

ANNEX C: CALL FOR EXPRESSION OF INTEREST

CALL FOR EXPRESSION OF INTEREST No.	
Project title and Identification: Implementation of nutrition survey in Syrian refugees - August to October 2016	Project Location: Jordan, Zaatari and Azraq camps and refugees in the urban settings
Brief Background of the Project:	
<p>The Government of Jordan is hosting more than 640,000 registered Syrian refugees which is placing enormous strain on Jordan's economic, social and natural resources. Despite this, Jordan continues to accept extremely vulnerable Syrians fleeing the effects of the ongoing conflict and provides them with access to humanitarian assistance. This call for proposals is for an agency to implement a nutrition survey among Syrian refugees living in Zaatari and Azraq camps, as well as those living in urban areas.</p> <p>Significant progress has been made since nutrition programmes were initiated for Syrian refugees in 2012. Community-based management of acute malnutrition is now available in Zaatari and Azraq camps and in urban settings. Facility-level screening for acute malnutrition is conducted for children aged 6 to 59 months and in pregnant women. Infant and young child feeding activities have made considerable progress with counselling and breastfeeding support for pregnant and lactating women in Zaatari, Azraq and Emirati Jordanian camps and in most governorates. Much work has also been done with the Ministry of Health and private hospitals, which are part of the referral network for refugees on supporting baby-friendly approaches to breastfeeding. Anaemia screening and follow up of pregnant women is in place in camps and in urban settings. Guidelines for the management of acute malnutrition have been developed by the Nutrition Working Group and approved by the Ministry of Health.</p> <p>A nutrition survey was conducted amongst Syrian refugees in Zaatari camp and urban settings during April and May 2014. The survey found low levels of acute malnutrition, but recorded high levels of anaemia. The nutrition status of refugees is dynamic and has been affected by a number of contextual changes since 2014, including reduction in World Food Programme support, availability of age-appropriate foods for children 6 to 24 months of age, and worsening health conditions of new arrival refugees. For these reasons, a follow-up Inter-Agency Nutrition Survey has been planned for August and September 2016. The third survey will assess the current nutrition situation in children between 6-59 months of age and women of reproductive age and also assist in monitoring the effectiveness and coverage of interventions. This will determine if the situation has improved, remained stable or deteriorated. The survey will also provide information on other areas of importance such as access to iron and folic acid in pregnancy, document the underlying factors likely to influence the nutritional well-being of the Syrian population in Jordan and identify those that require consideration in the response. These include feeding practices of infants and young children, access to and use of food at the household level, food security coping strategies and access to safe drinking water and toilets along with good hygiene practices.</p>	

Three separate samples will be drawn from Zaatari and Azraq camps and refugees in the urban settings. The nutrition assessment is a joint initiative between the Ministry of Health of the Government of Jordan, UNICEF, UNHCR, WFP, and the Nutrition Working Group (NWG). The survey budget will be cost-shared between UNHCR, UNICEF and WFP.

A technical advisory group consisting of members of the Nutrition Working Group and headed by the Ministry of Health will oversee all aspects of the survey. A survey consultant will be recruited to lead and provide technical oversight of the survey. He /she will be supported by another consultant part-time. The consultants will ensure:

- Development and finalization of the survey protocol, including sampling frame and sampling procedure, the survey questionnaire and the timeline.
- Appropriate survey personnel are recruited by the implementing NGO
- Implementing NGO makes adequate and timely logistic arrangements
- Sufficient training is given to the survey teams
- Standardisation tests are undertaken for measurers
- Questionnaires are translated and back translated by the implementing NGO and field tested
- Background and general information are collected
- Quality checks of the scales and height measurements are conducted on a regular basis throughout the survey
- Establishment of data collection and entry through android mobile phones including settings ranges and automatic skip patterns
- Intensive supervision of data quality and collection in the field and recording is provided
- Technical support will be available from UNHCR Geneva and UNICEF Menara.

The survey is planned to begin in late August 2016. Six assessment teams consisting of four team members each (one enumerator, two anthropometry measurers and one team leader will be needed to conduct the assessment - total 24). At least one woman will be included in each team. The three surveys will be done sequentially so that all six teams will conduct the Azraq, Zaatari and out-of-camp survey. The order will be determined closer to the survey start date. At the Zaatari and Azraq camps, an additional team member from the camp will be added to assist in locating households and introducing the survey. The data collection should take about 24 days excluding 3 days of training and one day field testing of the questionnaire.

Android smartphones will be used to collect data in the field.

Detailed analysis will be carried out by UNHCR, UNICEF and WFP. The review of the preliminary results will be done by the technical committee of the Ministry of Health, UNHCR, UNICEF, WFP and relevant NGOs. The report will be shared with the Ministry of Health for endorsement before publishing.

This request for expression of interest is for an agency to assist the survey consultants in the planning and implementation of the survey.

