



## REQUEST FOR QUOTATIONS – SERVICE CONTRACT

### CONSULTANCY ON NUTRITION CLUSTER INFORMATION MANAGEMENT SUPPORT IN DRC

Closing Date: Sunday 25<sup>th</sup> of May 2025, at 23:59, EST/Toronto time.

#### BACKGROUND

The Global Nutrition Cluster is an initiative for the mutual benefit of the nutrition community, and affected populations, to improve the quality of nutrition in emergency preparedness, response and recovery. The technical arm of the GNC Operations Team, called the GNC Programme Team, is co-led by Action Against Hunger Canada and UNICEF. The GNC Programme Team exists to provide on-demand technical expertise to improve nutrition outcomes in emergencies, both remotely and in-country. GNC Programme Team services are available to any nutrition actor including governments, national and international NGOs, UN agencies, Red Cross/Crescent Societies and others.

The Democratic Republic of Congo (DRC) is a country of recurring conflict, particularly in the east, where armed groups are active, leading to mass displacement and an alarming deterioration of the humanitarian situation. The latest National Nutrition Survey conducted in September 2023, shows a persistent nutrition crisis, with a prevalence of global acute malnutrition (GAM) at national level estimated at 8.2% [7.5-9.0], with 2.6% [2.2-3.1] of children suffering from severe acute malnutrition (SAM). The nutrition situation in the eastern provinces affected by the armed conflict, including Ituri, North Kivu and South Kivu, remains extremely precarious, due to multidimensional factors. Since late January 2025, armed conflict in North and South Kivu provinces has escalated, with the armed group M23 taking control of the major cities of Goma and Bukavu, leading to further mass displacement and exacerbating existing vulnerabilities, particularly in relation to nutrition security. This has led to increased humanitarian needs and pressure on the response capacities of partners on the ground.

In this context of protracted crisis and high instability, effective nutrition information management, to support the appropriate coordination of the nutrition response, is essential. The DRC Nutrition Cluster, with the support of the GNC, has requested technical assistance to support its sub-national information management efforts, specifically in the priority provinces of North and South Kivu, with a particular focus on supporting local and national actors.

#### OBJECTIVE

The GNC Advisor will work closely with the DRC Nutrition Cluster, the ProNaNut/Ministry of Health and cluster partners to strengthen sub-national information management processes related to the response to affected populations in North and South Kivu provinces. This will involve the development of a nutrition information dashboards and infographics and providing capacity strengthening of local and national actors in nutrition information management. As the GNC is also planning other streams of support to DRC (cluster coordination, NiE/CMAM, nutrition information systems support), the GNC Advisor will also ensure all support is complementary and well-coordinated. Support will be provided remotely and in-country, over a six-month period, including one month in DRC.

## SERVICE DESCRIPTION

Detailed Terms of Reference (ToR) for this support are currently being finalised. They will likely include the following activities:

	Activity	Deliverable
1	Review emergency nutrition information management systems related to coordination and support the cluster coordination team in DRC to improve identified gaps at national and sub-national levels	<i>Mapping report of existing information management systems, with recommendations for improving key tools, simplifying overburdened tools and discontinuing obsolete tools.</i>
2	Strengthen the quality of nutrition dashboards at national and subnational levels, and manage information flows and dissemination	<i>Dashboards available and updated at national level and for the two provinces of North and South Kivu</i>
3	Create visuals/infographics for the DRC Nutrition Cluster to strengthen and support advocacy activities	<i>Infographics available for key advocacy topics and widely disseminated at country, regional and global level</i>
4	Develop a proposal for a system using routine programme data to identify hot spots	<i>A proposal for a system using routine programme data to identify hotspots is developed</i>
5	Collaborate with CartONG and CONAFOHD to develop a platform to provide real-time information on local and national actors in DRC, and their programmes of intervention	<i>Report on support activities provided to CartONG and CONAFOD for the development of the platform</i>
6	Conduct capacity strengthening sessions for nutrition cluster partners at the sub-national level to ensure quality and timely nutrition information collection and reporting	<i>Capacity strengthening report , including details of sessions, number of participants etc.</i>

## TIMELINE

The estimated start date for this consultancy is the 2<sup>nd</sup> of June 2025, with a level of effort of 66 days spread over 6 months (June- November 2025). This will include 28 days of support in country in DRC.

