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**Request for Applications**  
**Extend the Submission Due Date**

**Subject:** Consultant for landscape analysis on integration of quality MIYCN counselling in health systems in Bhutan

**Location:** Bhutan

**Issued on:** May 17, 2022

**Application Submission Deadline:** June 30, 2022

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**I. BACKGROUND**

**Alive & Thrive (A&T)**

FHI Solutions, as part of its global Alive & Thrive (A&T) initiative, has partnered with UNICEF’s Regional Office for South Asia (ROSA) under a programme cooperation agreement (PCA) to support UNICEF’s Regional Initiative for Sustained Improvements in Nutrition and Growth (RISING) Program. The UNICEF-led RISING Program seeks to increase effective, broad scale coverage of key evidence-based nutrition interventions in the South Asian region by strengthening organizational and technical leadership of regional platforms. RISING focuses on early childhood nutrition (breastfeeding and complementary feeding) and women’s nutrition (maternal nutrition during pregnancy and food fortification).

Under the PCA (March 1, 2022 – February 28, 2023), A&T will support UNICEF to engage regional platforms and country level partners on evidence generation, knowledge sharing and advocacy in the areas of integration of maternal nutrition (MN) and infant and young child feeding (IYCF) in health systems, health systems strengthening for MN and IYCF, and the international code of marketing of breastmilk substitutes (BMS) marketing. Additionally, A&T will continue to support strengthening capacity of the Network to Improve Nutrition in South Asia (NINSA) and other regional platforms, building on efforts undertaken by A&T under an earlier PCA with UNICEF ROSA (2018 – 2020).

**II. PURPOSE AND SCOPE OF WORK**

The consultant will provide technical support to A&T’s work under the PCA, specifically to contribute to the development of a landscape analysis and recommendations on improving MN and IYCF counseling into health systems across South Asian countries, and its dissemination (Activity 1.1). While the activity spans multiple countries in the South Asian region, the consultant will be responsible for leading data collection, documentation and validation for one country only (Bhutan).

The objective of Activity 1.1 is to assess and document bottlenecks and enabling factors in the policy and programme delivery environment that affect the integration of quality MIYCN counselling services into the health system and adaptations in the delivery and scale up of these services in the prevailing Covid-19 context and routine post pandemic practice in eight countries in South Asia. Its specific objectives are to (a)

generate regional and country specific knowledge on the current situation, bottlenecks and enabling factors in the policy and programme delivery environment affecting scale up of integration of MIYCN counselling services; (b) develop regional synthesis of programmatic adaptations and innovations that have been made across the health system functions to mitigate the impacts of the Covid-19 pandemic on delivery and scale up of MIYCN counselling services; and (c) develop country recommendations on improving MIYCN counselling with direct participation of government and key partners across eight countries in the region.

The consultant will be responsible for country data collection and validation of findings for one country. The country-level information will feed into a regional synthesis being led by a regional MN and IYCF consultant, who will organize the work, develop the analytical approach and tools and drive synthesis of the overall report.

The consultant will closely collaborate closely with the MN and IYCF consultant (who is leading the overall activity and regional synthesis), Senior Technical Advisor South Asia, the Associate Director for South Asia Programs, Director Programs South Asia, and FHI Solutions and FHI 360 team members across the region.

**Specific Tasks for the Consultant:**

1. Collect data at the country level using the approach and tools for country data collection (stakeholder interviews and secondary research). This will involve:
  - a. Collecting relevant national guidelines, technical documents, project reports and government monitoring system documents;
  - b. Identifying key informants for interviews, and conducting 10 – 15 key informant interviews with various stakeholders, including national officials, state/district officials, sub-district officials, and funders or NGOs
  - c. Setting up meetings
  - d. Meeting with stakeholders
  - e. Documenting interviews
2. Liaise with the MN and IYCF consultant to fill in any country level gaps for the regional synthesis
3. Review and provide technical feedback on the draft synthesis prepared by the MN and IYCF consultant
4. Support MN and IYCF consultant to validate findings at the country level, including sharing draft information on country with stakeholders for feedback

**Note:** The engagement is anticipated to be concentrated during month June and August 2022 of the engagement.

|    | <b>Deliverables</b>  | <b>Due Date</b>   | <b>Payment</b> |
|----|--|-------------------|----------------|
| 1. | Draft country work plan including tasks, timelines and target stakeholders to interview  | July 7, 2022      | 15%            |
| 2. | Final country work plan including tasks, timelines and target stakeholders to interview  | July 24, 2022     |                |
| 3. | Folder with the relevant country level documents collated  | August 12, 2022   | 60%            |
| 4. | Folder with completed key informant interview tools  | August 12, 2022   |                |
| 5. | Synthesis of country findings using format provided by regional team   | August 19, 2022   |                |
| 6. | Written feedback on synthesis of country information on integration of nutrition counseling into systems report, based on consultation with country stakeholders | October 21, 2022  | 10%            |
| 7. | Written feedback on draft recommendations to improve integration of nutrition counseling into  | December 23, 2022 | 10%            |

|    |  |                  |    |
|----|--|------------------|----|
|    | systems, based on consultation with country stakeholders |                  |    |
| 8. | Report summarizing support to dissemination events       | January 31, 2023 | 5% |

