



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II**

**TERMS OF REFERENCE
FOR**

Assessment on Nutrition Surveillance and Mechanisms to Reduce Malnutrition in CLMV Countries

The ASEAN Secretariat and the Australian Government, through AADCP II, invite applications from consultants for the above-referenced project.

I. Background

The Initiative for ASEAN Integration (IAI) provides a policy framework to support the participation of ASEAN's newer member states (Cambodia, Lao PDR, Myanmar and Viet Nam or CLMV) in the ASEAN integration process. The IAI Work Plan III (2016-2020) as the guiding document for this initiative is in its last year of implementation. ASEAN has developed the successor IAI Work Plan IV (2021-2025), following series of consultations at the regional and national level. Development of the IAI Work Plan IV was led by the IAI Task Force, comprising of the ten Permanent Representatives to ASEAN. The IAI Task Force provides policy guidance and directions in the development and implementation of the IAI Work Plan.

During the consultation process, ASEAN Member States (AMS) recognised the continuing relevance of the five *Strategic Areas* of the existing IAI Work Plan (food and agriculture; trade facilitation; micro, small and medium enterprises (MSMEs); education; and health and well-being) and agreed to have them carried forward to the next five years. Within each Strategic Areas are *Actions*, which are aligned with the commitments in the related ASEAN sectoral work plans. The IAI Work Plan IV also takes into consideration emerging trends, global and regional developments including the COVID-19 pandemic. The final draft of the IAI Work Plan IV was approved by the IAI Task Force on 31 August 2020. This will be submitted to the ASEAN Coordinating Council for endorsement and subsequently to the ASEAN Leaders in November 2020 for adoption.

AADCP II is supporting the development of the IAI Work Plan IV, as part of the "Work Planning Assistance for the Initiative for ASEAN Integration (IAI) 2021-2025" project. Following the completion of the new Work Plan, the project will support preparation of an IAI Implementation Plan to map out IAI Work Plan IV projects against ASEAN's and donors/ Partners' interests. Recognising CLMV countries' need for support in project development, it will also support drafting of up to ten project proposals addressing Actions under the strategic areas.

To provide a deeper understanding of context and challenges, assessments will be undertaken for up to five prioritised Actions, in parallel with the development of the IAI Implementation Plan and the drafting of project proposals. These assessments are to help ensure that project proposals under those five prioritised Actions are backed with evidence, up-to-date information on context, and a detailed understanding of the common issue(s)/problem(s) across CLMV countries (or minimum two countries). The assessments will inform the development of relevant project proposals.

This Term of Reference (TOR) focuses on the conduct of in-depth context assessment and problem analysis on **Nutrition Surveillance and Mechanisms to Reduce Malnutrition in CLMV Countries**,

related to Action 5 under the Health and Well-being Strategic Area of the IAI Work Plan IV.

This action aims to eradicate malnutrition in CLMV countries, particularly through interventions to scale up nutrition surveillance and service delivery to needy communities. This action is aligned with the ASEAN Leaders Declaration on Ending All Forms of Malnutrition and the ASEAN Strategic Framework and Action Plan for Nutrition (2018-2030) and the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025 to create a community that is inclusive, sustainable, resilient, dynamic, engaging, and benefiting the people.

An estimated 30 percent of children below the age of five in ASEAN are stunted. In addition, wasting remains a problem, which increases the risk of early mortality. On the other hand, the prevalence of overweight and obesity in children below the age of five – which has damaging impacts on a child's prospects - is especially high in CLMV countries, as diets change. The COVID-19 pandemic further exacerbates this issue. COVID-19 pandemic is undermining nutrition across the world particularly in low- and middle-income countries, with the worst consequences being borne by young children¹. Malnutrition is now a bigger threat to women and children, due to the deteriorating quality of their diets, the interruption of nutrition services, and the shocks created by the pandemic. The need to sustain nutrition security during the pandemic was recognised by ASEAN Leaders in the “*Statement of ASEAN Ministers on Agriculture and Forestry in Response to the Outbreak of the Coronavirus Disease (Covid-19) to Ensure Food Security, Food Safety and Nutrition in ASEAN*” endorsed in April 2020.