Goal/Objective, Expected Outcome and Main Activities

Objective: Nutritional well-being improved

Output: Assessment and analysis undertaken

Role of the agency

- The implementing agency will be expected to support the nutrition survey consultants to plan and conduct the nutrition survey to a high standard and in a timely manner. Specifically:
 1. Procure needed stationary items and supplies to carry out the survey (list attached Annex 1)
 2. Identify and hire team members to conduct the survey (six teams consisting of four team members each (total 24) plus an additional team member in Zaatari and Azraq camps for each team as a community liaison.
 3. Liaise with relevant government officials in each governorate under the direction of the consultant on the survey and communicate any issues to the consultant.
 4. Provide staff to assist in supervision of the survey implementation
 5. Arrange logistics of the training and field testing (book venue, refreshments, lunch, stationary, invite team members, arrange transport of team members, arrange availability of nutrition measuring equipment for training and testing (height boards, scales) *List to be provided by survey consultant*
 6. Arrange translation and back translation of final survey.
 7. Arrange transport for team members based on the schedule determined by the consultant
 8. Ensure team members are provided with necessary equipment and means of communication (height boards, weighing scales, MUAC tapes, mobile phones). *List to be provided by survey consultant*
 9. Ensure adequate support for charging of mobile phones used for data collection during the survey.
 10. Communicate any concerns or logistical difficulties to the consultant in a timely manner.
 11. Undertake other arrangements relating to the survey as requested by the consultant

Intended Population of Concern: Syrian Refugees and Asylum seekers

Project Period: 1st August to – 6th October 2016

The consultant will arrive on 20th of August. Preliminary preparations can begin prior to the consultants' arrival.

Selection Criteria: This call is limited to agencies that are presently part of the Jordan Response Plan appeal document. National NGOs will be preferred unless international agencies can demonstrate specialized expertise in the area

Technical Evaluation

1. **Sector expertise and survey /assessment experience:** the required specific skills, knowledge and human resources available within the organization to carry out nutrition or similar surveys under tight deadlines, especially in the Syria situation countries.
2. **Project management:** ability to deliver project objectives, realistic timelines, well-functioning support units especially logistics and procurement
3. **Local experience and presence:** ongoing activities in the area of operations and demonstrable evidence of local presence and knowledge. Working relationships and collaboration with relevant government authorities.

Financial evaluation

1. **Cost effectiveness:** level of direct costs and administrative costs imposed on the project in relation to project deliverables.
2. **Contribution of resources:** evidenced and documented contribution of resources to the project in cash or in-kind (e.g. human resources, supplies and/or equipment) that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR/UNICEF/WFP resources. UNHCR and UNICEF contribute a proportion towards staff salaries therefore the per cent of the contribution by agencies towards human resources will have to be specified.

Other criteria

Essential

- Registration with Government of Jordan;
- Participation in Jordan Response Plan and active participation in relevant Sector Working Group

Desirable:

- Experience working with UNHCR, UNICEF and/or WFP

Other information

Applicants should submit their offer in the attached format to the following e-mail address joramcon@unhcr.org with a copy to Emily Hill (hillel@unhcr.org)

Your offer shall comprise the following two sets of documents:

- Concept Note
- Budgetary Proposal

- **Concept Note**

Content of the CONCEPT NOTE

The concept note should contain all information required

Your concept note should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Brief summary of why your organization is suited to the task (including past and present surveys and related projects handled, financial scope of the projects, other UN agencies and NGOs worked with)
- Organisation's experience in nutrition implementation in Jordan or elsewhere including capability and experience in nutrition or other survey implementation.
- Plans for implementation i.e. identification of team members, transport arrangements, work plans that your organization will use to guide project implementation.

- **Budgetary Proposal**

Detailed budget submitted in the attached Template.

- **Other**
- Legal documentation that demonstrates your organization is registered and has authorization to operate in Jordan.
- Organization's Code of Conduct
- Copies of the most recent external financial audit

- **General conditions**

- Proposal to be sent to UNHCR in a sealed envelope no later than 13 July 2016 at 16:00 Amman time
- Please refer to the proposal number on the envelope.
- Copy to be sent via email to: hillel@unhcr.org

- For any information, please contact Ann Burton (burton@unhcr.org)

Submissions should be received latest by 13 July, 2016 at 16:00 Amman time.

Submission Deadline: 13 July 2016	Date Decision Results to be Communicated to Applicants: 20 July 2016
--------------------------------------	---

Annex 1:

Item (Notes and descriptions in comments)	Items required
Notebooks	24
Office supplies for questionnaire printing, etc.	1
Small first aid kit	6
Hand Sanitiser 500 mls	18
Tissues (boxes of 100)	15
Zip lock bags, medium size, for supplies (pack of 25)	7
Biros (pens)	72
Calculator	7
Chalk or markers for marking houses (boxes)	7
Clipboard	8
Kit bag (Sports bag) or backpack	7
Pencil erasers	8
Pencil sharpener	8
Pencils	14
Torch plus batteries	8
Total	

Issuing UNHCR Office

Contact Address

Signature, Head of Office

Full name and title, Head of Office

Name of UNHCR Office

Date

Amman, Jordan

UNHCR Amman, Wasfi Al-Tal Street, PO Box 17101

Andrew Harper

UNHCR Amman Jordan