### III. QUALIFICATIONS AND EXPERIENCE

#### Education and Experience:

- *Education: The candidate should have a Master’s degree or equivalent in public health, nutrition, monitoring and evaluation, social science or related field*
- *Experience: Candidates must be knowledgeable about the national health system and nutrition service delivery, including national nutrition guidelines, nutrition technical documents, and national HMIS*
- *Experience: Candidates must be knowledgeable about who the key stakeholders are working in health and nutrition in the country, including national officials, sub-national officials and funders or NGOs*
- *Experience: Experience conducting qualitative interviews is a plus.*

#### Skills & Competencies for the role

- *Ability to set up and conduct interviews with high-level stakeholders*
- *Good interpersonal skills and communication skills to effectively interview high-level stakeholders*
- *Strong organizational skills for collecting key documents and managing high quality notes from interviews*
- *Ability to synthesize findings from interviews*
- *Qualitative research skills a plus*
- *Strong language proficiency in English*
- *Excellent writing skills*
- *Ability to manage multiple tasks and priorities*
- *Ability to deliver within deadlines*

### IV. SUBMISSION REQUIREMENTS

To be considered, interested consultants must submit:

- *An updated CV, including educational credentials, with experience related to the technical assistance areas listed above and language skills.*
- *A brief summary (no more than one page) that details areas of expertise.*
- *Two professional references (including name, job title, company, contact information, and your relationship with the reference).*
- *A completed biodata form (in the application template), **indicating a proposed daily rate.***

### V. CRITERIA FOR EVALUATION

Proposals will be reviewed and evaluated by a review committee. The following factors will be considered when evaluating the submissions:

1. Experience related to the relevant area(s)– **50 points**
2. Relevant Qualification - **20 points**
3. References – **10 points**
4. Proposed Daily Rate – **20 points**

*NOTE: FHI Solutions will **not** compensate, and individual for its preparation of an application in response to this Request for Application, nor is the issuing of this Request for Application a guarantee that FHI Solutions will award a contract for work in the future.*

## **VI. ANTICIPATED CONTRACTUAL RELATIONSHIP**

This Request for Application is anticipated to select the consultant for 7 months for a total of approximately 10 days (with most engagement anticipated to be concentrated during month July – August), commencing in July, 2022.

## **VII. REQUEST FOR PROPOSALS RESPONSE INFORMATION**

Interested parties should submit their application via email to [Khatira Darvesh \(kdarvesh@fhisolutions.org\)](mailto:kdarvesh@fhisolutions.org) **by 5 PM June 30, 2022**. Submissions received after this date and time may not be accepted. A&T will acknowledge receipt of your submission by email.

Any questions or requests for clarification need to be submitted via email to [kdarvesh@fhisolutions.org](mailto:kdarvesh@fhisolutions.org) **by June 24, 2022**; answers will be shared with all parties that have submitted questions or expressed interest, as well as posted on the website. No telephone inquiries will be answered.

## **VIII. WITHDRAWAL OF APPLICATION**

Individuals may withdraw applications by written notice via email received at any time before award.

## **IX. OFFER VERIFICATION**

FHI Solutions may contact applicants to confirm contact person, address, information on the biodata form and to confirm that the application was submitted for this solicitation.

## **X. FALSE STATEMENT IN OFFER**

Applicants must provide full, accurate and complete information as required by this Request for Application and its attachments. If at any time FHI Solutions determines that an applicant has provided false statements in the response, FHI Solutions may reject the response without further consideration.

## **XI. DISCLAIMERS AND PROTECTION CLAUSES**

- This solicitation is not intended to result in the issuance of an award.
- FHI Solutions may cancel the solicitation and not make an award.
- FHI Solutions may reject any or all responses received.
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions.
- FHI Solutions reserves the right to disqualify any offer based on the applicant's failure to follow solicitation instructions.
- FHI Solutions will not compensate offers for response to solicitation.
- FHI Solutions reserves the right to issue an award based on initial evaluation of offers without further discussion.
- FHI Solutions may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI Solutions may request from short-listed applicants a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original Request for Proposals.
- FHI Solutions has the right to rescind a Request for Application or rescind an award prior to the signing of a consultancy agreement or subcontract due to any unforeseen changes in the direction of FHI Solutions' client, be it funding or programmatic.

- FHI Solutions reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI Solutions may be contacting applicants to confirm contact person, address and that the application was submitted for this solicitation.

**- END OF REQUEST FOR APPLICATIONS -**