

Nutrition Support Program, Sindh
Terms of Reference
Behaviour Change Communication (BCC) Expert

Background:

The overall goal of the Nutrition Support Programme Sindh (NSP) is to improve the nutritional status of male and female children under five years and that of pregnant and lactating women, with a priority focus on malnourished amongst the poor and other disadvantaged, including women, the girl-child, ethnic and religious minorities, and socially marginalized occupational and settler groups in nine districts of Sindh province.

The basic objective of this project is to ensure that pregnant women and children under two years of life in Sindh are able to consume essential foods and nutrient supplements and to benefit from the health services that they require to enable children to grow and reach their potential in the critical "first 1000 days" from conception to the first two years of life. This is the period when most of the malnutrition takes place in Sindh and it is also the period in which most of the damage to growth and related cognitive development, which is mostly irreversible, occurs. In order to reach these objectives, the capacity of the health systems in Sindh will be strengthened in areas such as monitoring, supervision, basic communication tools for behavior change, availability of key nutrition supplies, etc.

The planned project has strong relationship with the sectoral objectives as well as Government's avowed commitment to extend the safety net to reduce morbidity and mortality in context of maternal, neonates, infant and child nutritional status in the province. In accordance to National & Provincial Health Policies, the project takes affirmative action to improve and strengthen mother and male and female child nutritional health status enabling us to effectively pursue the health related Millennium Development Goals 2015 (MDGs) targets No. 01, 04 and 05. Much of mother, child and infant mortality occur for reasons preventable through empowerment and better access to proper healthcare services. In fact these factors are proportional to each other.

Overall Job Objective:

Contribute to improved maternal, infant and young child feeding practices through an effective facilitation and technical support to the implementation of an interpersonal and multi-media communication strategy as integral part of the NSP.

Objectives of the Assignment:

The BCC Expert shall facilitate and support the implementation of the interpersonal as well as mass media communication for social and behavior change strategy and plan, support the respective formative research, monitoring, evaluation and capacity building measures.

Scope of Work:

The BCC expert's main task is to facilitate the projects BBC strategy, facilitate and oversee its implementation. In this regard the BCC expert will liaise with BCC Firm (to be procured separately), facilitate the BCC workplan development and oversee implementation. In addition, the BCC expert support the NSP team in the development, implementation and monitoring of the inter-personal communication activities in particular in maternal, infant and young child feeding behavior as part of community level implementation of nutrition services.

Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. BCC Expert shall be responsible to:

1. Facilitate the design and implementation of formative research as input to the behavior change communication (BCC) strategy in cooperation with partners;
2. Facilitate the development and implementation of the BCC strategy in alignment to the NSP's overall strategy. Contribute to the development NSP's the Annual Work Plan. Follow up on work-plan implementation, annual targets achievements and budgeting for the communication component;
3. Facilitate the development and implementation of interpersonal communication component as part of the NSP's community nutrition services to foster improvements in maternal, infant and young child feeding practices. This includes support at various phases of the project implementation, such as the design of formative research, formulation of key social and behavior change messages, development and dissemination of information, communication and education material.
4. Prepare and conduct trainings of community workers for improvements of community nutrition interpersonal communication and counseling skills. Supervise and monitor implementation, prepare lessons learnt workshops and reports.
5. Liaise between the nutrition cell and the BCC firm in the development and implementation of the firm's workplan and oversee implementation. Provide technical inputs to the procurement and administration of the BCC firm. Follow up on contracts and grant agreements and ensure that deliverables and goals of contracts and grant

agreements, are met in a in a timely manner and in full compliance with the contractual agreement;

6. Liaise and coordinate with partner organizations involved in the behavior change communication and, with the assistance of BCC firm, to identify needs and build capacity of local organizations with regard to BCC.
7. Provide inputs to the establishment of a monitoring and evaluation system with regard to BCC. Monitor and evaluate the progress, prepare and share lessons learn.
8. Prepare project briefs and reports on the BCC implementation as part of the overall NSP reporting obligations;
9. Conduct any other function and responsibility, which may be assigned by the Programme Manager.

