

## **Terms of Reference**

### **Assessing Moldova Progress in Universal Salt Iodization (USI)**

September 21-October 6, 2009

**Level:** Individual international SSA at P4 level

**Fee:** The fee will correspond to P4 level. The final fee will be determined upon the selection of the Consultant.

**Duration:** September 21-October 6, 2009 – total 12 working days (4 days out of the country and 8 in- country)

#### **1. BACKGROUND**

Elimination of Iodine Deficiency Disorders through Universal Salt Iodization represents one of the UNICEF CEE/CIS regional priorities. Under the UNICEF-Government of Moldova Country programme, USI/IDD elimination activities aim at strengthening policy and regulatory framework on micronutrient deficiencies. The Program objective supports the provisions of Moldova's 2nd USI/IDD national Elimination Program 2007-2010 and which aims at increasing the use of adequately iodized salt by households to 95% by 2011 and eliminate Iodine Deficiency Disorders (IDDs).

The main activities supported by UNICEF during Country programme fall into the following areas:

- **Advocacy:** Raise awareness of policy and decision makers and generate sustainable support to IDD/USI programme in Moldova;
- **USI legislation and regulations:** to support the Government to develop and implement the 2<sup>nd</sup> USI/IDD national Programme, USI Law and a set of updated IDD/USI regulations;
- **Communication and social mobilization:** Maintain adequate level of awareness from the media and general public of the consequences of IDDs and the importance of Universal Salt Iodization (USI) and create sustainable demand for iodized salt, including from food industry producers.
- **Monitoring and evaluation:** to improve and strengthen the system for monitoring of the quality of iodized salt and overall USI Impact on the population.

Specific UNICEF activities in the area of IDD/USI during 2007-2009 included: (a) technical assistance for the development of the second USI/IDD National programme, (b) organization of the national Nutrition Conference, (c) regular advocacy meetings; (d) provision of technical assistance to the National Center of Preventive Medicine on strengthening IDD/USI monitoring and surveillance system, (e) support to the National food Institute to test the effects of iodized salt in selected food industries In the communication area, UNICEF has been supporting the promotion of iodized salt at household level through a combination of approaches including media events, broadcasting of TV spots, special hours in schools, advocacy meetings and round tables, etc.

The main stakeholders in the planning and implementation process are the Ministry of Health, the Ministry of Education, the Ministry of Agriculture, the National Center for Preventive Medicine, salt importers, media professionals and food producers, gathered under the auspices of the national USI/IDD Committee. The main implementing partners for the Program is represented by the National Center for Preventive Medicine of Moldova and the Institute for Food Technology.

To assess and document the actual progress of USI national and UNICEF activities from 2006 to present against internationally and nationally established targets and recommend adjustments at the mid-term of the Programme, UNICEF Moldova seeks an international consultant with relevant experience and credentials. .

## 2. OBJECTIVE OF THE ASSIGNMENT WITH EXPECTED RESULTS/OUTCOMES/PRODUCTS

The Assessment of national and UNICEF supported IDD/USI activities is part of the Mid-Term Review process of Government Moldova/UNICEF Country Programme.

Assessment of the IDD/USI programme will be conducted in order to:

- Assess the progress of the 2<sup>nd</sup> National IDD/USI Programme and evaluate the contribution of UNICEF-supported activities to the National IDD/USI Programme;
- Identify successful as well as unsuccessful elements of UNICEF supported activities and of the National IDD/USI Programme;
- Identify the constraints and formulate the possible solutions/recommendations to overcome the constraints.

## 3. DELIVERY DATES BASED ON THE WORK PLAN

Task	Nr. of working day per task	Deliverable	Delivery date	Paying schedule
1. Desk review of existing data, reports, information gathering, identification of information gaps	2 working days (out of the country)		Five days after signature of the contract	
2. Collection of additional information (closing the gaps in information), consultations, meetings, field trips, Focus Groups if needed), first draft report and ppt. presentation	8 working days (in country)	First draft report presented to Office	Tbd after contracting	30%
3. UNICEF feedback on draft report	3 working days	Feedback on the report		
4. Final report	2 days (out of country)	Final report	Tbd after	70%

			contracting	
--	--	--	-------------	--

All materials will be presented in electronic format, in English.

