

Helen Keller Intl Nepal

TERMS OF REFERENCE (TOR)

Consultancy for (Food Fortification & CBCF Compliance Monitoring)

1. Position Title

Consultant – DFTQC (Food Fortification & CBCF Compliance Monitoring)

Guided by the remarkable legacy of its co-founder, Helen Keller Intl partners with communities striving to overcome long-standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions create lasting change in their lives. With over 35 years of experience in Nepal, we ensure everyone has the opportunity to reach their true potential.

Helen Keller Intl, in collaboration with the Department of Food Technology and Quality Control (DFTQC), is supporting efforts to strengthen regulatory monitoring of fortified foods and Cereal-Based Complementary Foods (CBCF). Recent field reviews have identified gaps in labeling compliance, product traceability, packaging and storage practices, and laboratory documentation. To address these challenges and enhance regulatory oversight, Helen Keller Intl Nepal and DFTQC are seeking a suitably qualified individual consultant to support intensified field monitoring and related regulatory activities.

2. Purpose of the Consultancy

The Consultant will support DFTQC and Helen Keller Intl in strengthening regulatory monitoring of fortified foods and Cereal-Based Complementary Foods (CBCF). This role includes conducting field inspections, coordinating sampling and laboratory testing, reviewing compliance with national standards, and preparing evidence-based reports to inform corrective actions. The Consultant will also provide technical inputs for IEC/BCC materials on complementary feeding, contribute to assessments on local production feasibility, engage with public/private sectors, and ensure effective coordination and documentation throughout the assignment.

3. Objectives

Primary Objective

Support to strengthen Nepal's regulatory monitoring system by supporting DFTQC in field inspections, sampling, laboratory coordination, compliance evaluation, and evidence-based reporting for fortified foods and CBCF.

Secondary Objectives

- Provide technical inputs for development and review of IEC/BCC materials related to complementary feeding, labeling, and food safety.
- Contribute to feasibility assessments for local production of Moderate Acute Malnutrition (MAM) products.
- Support advocacy for local production of CBCF and Super Cereal Plus (SC+) and other nutritional products.

4. Scope of Work / Key Tasks

4.1 Primary Responsibilities: Field Monitoring, Compliance Checks & Laboratory Coordination

Activity 1: Strengthening Field Monitoring, Sample Collection & Laboratory Testing**Key Tasks**

1. Conduct field monitoring visits to production facilities, processors, importers, and re-tailers of fortified foods and CBCF, focusing on gaps such as:
 - misleading or incomplete labeling
 - inadequate packaging
 - poor storage conditions
 - lack of FEFO/FIFO compliance
 - absence of qualified technical staff
 - inadequate documentation and product traceability
2. Collect samples from markets, factories, and retail points following DFTQC protocols.
3. Coordinate with DFTQC laboratories for timely submission and follow-up of sample testing.
4. Review compliance with CBCF guidelines and national fortification standards, including:
 - nutrient composition and labeling accuracy
 - laboratory evidence supporting nutrition claims
 - packaging materials and integrity
 - batch labeling and traceability
 - adherence to licensing conditions
5. Prepare structured field monitoring reports and recommend corrective actions.
6. Support enforcement actions, issuing notices, facilitating label corrections, conducting follow-up inspections, and tracking compliance closure.

Primary Deliverables

- Monthly field monitoring reports with compliance status and key findings.
- Monthly sample collection and laboratory coordination logs.
- Final consolidated monitoring report with trends, gaps, and regulatory recommendations.

4.2 Secondary Responsibilities**Activity 2: Support Development of IEC/BCC Materials for Complementary Feeding and related areas****Tasks**

- Provide content inputs derived from field observations and regulatory gaps.
- Ensure technical accuracy for messaging on labeling, safety, and feeding standards.
- Contribute to concept notes, scripts, design, pre-testing, and revisions of IEC materials.

Deliverables

- Technical inputs for IEC/BCC materials (posters, brochures, scripts, digital content).

