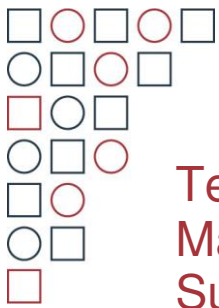




Terms of Reference: Technical Writer for the Maternal Nutrition and Multiple Micronutrient Supplementation Projects

November 2024





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1. Context

Nutrition International (NI), formerly the Micronutrient Initiative, is a global leader in nutrition. For 30 years, NI has worked with a wide range of donors, governments, UN agencies, civil society, research institutions, and other partners across the world to promote, accelerate and facilitate the scale-up of high-impact nutrition interventions within health, food, and education systems. NI works as an ally to the government to implement nutrition interventions and solutions to malnutrition – including micronutrient deficiencies – through different programs. NI also conducts high quality implementation research, incorporating the skill sets of a diverse and dynamic group of technical experts in public health, nutrition, and research.

In 2007, NI was established in Nigeria and became a trusted partner of the government and a leader in addressing the burden of malnutrition in the country. Aside from nutrition interventions benefiting a broader population (vitamin A supplementation for children under five, zinc and oral rehydration salts (ORS) for treating diarrhea, and expanding knowledge and awareness about nutrition among vulnerable adolescent girls and women), one of NI's key aims in Nigeria is to improve the nutrition, health, and survival of pregnant women and newborns¹. Since 2016, NI has been supporting maternal health and nutrition programming in five northern states (Sokoto, Yobe, Katsina, Jigawa, and Kebbi) and more recently in Cross River to: improve access to and utilization of antenatal care (ANC) and postnatal care; increase coverage of nutrition interventions, including iron and folic acid (IFA) supplementation; and strengthen quality of care with an emphasis on gender equality and family engagement.

2. Project Overview

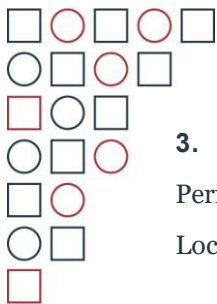
This 3-year implementation research project entitled “*Optimizing Adherence for Maternal Multiple Micronutrient Supplementation (MMS) in Nigeria*” is funded by the Bill and Melinda Gates Foundation. The purpose of this project is to explore how to improve pregnant women's adherence to MMS in Nigeria. Implementation research with a human-center designed (HCD) focus is being conducted to identify solutions to optimize adherence and inform sustainable transition and scale-up to MMS as part of public ANC in Nigeria.

To measure the impact of the adherence solutions on pregnant women's adherence to MMS and the impact of the IFA-MMS transition, an outcome evaluation, composed of a baseline and an endline survey, is being conducted. In addition, a process evaluation will be required to help further refine, adapt, and support implementation and to help contextualize the results of the outcome evaluation and inform scale-up.

This project has been guided by Nutrition International's “Advancing Maternal Health through MMS Implementation Research Project” in Pakistan and aims to leverage the insights gained to strengthen maternal nutrition programming in Nutrition International's other program countries.

NI is seeking a skilled and experienced technical writer who can accurately translate complex technical nutrition and programmatic materials into clear, concise and engaging knowledge pieces for multiple audiences.

¹ Nutrition International Nigeria Programs. Available at: <https://www.nutritionintl.org/wp-content/uploads/2019/11/Nigeria-Country-Brief.pdf>



3. Scope of Work

Period of Contract: December 2024 – May 31, 2025

Location of Contract: The work will be undertaken remotely.

Specific Activities

This aim will be achieved by completing the following activities:

- Conducting literature reviews, as needed.
- Developing a dissemination plan outlining strategies for synthesizing, disseminating, and applying the knowledge generated from Nutrition International’s maternal nutrition programming.
- This will also include identification of key knowledge components to be translated and strategies for their application.
- Writing, editing and proofreading products including (but not limited to) technical briefs, policy briefs, learning articles, case studies, reports and manuscripts in consultation with Nutrition International, using findings from Nutrition International’s maternal nutrition programming.
- Ensuring compliance with style guides and regulatory guidelines.
- Reviewing and providing feedback on other writers’ work.
- Developing visual aids (graphs, flowcharts, etc.) as needed.
- Possible travel might be required.