There is strong guidance already available at the global level for both Integrated Management of Acute Malnutrition (IMAM) and Infant and Young Child Feeding (IYCF) and the ASEAN guidance is being developed. CLMV countries have also developed national policies to address malnutrition. However, they are facing challenges around promoting public awareness of healthy eating (as in the case of Viet Nam) and technical capacity to develop dietary guidelines and interventions (as in the case of Cambodia). In Myanmar, National Nutrition Centre, Department of Public Health, Ministry of Health and Sports has developed Myanmar Food-based Dietary Guidelines (FBDG) since 2007. National Nutrition Centre is now on track for the development of separate FBDGs for specific target groups including children under 2-years, under 5-years, school aged children, pregnant and lactating women in coordination with UNICEF, WHO, FAO, WFP and other partners. During the national consultations conducted with CLMV in May 2020, feedback from CLMV countries on specific needs and gaps as follows:

Cambodia

Cambodia has recently developed its National Strategy for Food Security and Nutrition (NSFSN 2019-2020) and is in the process developing guidelines for Integrated Management of Acute Malnutrition (IMAM) – which addresses topics like case finding, and inpatient and outpatient management of malnutrition. The country has also implemented community-based infant and young child feeding programmes. There is a need to assess the status and effectiveness of these interventions and identify if further guidelines are needed based on these findings.

Lao PDR

Lao PDR has developed guidelines for nutrition surveillance and service delivery and Integrated Management of Acute Malnutrition (IMAM). However, COVID-19 has prevented the implementation of

¹ Based on UNICEF Press Release: “UNICEF: An additional 6.7 million children under 5 could suffer from wasting this year due to COVID-19”, 27 July 2020. <https://www.unicef.org/press-releases/unicef-additional-67-million-children-under-5-could-suffer-wasting-year-due-covid-19>

nutrition delivery services.

Myanmar

In 2007, Myanmar developed Myanmar Food-based Dietary Guidelines (FBDG). The National Nutrition Centre is now on track for the development of separate FBDGs for specific target groups including children under 2-years, under 5-years, school aged children, pregnant and lactating women in coordination with UNICEF, WHO, FAO, WFP and other partners. Since July 2017, National Nutrition Centre, Department of Public Health, Ministry of Health and Sports has also developed Multi-sectoral National Plan of Action on Nutrition (MS-NPAN) in collaboration with Ministry of Agriculture, Livestock and Irrigation; Ministry of Education; Ministry of Social Welfare, Relief and Resettlement; Ministry of Natural Resources and Environmental Conservation together with development partners. The overall goal of MS-NPAN is “To reduce all forms of malnutrition in mothers, children and adolescent girls”. The MS-NPAN was aimed for implementation for the five-year period (2020-2024).

Viet Nam

Viet Nam’s National Strategy on Nutrition was introduced in 2011. However, there is limited public awareness of malnutrition.

This assessment will further investigate issues relevant to malnutrition and nutrition surveillance in CLMV, including those highlighted above. It will provide deeper understanding of the latest developments in CLMV, identify common gaps and challenges, and generate recommendations for addressing them within the related actions of the IAI Work Plan IV.

II. Needs and Objectives

The current state of malnutrition is already available through the ASEAN Food and Nutrition Security Report and Data Verification Process. The nutrition surveillance system has been a part of the ASEAN Nutrition Surveillance System. However, there is a need to have a more in-depth analysis on how data collection can be strengthened and how it informs the programmatic improvement and the strengthening of inclusive programme implementation. The objective for this assignment is to provide IAI Task Force, especially CLMV representatives, with a deeper understanding of nutrition surveillance system in CLMV. The assessment will help CLMV prepare well-defined, evidence-backed project proposals, in line with the objectives of the relevant IAI Work Plan Action.

