with focus on SMART survey, on how the company will carry out the tasks including management, monitoring and robust quality assurance process. It will include the sample size, representativeness, external validity and consideration of target beneficiaries.	20	20



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<b>Company Profile</b>	Strong track record in producing survey reports.	10	5
	Demonstrable capacity to engage in evidence-based policy dialogue with Governments and other key stakeholders		3
	Previous research work in Nepal a strong asset: Previous work with UNICEF or other UN agencies in a similar area an asset		2
<b>Client References</b>	Proof of similar assignments undertaken in last 3 years demonstrating a proven track record	5	5

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<b>Work Plan</b>	Detailed sequence and realistic timeline for each activity which takes into consideration the programme implementation and key milestones of the evaluation.	5	5
<b>Team composition, CV's and experience</b>	Clear Team Composition with well defined roles and responsibilities (provide CVs of team members)	20	3
	<p><b>TEAM LEAD (Main Researchers) :</b>                  Ph.D. or Master's degree in nutrition, epidemiology, public health, economics                  At least 7 years of documented experience in surveys and research, SMART survey is preferred</p>		17
<b>Total</b>		<b>70</b>	<b>70</b>