The dates for the in-country support will be agreed upon and finalised with DRC Nutrition Cluster coordination team and other key stakeholders (ProNaNut, UNICEF, GNC Operations Team) once the consultant is under contract.

## PROFILE

### QUALIFICATIONS AND EXPERIENCE

*Required:*

- Advanced University degree in Nutrition, Public Health, International Development, Social Sciences or other relevant field OR First University degree with additional years of related work experience and/or training/courses.
- At least 7 years of professional experience in the field of information management, nutrition and public health in Emergencies

- Experience in cluster coordination and the Humanitarian Programme Cycle, and how it relates to information management in emergency contexts
- Proven expertise in setting up and managing basic websites (e.g. UN OCHA humanitarian response platform)
- Experience with visualization software such as Microsoft PowerBi and Tableau
- Proven technical expertise in managing data collection and storage, analysing various data sets and presenting information in understandable tables, charts, graphs, and reports
- Experience in the use of MS Excel, MS Access, or other databases (e.g., pivot tables and functions)
- Proven expertise in GIS and map-making software such as ArcGIS, MapInfo, QGIS, etc.
- Experience in providing information management capacity strengthening, including developing learning needs assessments, implementing capacity building strategies and facilitating learning events and trainings
- Demonstrated engagement in the humanitarian localisation agenda, coupled with experience in supporting local and national actors

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

### *Required:*

- Demonstrated understanding and commitment to humanitarian principles
- Strong interpersonal skills: ability to liaise with a wide range of people at different levels and across different cultures and to act with credibility and diplomacy
- Self-motivated and able to work with a high degree of autonomy with strong time management skills
- Ability to manage and coordinate efforts from multiple stakeholders for a common goal and purpose
- Ability to analyse diverse information and develop recommendations for appropriate nutrition information management systems in humanitarian contexts
- Excellent knowledge of the Cluster Approach, the Humanitarian Programme Cycle and key information management tools in emergency contexts
- Ability to work effectively with a range of stakeholders, including nutrition clusters, partners and government
- Highly developed communication skills, both written and verbal
- Ability to work in English and French at a high level

### *Desired:*

- Practical knowledge of local languages in eastern DRC
- Experience in key GNC cross-cutting themes such as localisation, gender & GBV, climate, AAP etc.

*Candidates with previous work experience in the country, or knowledge of the context, will be prioritised.*

## DUTY STATION/LOCATION

The consultant will provide remote support (home-based assignment) and in-country support. The consultant may be required to apply flexible working hours.

## SUPERVISORS

The consultant will be supervised by both the GNC Operations Team Coordination Unit and the in-country requestor (DRC Nutrition Cluster Coordinator).

## CONTRACT MODALITY

Fixed-term deliverables-based contract.

Applications are only open to individuals.

## HOW TO APPLY

Proposals responding to this RFQ should include:

- Updated CV
- Cover letter detailing experience in conducting similar work
- Three references for which you have conducted similar work
- Quotation – dated and signed. Please provide your daily rate in Canadian Dollars (CAD). Quotation template is provided with this RFQ, however, please feel free to use your own template if you prefer. Quotation must be dated and signed.  
Please note that all travel and in-country costs will be covered by Action Against Hunger Canada and it is not necessary to include these costs in the quotation.

Signed Action Against Hunger Canada Good Business Regulations Form will be required prior to completion of contracting.

Please submit the proposal before Sunday 25<sup>th</sup> of May 2025, at 23:59, EST/Toronto time to:

[procurement@actionagainsthunger.ca](mailto:procurement@actionagainsthunger.ca)

Please highlight “Consultancy on Nutrition Cluster Information Management Support in DRC” in the subject heading.