Qualification and Experience:

- At least a Master's degree in Communication and Science related to Social and Behavior Change, Inter-personal Communication, Public Communication or Media Communication or a related discipline.
- At least ten (10) years' working experience in implementing and managing nutrition, public health, development or related sector's communication programs.
- Strong communication skills and a proven record of achieving results as documented in citation of various successful projects/work results. Demonstrated proficiency in communication skills references to the publications may be provided in CV
- Seniority to perform advisory support to senior members of the team and ability to interact effectively across social and ethnic boundaries;
- Solid knowledge on recent evidence on successful social and behavior change communication methods and approaches, interpersonal as well as mass media communication;
- Excellent understanding of development and public sector service delivery system;
- Highest standards of personal integrity;
- Demonstrated interpersonal and diplomatic skills;
- Proven ability to work in a collaborative team environment;
- Excellent command in written and oral fluency in Urdu and English. Knowledge in Sindhi language will be considered an advantage.
- Excellent copy/script-editing ability. To demonstrate this proficiency s references to the publications may be provided in CV

Institutional Arrangements and Reporting:

The Consultant will report to the Provincial Programme Manager, Nutrition Cell , Sindh through Monthly Progress Reports delineating all the activities undertaken during a certain month. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

Selection Process:

An individual consultant will be selected in accordance with process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011).

Nutrition Support Program, Sindh
Terms of Reference
Epidemiologist (Deputy Programme Manager)

Background:

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Overall Job Objective:

To implement Nutrition Support Programme effectively by providing technical management support in all programme matters for efficient and effective delivery of services.

Scope of Work:

The scope of work is intended to describe the general nature and level of work to be performed by the Epidemiologist, who will as well perform project management functions. Following may

not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job.

Epidemiologist (Deputy Manager) shall be responsible to:

Technical Tasks

1. Oversee NSP implementation data collection and analysis, reporting, monitoring and evaluations, verify field level data, and prepare conclusive analysis and reports with succinct recommendations for project manager.
2. Facilitate the establishment of a surveillance system in coordination with partners and related public sector programmes. Facilitate additional surveys or research when and if required.
3. Provide technical support to the design, management and evaluation NSP related field level research, review and improve study protocols, questionnaires, methodology, sample selection, analysis and reporting;
4. Facilitate the establishment of an efficient nutrition information management system, monitoring and evaluation system. Perform field monitoring and verification visits and conduct project review and lessons learnt workshops. This is to be envisaged in cooperation with other sectors and partners (i.e. HMIS, NIS and partners such as PPHI).
5. Assist the Project Manager in developing a comprehensive work plan and update regularly. This includes the preparation of regular updates, financial and procurement plan for each year; Contribute in the design and review of all project's documents (e.g. Project Implementation Plan, Annual Work Plans, Reporting System, etc.);
6. Support the preparation of progress reports and presentations to senior management, steering and coordination committees and feedback to implementation level. Follow up and ensure the programmes adjustments as per advice of the steering, coordination and district committees.
7. Support the programme manager in financial and human resource management. Assist

the Programme Manager in monitoring and supervising the project's consultants for effective project management and reviewing their progress reports and recommending course corrections;

8. Promote knowledge management on key implementation areas, including maternal, infant and young child feeding, community management of acute malnutrition, facilitate systemic capacity development through orientation and field level as well as class room training programmes;
9. Maintaining close liaison with all the implementing partners apropos to updation of Project Projections on regular basis and to foster smooth communication and efficient project management;
10. Represent Nutrition Cell as and when required;
11. Conduct any other function and responsibility, which may be assigned by the Programme Manager.

Qualification and Experience:

- A Master's degree in Epidemiology or alternatively Social Science and Statistics, an additional qualification in Public Health, Nutrition, Development Studies or any equivalent is an asset.
- Should have a minimum of ten (10) years of experience in the development sector demonstrating evidence of achieving results and graduation to responsible positions.
- Knowledge of epidemiology methods, demography, social statistics, biometry, human biology, parasitology, immunology and pathology and medical terminology, methods for formative and operational research or large scale surveys or knowledge in any other related science;
- Practical experience and usage of epidemiological or social and statistical software;
- Good understanding of the logical framework approach, strategic planning approaches, design and implementation of projects, project cycle management;
- Experience with in project cycle management, managing financial and human resources.

- Ability to monitor, analyze, document and report on progress and to present achievements to senior management level.

Institutional Arrangements and Reporting:

The Consultant will support the Provincial Programme Manager Nutrition Cell, Sindh as per workplan agreed on by both parties at the beginning of the assignment. The consultant will be supervised by the Provincial Programme Manager, and will report on a daily basis and through Progress Reports delineating all the activities undertaken during the agreed on reporting period. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

Selection Process:

An individual consultant will be selected in accordance with process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011).