Activity 3: Support Feasibility Assessment for Local Production of MAM Products

Tasks

- Provide field insights on production capacity, quality challenges, and industry practices.
- Participate in consultations with Public & Private sectors, laboratories, nutritionists, and regulators.
- Review feasibility assessment drafts from a quality and safety perspective.

Deliverables

- Technical contributions to MAM/CBCF local production feasibility assessment.
- Periodic field visit reports with findings and photographic documentation.
- Consolidated compliance reports with recommendations.

Activity 4: Support Joint Advocacy for Local Production of CBCF and SC+

Tasks

- Develop technical summaries and evidence-based advocacy content.
- Support stakeholder workshops with MoHP, MoALD, public and private sectors, and partners.
- Prepare policy briefs, presentations, and documentation.

Deliverables

- Technical inputs for advocacy briefs, workshops, and stakeholder events.

5. Deliverables Schedule

Deliverable	Key Activities	Timeline	Expected Output
Monthly Monitoring Reports	Field inspections, sampling, compliance checks	Monthly	Monitoring report with findings & recommendations
Lab Coordination Logs	Sample submission, documentation, follow-up	Monthly	Verified sample & lab coordination log
IEC/BCC Technical Inputs	Review, script/content support, pre-testing	Throughout	Technical inputs for IEC/BCC materials
Feasibility Support Outputs	Field insights, consultations, document reviews	Months 2–6	Technical notes for feasibility study
Advocacy Inputs	Evidence compilation, workshop support	As required	Advocacy briefs & event documentation
Final Consolidated Report	Compilation of full assignment findings	End of Contract	Final comprehensive consultancy report

6. Duration of Assignment

The consultancy will span **6 months** under a deliverable-based contract.

7. Duty Station

- **DFTQC Central Office, Kathmandu**
- Frequent travel to **Field Quality Control Offices** and other locations across Nepal.

8. Reporting and Coordination

- The consultant will report directly to the **DFTQC-designated focal person**.
- Close coordination with the Helen Keller Intl Nepal program team is required.
- Monthly progress reports and a final assignment report must be submitted.

9. Required Qualifications and Experience

- Bachelor's degree in Food Technology, Nutrition, Public Health, Food Science, or a closely related field (Master's preferred).
- Minimum 3–5 years of relevant professional experience in food science, food fortification, food safety inspections, or related regulatory work.
- Demonstrated experience in field inspections, sample collection, and coordination with laboratories will be an advantage.
- Strong skills in documentation, data analysis, and report writing in English; proficiency in Nepali is required.
- Ability and willingness to travel extensively within Nepal, sometimes to remote field locations.
- Strong interpersonal and coordination skills, with the ability to work effectively with government counterparts and multiple stakeholders.

10. Payment Modality

Payment will be *deliverable-based* and linked to:

- Monthly monitoring and reporting outputs
- Sample collection and laboratory coordination reports
- Final consolidated report
- Completed contributions to IEC/BCC, feasibility assessment, and advocacy tasks

All deliverables must be reviewed and approved by DFTQC and Helen Keller Intl.

11. Ethical Considerations and Confidentiality

All data, reports, and materials generated under this consultancy will remain the property of Helen Keller Intl and DFTQC. The consultant must adhere to confidentiality, ethical reporting, and proper representation of findings at all times.

12. Application Process

Interested and qualified individuals should submit:

- Technical proposal (max 5 pages) outlining understanding and methodology
- Financial proposal (1 page)
- Updated CV
- Relevant work samples

13. Evaluation Criteria

Applicants must submit both a technical proposal and a financial proposal. Proposals will be evaluated using a best-value selection approach, where both technical quality and cost-effectiveness are assessed to determine the most advantageous offer for Helen Keller Intl and DFTQC.

Final Selection – Best Value

The final selection will be made based on a best-value determination, considering the highest combined score of technical merit and financial competitiveness. The consultant offering the best balance of quality, expertise, and cost will be recommended for further processing and contract negotiation.