III. Outputs

The expected output is an **Assessment on Nutrition Surveillance and Mechanisms to Reduce Malnutrition in CLMV Countries** with focus on the implementation of national programmes to address malnutrition. The assessment should consider emerging issues (such as the COVID-19 pandemic), looking at the inclusivity of the program implementation, identify the common gaps and problems amongst CLMV, and answer at least the following questions for each CLMV country:

- a. Overview of the current state of malnutrition and existing strategies in CLMV countries
 - Who are the stakeholders involved in the planning and implementation of these policies/guidelines in each CLMV country to ensure the effective implementation of the program activities (e.g. Ministries of Health, Ministry of Education and beyond the ministry level up to the implementation program units)?
- b. Assessment of nutrition surveillance system

- Please provide an assessment of the existing nutrition surveillance system in each CLMV country:
 - How are nutrition surveys administered (e.g. community-based surveys, conducting surveys at feeding centres, health facilities, and schools)?
 - How frequent are they conducted?
 - Who are the stakeholders involved in collecting and monitoring the data?
- What are the common challenges in conducting nutrition surveillance in CLMV countries (e.g. lack of expertise to develop and conduct surveys, low quality of data, lack of expertise to process and interpret data)?
- How has the COVID-19 pandemic affected the the diet quality and eating pattern in each CLMV country?
- What is the opportunity to assess changes in the consumption patterns, diet quality and food security in a systematic way to inform programmatic modification and address food security due to COVID-19 pandemic?

c. Implementation of national programmes to address malnutrition

- What are the existing nationwide programmes (if any) to address malnutrition in each CLMV country? Please provide examples for 1) wasting, 2) stunting and 3) overweight.
- What is the scope and scale of each programme in terms of budget, duration, scale of collaboration and support?
- Who are the main beneficiaries of these programmes (e.g. children in schools, mothers receiving government pension)? How inclusive are the programmes?
- What are the common challenges encountered in CLMV countries in implementing these programmes (e.g. lack of technical expertise, lack of funding to conduct training for public health workers at local levels)?
- How has the COVID-19 pandemic affected the implementation of nutrition programmes in each CLMV country?

The report will be submitted in two stages:

1. Draft assessment report containing four country-level assessments for each CLMV country (each maximum 30 pages in length, not including annexes) and initial multi-country (regional) analysis. Annexes should at least include records of national consultations, regional workshop, and stakeholders' forum held during the formulation of the IAI Work Plan IV (2021-2025) as well as further consultations with CLMV countries.
2. Final assessment report consolidating the country level assessments, specifically summarizing regional commonalities (or between at least 2 countries) and providing general multi-country recommendations that can be transformed into IAI project proposals or used to refine existing project proposals. The final assessment report should be approximately 20 pages in length, not including annexes.

Submission of these deliverables is based on the target completion dates specified in the project work plan.

IV. Tasks/Activities

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

	Output	Activity	Person working days	Completion Date	Person(s) responsible
1	Project inception report	Conceptualisation of approach, detailed framework, and preparation of project work plan.	3 working days	One week after signing of the Special Services Agreement (SSA)	Consultant IAI & NDG Division
		Preparation of project inception report.			
		Finalisation and submission of project inception report.			
<i>Approval of project inception report by the ASEAN Secretariat (2 weeks)</i>					
2	Draft assessment report	Data collection up to the implementing program units, which may include desk review, survey/questionnaire, focus group discussion, interviews, etc.	45 working days	Week 6	Consultant
		Preparation and submission of initial draft assessment report.	5 working days	Week 7	Consultant
		Feedback on draft assessment report from CLMV countries, relevant division(s) of the ASEAN Secretariat and/or consultants of sectoral work plans/strategies under development.	-	Week 9	IAI&NDG Division and CLMV countries
<i>Approval of draft assessment report by the ASEAN Secretariat (3 weeks)</i>					
3	Final assessment report	Finalised assessment incorporating feedback from CLMV countries, sector experts, and the ASEAN Secretariat. The draft should be in the agreed format and contain the complete sections i.e. full draft.	5 working days	Week 10	Consultant
		<i>Approval of final assessment report by the ASEAN Secretariat (3 weeks)</i>			