Nutrition Support Program, Sindh
Terms of Reference
Finance Officer

Background:

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Overall Job Objective:

To implement Nutrition Support Programme effectively by providing support for strengthening the financial management and institutional framework of Nutrition Cell and undertake financial activities in various categories for the Programme; both from local and foreign sources conforming to World Bank's and governments' stipulated guidelines and rules/regulations (as applicable).

Objectives of the Assignment:

The Financial Officer shall assist the Provincial Programme Manager in execution of financial management activities of the Project effectively and efficiently in compliance with agreed reporting protocols with the World Bank. The Specialist shall develop all the financial management tools/systems and their implementation thereof which shall serve as the basis for all managerial decisions besides effective financial management of funds. This requires close coordination and communication with all the stakeholder, external consultants and field staff when appropriate.

Scope of Work:

The scope of work is intended to describe the general nature and level of work to be performed by the Financial Officer. Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. Financial Officer shall be responsible to:

1. Carry the overall responsibility for all the Financial Management functions at programme level;
2. Get well acquainted with the SAP based Government Accounting and Reporting System and Government of Sindh Financial Rules, and World Bank's reporting and disbursements requirements;
3. Liaise and coordinate with the World Bank's Financial Management (FM) team and its supervision missions;
4. Provide overall financial oversight of the project, including developing, guiding and directing financial management and accounting systems to support tracking of funds – ensuring 'value for money' through efficiency and effectiveness in the delivery of outputs required to achieve the objectives of the project;
5. Contribute to the development of the Annual Work Plan, ensuring alignment with program's strategies, agreement on annual targets and inclusion of M&E activities in the work plan with budgeting;
6. Ensure that accounting of resources received, reporting on receipt and use of expenditures is in compliance with the requirements of the Project Agreement and Project Financing Agreement;
7. Oversee the process of entering vouchers on the Financial MIS;

8. Maintain and update the project financial management system to track and report on project resources and expenditures, and generate the necessary reports on timely basis including monthly bank reconciliation statements of all bank accounts of the project;
9. Prepare and submit to the World Bank quarterly Interim Financial Reports (IFRs), as per the agreed format which also includes cash forecast for the next two quarters and comparison of budget and actual expenditure among other statements, within forty five days after the close of quarter (3-months period);
10. Prepare and submit on-line to the World Bank, Withdrawal Application based on the expenditure reported in the quarterly Designated Activity Statement (US Dollars);
11. Maintenance of budget records , preparation and processing of revised budget documents preparation of budget re-appropriation requests and presentation to relevant authority for approval;
12. Manage financial aspects of the contracts under administration, including payment terms, purchase orders, variation orders;
13. Ensure compliance with all prevailing statutory laws including Income Tax and Sales Tax Laws ;
14. Apply pre-audit checks on all payments to the service providers before disbursement out of the project's funds
15. Facilitate the external auditors and responds adequately and in timely manners to audit queries;
16. Make arrangements for audit of project funds and ensure that audited financial statements and audit report along with auditor's management letter is submitted to the World Bank in compliance with the Project Financing Agreement, i.e., within six months of the close of year end;
17. Manage and be the custodian of all project assets and funds;
18. Supervise and oversee accounting staff and matters related to their performance;
19. Organize on perpetual basis physical verification of project's fixed assets including food supplement and micronutrient inventories and their reconciliation with the records;
20. Preparing management briefs on the basis of financial reports that highlight variance, achievements and also provide recommendations to improve performance;

21. Any other task assigned by the Provincial Program Manager.

Qualification and Experience:

- At least a Master's degree from Higher Education Commission recognized University preferably in Accounting or Finance, preferably CPA-USA/CA/ACCA (or equivalent) with at least ten (10) years of progressively responsible finance management services (post-qualification) in the public and private health sector.
- The incumbent should have extensive knowledge of Government Financial Management systems. Knowledge about World Bank Financial Management and disbursement guidelines would be an added advantage.
- Should possess strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues; both vocally and in writing.
- Training in SAS shall be a preference.
- Proficiency in English and basic IT skills (MS Office) will be mandatory.