4. Key Deliverables and Tentative Timelines

Deliverables	Tentative timeline	~ Days
Workplan	December 2024	2
Dissemination products	December 2024- June 2025	50
Total		Around 52 days

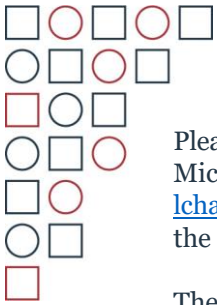
5. Required Profile

The consultant interested in submitting a proposal should have:

- Master’s or PhD degree and a record of publication in a relevant social science discipline such as nutrition, public health, food systems, or international development.
- Three years of work experience relevant to knowledge translation and communication of research and programs.
- Demonstrated ability to write clear and concise technical information.
- Excellent written communication skills in English. Knowledge of French is an asset.
- Excellent time management skills and ability to take initiative.
- Knowledge of, and experience with maternal and public health nutrition challenges in LMICs.
- Provide evidence of having undertaken similar or related research work previously.

6. Submitting your application

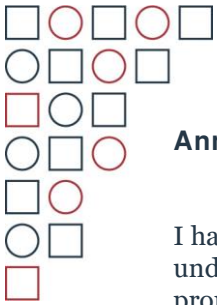
Applications need to be submitted via email to the following address with all attachments in docx or PDF to lchamoun@nutritionintl.org by the deadline of **November 15th 2024**.



Please use the subject line “Technical Writer for the Maternal Nutrition and Multiple Micronutrient Supplementation Projects”. For any clarification required, please email to lchamoun@nutritionintl.org with the subject line “Clarification needed Technical Writer for the Maternal Nutrition and Multiple Micronutrient Supplementation Projects”.

The application must include:

- A) **Cover Letter:** Concept notes must be accompanied by a cover letter (not exceeding 1 page) with the respondent’s address. It must quote the ToR title.
- B) **Signed Declarations** provided in Annex A of this document.
- C) **C.V.** showcasing qualifications and experience
- D) **List of publications**
- E) **Writing samples (different types of knowledge products)**
- F) **Budget** (based on Annex B).
 - Breakdown of all activities, outputs, and deliverables.
 - Estimated cost disaggregated by the number of working days.
 - Dates when separate financial reports will be submitted and when payment will be expected.
 - All amounts need to be quoted in CAD or US Dollars. Fees should be inclusive of all insurance and standard business overheads and taxes.
 - NI will not pay for any overhead or indirect costs that exceed 10% of the total direct costs to for-profit agencies. For NGOs or public institutions (governments or universities), NI can provide 10% for indirect/overhead cost on the total budget.



Annex A: Declaration Form

I have examined the information provided in your Terms of Reference (ToR) and offer to undertake the work described in accordance with requirements as set out in the ToR. This proposal is valid for acceptance for 6 months and I confirm that this proposal will remain binding and may be accepted by you at any time before this expiry date.”

“I accept that any contract that may result will comprise the contract documents issued with the ToR and be based upon the documents submitted as part of our proposal.

“My application has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this ToR from the Nutrition International.

“All statements and responses to this ToR are true and accurate.”

“I understand the obligations regarding Disclosure as described in the ToR Guidelines and have included any necessary declarations.”

“I confirm that I will be available to undertake the services.”

“I agree to bear all costs incurred by myself in connection with the preparation and submission of this application and to bear any further pre-contract costs.”

Name:

Title:

Date:

Signature:

Annex B: Budget Template

	PARTICULARS	Person Days	Rate	Remarks
A	SALARIES/PROFESSIONAL FEES			
A1	Professionals			
	Sub Total of A			
B	TRAVEL, TRANSPORTATION (Vehicle Expenses/Local Conveyance			
B1	Local Conveyance for field work			
B2	Local Conveyance for Professional Staff			
B3	Local Conveyance for Field Researchers			
	Sub Total of B			
C	In-Country Travel (Travel expenses for Professional staff from base station to states/districts:			
C1	Air Travel			
C2	Train Travel			
	Sub Total of C			
D	DAILY ALLOWANCE/LODGING EXPENSES			
D1	Professional staff			
D2	Field researcher			
	Sub Total of D			
E	OFFICE EXPENSES			
E1	Stationary			
E2	Communication & any other			
	Sub Total of E			
F	MEETING EXPENSES			
F1	Consultation workshop cost			
	Sub Total of F			
	TOTAL OF DIRECT COST (A to F)			
G	Management Cost (10%) on Total Direct Cost			
H	Total (A to F)+G			