#### **4. DETAILS ON HOW THE WORK SHOULD BE DELIVERED BASED ON THE WORK PLAN**

The main tasks for the Consultant will be as follows:

1. Review documents pertinent to the UNICEF supported IDD/USI activities and to the National IDD/USI Programme:
  - UNICEF Moldova Country Program 2007-2011
  - National IDD/USI Programme, 2007-2010/ Government Decree #539 from May 2007;
  - UNICEF RO Strategy note on the IDD's elimination in CEE, Commonwealth of independent states and Baltics, June 2004 and latest RO documents ;
  - Food Law of 2004, Draft USI Law (excerpts) and current IDD/USI regulations (excerpts);
  - IDD/USI earlier related consultants' reports
  - Communication materials developed for the National communication campaigns;
  - Survey reports on coverage, household salt usage – Demographic and Health Survey (DHS) 2005, Urinary Excretion Survey 2006, Early Childhood Care and Development (ECCD) KAP study, 2009,
2. Conduct interviews with key individuals and organizations (UNICEF, Ministry of Health, Ministry of Education, Ministry of Agriculture, National Centre for Preventive Medicine, salt importers, Customs Department, Moldova Standard, Food Industry Institute) critical to the National IDD/USI programme; (refer to ISPAT tools for guidance or else and use WHO 10 criteria of program sustainability; based on both, prepare an outline of semi-structured questionnaire which will be followed throughout the meetings and based on which short minutes (half page) of each interview will be written down, as part of final Assessment Report).
3. Consult at least 2 field visits.
4. Make a presentation (ppt) on the preliminary assessment results and recommendations to the IDD Committee for discussions and validation.
5. Prepare the final Assessment Report. Suggested outline for the report:
  - project background, goals, objectives, targets, and planned activities;
  - purpose and objectives of the evaluation;
  - key findings & conclusions; among others the analysis would include main achievements in the four priority areas of intervention (advocacy, legal framework, M&E, communication), constraints and lessons learned, relevance of UNICEF support with regard to the national needs and priorities, and national capacity to implement IDD/USI programmes.
  - recommendations on future development/implementation of the National IDD's/USI programme and activities, as well as monitoring and evaluation, including UNICEF support.

All the materials will be presented in electronic format.

#### **5. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS.**

Contractor's performance will be evaluated against the following criteria: timeliness, accuracy, responsibility, initiative, communication and quality of the products delivered.

Poor quality materials that do not correspond to the above-mentioned requirements shall be returned for review.

#### **6. QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED TO COMPLETE THE TASK:**

The consultant must have:

- Advanced University degree in Public health with sound knowledge of programming issues for micronutrient/ IDD deficiencies;
- Previous proven experience in assessing/evaluating IDD/USI programmes
- Good understanding of human rights- based approaches to programming; results- based management principles and gender.
- Solid Report writing and analytical skills;
- Familiarity with IDD/USI situation/programmes in the CEE/CIS region will be an asset;
- Knowledge of UNICEF context/priorities will be an asset;
- Good inter-personal communication skills;
- Excellent English report writing and editing ability.
- Knowledge of Romanian or Russian will be an asset;

#### **7. SUPERVISION ARRANGEMENTS**

The contractor will work in close cooperation and under the direct supervision of the Chief of Equitable Access to Quality Services Programme, UNICEF Moldova.

#### **8. TRAVEL INVOLVED**

The consultancy will involve travel to Moldova. Travel expenses should be calculated separately as per travel needs. The consultant should have security in the field training completed before contracting. There will be some local travels.

The Health Statement and certificate of Good Health must be received prior to signing the contract.

#### **10. ESTIMATED BUDGET AND PAYMENT ARRANGEMENTS**

It is estimated that the consultant will work over the period of September 21-October 6, 2009

Total estimated number of working days is 12: 4 (four) days out of the country and 8 (eight) days in Moldova.

#### **Estimated budget**

Consultant will be paid daily fee, which taking into account the level of consultant and complexity of tasks under the TOR is set at P4 level. In addition, UNICEF Moldova will

cover round trip air-fare, terminal expenses, DSA for Chisinau and local travel. The contract will be funded from the funding source SC/2007/0934. Final amount will be determined upon the selection of the Consultant.

The payment will be done per deliverables mentioned above.

#### **10. UNSATISFACTORY PERFORMANCE**

In case of unsatisfactory performance the contract will be terminated by notification letter sent 10 days prior to the termination date. In the mean time, UNICEF will initiate another selection in order to identify appropriate candidate.

#### **11. SUPPORT PROVIDED BY UNICEF**

UNICEF will provide relevant reports and documents as well as guidance during the period of assignment.