Institutional Arrangements and Reporting:

The Consultant will report to the Provincial Programme Manager, Nutrition Cell, Sindh through Monthly Progress Reports delineating all the activities undertaken during a certain month. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

Selection Process:

An individual consultant will be selected in accordance with process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011).

Nutrition Support Program, Sindh
Terms of Reference
Monitoring & Evaluation (M&E) Expert

Background:

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Overall Job Objective:

To implement Nutrition Support Programme effectively by providing support for strengthening and carrying out Reporting, Monitoring & Evaluation activities for the nutrition services.

Objectives of the Assignment:

The M&E Expert shall be in charge of all the Reporting, Monitoring & Evaluation activities of the Programme. S/he will work under the direct supervision of the Provincial Programme Manager and will be responsible for designing and guiding the overall nutrition information

management, monitoring and evaluation and implementation of related activities within the Programme. S/he will provide timely and relevant information to Programme Management, the team and all the stakeholders. This requires close coordination and communication with all the team, primary stakeholders, external consultants, steering and coordination committees, and field staff when appropriate. S/he will be responsible for the development of all the related information.

Scope of Work:

The scope of work is intended to describe the general nature and level of work to be performed by the M&E Expert. Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. M&E Expert shall be responsible to:

1. Review the available nutrition related information systems and lead and guide the process of integrating the existing reporting systems into one basic system/templates and update accordingly;
2. Based on the detailed review of the existing reporting system, develop a functional reporting system that provides key information in a timely manner and, hence, allows decision makers and steering coordination committees required programme adjustments; ensure that the system is embedded into ongoing public sector reporting mechanism, i.e. DHIS, and provides reliable, consistent and timely information.
3. Establish a monitoring system that allows regular feedback from the field and provides the basis for timely decision making. Prepare and finalize the M&E guidelines, procedures and reporting formats, monitoring indicators and checklists for the different levels and for the different service providers; Ensure and facilitate the allocation of financial and human resources required to perform a satisfactory monitoring system.
4. Examine in detail the compatibility of the electronic format of the monitoring and evaluation system with various initiatives of Department of Health and propose strategies for facilitating the digitization of monitoring and evaluation system for decision-making process by integrating the Programme's interventions with other health services;
5. Contribute to the design of the NSP's Logical Framework and respective service provider's performance indicators. Facilitate for a regular monitoring and reporting on agreed on project and performance indicators and prepare regular reports.
6. Identify information requirements of different primary stakeholders and facilitate the preparation of reports to meet reporting requirements;

7. Contribute to the development of the Annual Work Plan, ensuring alignment with programme's logical framework, agreement on annual targets and inclusion of M&E activities in the work plan with budgeting;
8. Coordinate and ensure that preparation and finalization of all project reports. Guide staff, contracted firms and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual project report, inception report, and ad-hoc technical reports;
9. Serve as key technical liaison to consultants or organizations that shall be contracted to monitor or evaluate the impacts of the NSP and partners services. Review the reports such as baselines, intermediate, progress and end-of-project reports and suggest course corrections for improvements.
10. Undertake regular visits to the service delivery areas, to monitor the quality of services provided, compliance of SOPs/Guidelines issued from time to time and to identify where adaptations might be needed.
11. Oversee and assist in the development, implementation of and training for the Nutrition Management Information System (MIS) database as part of the HMIS;
12. Conduct any other function and responsibility, which may be assigned by the Programme Manager.

Qualification and Experience:

- Master's degree in Public Health, Nutrition, Development Studies, Economics, social science with an additional qualification in project cycle management, data management, monitoring and evaluation or any equivalent.
- A minimum of ten (10) years of experience in project implementation, reporting, monitoring and evaluations, operational research, demonstrated evidence of achieving and measuring results in nutrition or related sectors.
- Extensive experience and proven track record of excellence in designing, implementing, monitoring and evaluating community level nutrition and/or public health programmes, international literature and practices in the field of monitoring & evaluation system's usage with n the decision-making process in public health especially focusing on Nutritional Support Services.
- Proven capacity to manage, and work effectively as a designer, implementer and evaluator.

- Good understanding of the logical framework approach, strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), Planning, design and implementation of M&E systems, Training in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders and Data & information analysis.
- Expert level experience with concepts of project management and project cycle management, report writing, ability to monitor, assess, document and report on progress.