	Output	Activity	Person working days	Completion Date	Person(s) responsible
4	Project Completion Report	Preparation and finalisation of project completion report.	2 working days	Week 13	Consultant
<i>Approval of Project Completion Report by the ASEAN Secretariat (2 weeks)</i>					

V. Reporting

In addition to the project output described in Section III, the Consultant will be expected to submit an Inception Report and a Project Completion Report, according to the timeline set out in Section IV. These reports will be submitted based on AADCP II Guidelines for Contractors in draft format to IAI & NDG Division of the ASEAN Secretariat (with a copy to AADCP II) and, following the ASEAN Secretariat approval, in final form. All outputs and reports must be written in a way that is suitable for publication, although the decision on publication lies with the ASEAN.

The contractor will also provide regular (weekly, bi-monthly or as agreed with the ASEAN Secretariat) summation of activities undertaken and issues that have arisen. These will be submitted to IAI & NDG Division and AADCP II via email.

Financial reports will be submitted at invoicing in line with a payment schedule to be specified in the Special Services Agreement (SSA).

VI. Project Management

The project will be funded by the ASEAN-Australia Development Cooperation Program II and managed by the IAI & NDG Division of the ASEAN Secretariat. The consultant should be responsible for organising and conducting the scheduled activities in collaboration with the host countries and the ASEAN Secretariat.

The Program Planning and Monitoring Support Unit (PPMSU) of AADCP II will provide technical support to IAI&NDG Division for the implementation of this project, as required.

VII. Scope of Services

The consultancy will be undertaken over a **continuous effective period of fifteen (15) calendar weeks** with approximately **sixty (60) person days** of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

In its proposal, the bidder should demonstrate:

- A minimum of 8-years work experience (for individual consultant, or the team leader of an entity/consortium) of conducting applied research activities, particularly within the context of designing development project or intervention;
- In-depth knowledge of policy and institutional issues around nutrition and nutrition surveillance systems/ programs, particularly at country level in South East Asia and CLMV countries;
- Evidence of on-the-ground work in nutrition and nutrition surveillance strategies, programs or research particularly in CLMV countries;
- Experience in facilitating engagements with government, private sector, academe, and wider civil society;
- Experience in preparing analytical reports of the same scale and nature;
- Understanding of gender and social inclusion dimensions in the issues of malnutrition;
- Having local offices/associates in CLMV countries will be an advantage;
- Experience working with the ASEAN Secretariat and AADCP II on projects with similar scope and characteristics will be considered added value.

IX. Bidding

Interested consulting firms are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components**.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised including sampling techniques, and practical discussion of possible limitations in carrying out the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- Staffing and management plan;
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed;
- CVs of all proposed experts;
- Brief discussion of firm's past experience in undertaking similar work and brief summaries of all projects undertaken.

The Financial component should specify:

- 1) Professional fees of expert(s);
- 2) Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost;
- 3) Applicable taxes such as VAT, GST, PPN. See Section IX point 3 for an additional note on tax liability.

Activity costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEAN Secretariat rates.

X. Submission of Application

Applicants should send their application with a cover letter, materials specified in Section IX above and other supporting documents with "**Scaling Up Nutrition Surveillance and Developing Effective Mechanism to Reduce Malnutrition in CLMV Countries**" as the subject via email to tender@aadcp2.org, no later than **29 December 2020 at 05:00pm Jakarta time**.

For Frequently Asked Questions (FAQ), please visit <http://aadcp2.org/questions-and-clarifications-assessments-in-support-of-iai-work-plan-iv-project-proposals/>

Any queries on the TOR should be sent to contact@aadcp2.org with the subject line: "**Scaling Up Nutrition Surveillance and Developing Effective Mechanism to Reduce Malnutrition in CLMV Countries**".

IX. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Consultant to ASEAN shall belong to the ASEAN Secretariat under the name of **ASEAN** only;
2. Successful bidder shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the AADCP II Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.