Institutional Arrangements and Reporting:

The Consultant will report to the Provincial Programme Manager, Nutrition Cell , Sindh through Monthly Progress Reports delineating all the activities undertaken during a certain month. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

Selection Process:

An individual consultant will be selected in accordance with process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011).

Nutrition Support Program, Sindh
Terms of Reference
Procurement & Logistic Officer

Background:

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Overall Job Objective:

To implement Nutrition Support Programme effectively by providing support for strengthening the procurement regulatory and institutional framework of Nutrition Cell and undertake procurement of goods and services in various categories for the Programme; both from local and foreign sources conforming to World Bank's and governments' stipulated guidelines (as applicable), services of an experienced and dynamic **Procurement & logistic Officer** are required.

Objectives of the Assignment:

The **Procurement & logistic Officer** shall be the focal person for all the Procurement activities of the Sindh Nutrition Support Programme. S/he will work under the direct supervision of the Provincial Programme Manager and will be responsible to provide assistance, technical guidance and execute the procurement activities ensuring compliance with Public Procurement Rules of Sindh Public Procurement Regulatory Authority and the World Bank for procurement of goods, consulting services and non-consulting; support improvements in the implementation performance of programme; and assist in the establishment, harmonization and improvement of procurement policies and procedures, consistent with effective project management besides Contract Management. This requires close coordination and communication with all the stakeholder, external consultants and field staff when appropriate. S/he will be responsible for the development of all the related procurement documentation and there implementation thereof which will serve as the basis for all managerial decisions besides effective procurement & contract management.

Scope of Work:

The scope of work is intended to describe the general nature and level of work to be performed by the Procurement Specialist. Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. **Procurement & logistic Officer** shall be responsible to:

1. Coordinate with Provincial Programme Manager to develop, monitor and implement need based Procurement Plan to implement Nutrition Support Programme ensuring timely completion of all procurement activities;
2. Contribute to the development of the Annual Work Plan, ensuring alignment with programme's strategies, agreement on annual targets in the work plan with budgeting;
3. Assist technical teams at Nutrition Cell, Health Department, Government of Sindh with development of generic and policy compliant TORs and specifications ; as relevant;
4. Carry the overall responsibility for all the Procurement & Contract Management functions at programme level;
5. Ensure compliance with legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements;
6. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;

7. Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, bids receipt, bids opening, contract negotiations, contract signings etc. in strict accordance with Bank's Procurement and Consultants Guidelines;
8. Receive and review Purchase Request (PR) in accordance with the plan and budget and facilitate;
9. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program;
10. Address all matters associated with procurement of goods/services e.g. taxation, duties clearance;
11. Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster;
12. Act as key liaison person in coordinating capacity building initiatives;
13. Design/ update and facilitate the management of the overall procurement and inventory management record and filing system;
14. Establish and maintain procedures for the receiving, inspection, testing and acceptance of goods and selection of consultants;
15. Liaise and coordinate with the World Bank and its supervision missions;
16. Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design;
17. Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders;
18. Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts;
19. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle;

20. Responds adequately and timely to audit queries;
21. Provide assistance to the Programme Manager in following areas related to his/her assignment: -
 - a. Looking after the level of transparency in procurement process;
 - b. Dispute Resolution;
 - c. Reviewing the whole supply chain and identification of any gaps and their plugging measures;
 - d. Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
 - e. Managing the process of procurement complaint resolution;
 - f. Conducting Post Review Procurements and ensuring all requirements as per the Bank's Procurement Guidelines are met;
22. Any other task assigned by the Provincial Programme Manager.

Qualification and Experience:

- At least a Master's degree from Higher Education Commission recognized University in Management Sciences/Statistics/Economics/Finance/Engineering or Commerce or related field from reputable local or foreign institution. A certificate/diploma/degree in the field of Procurement Management from reputable local or foreign institution shall an advantage.
- Should have minimum ten (10) years of experience in the procurement processes with the public / private projects involving procurement of goods and/or works & services including Information and Communication Technology.
- Excellent knowledge of relevant rules and legislation of World Bank, Sindh Public Procurement Regulatory Authority and other donor agencies including international procurement best practices. Specifically, sound Knowledge of World Bank Procurement Guidelines, Procedures and reporting requirements shall be preferred.
- Should have an in-depth understanding of procurement cycle management.
- Proven ability to work in a collaborative, team environment.
- Should have excellent command on MS office.
- Familiarity with Government structures, operations, and procedures.

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