

## STATEMENT OF WORK AND TERMS OF REFERENCE

### Stocktaking study on commercial complementary foods in Latin America and the Caribbean

Overview of alignment between national legal measures relevant to commercially produced complementary foods (CPCF) and global guidance on nutrient composition and labelling requirements in Latin America and the Caribbean and nutritional suitability and appropriateness of labelling among common CPCF in selected countries.

#### PURPOSE

Multi-country study to map national legal measures related to complementary feeding and assess their alignment to global guidance and explore the nutritional suitability and appropriateness of labelling among common commercially produced complementary foods (CPCF) in selected countries in Latin America and the Caribbean.

#### BACKGROUND AND CONTEXT

Early childhood, especially between conception and the first three years of life, is a critical period where 80 percent of brain development occurs<sup>1</sup>, paving the way for adequate development, growth, and well-being. Adequate nutrition during this period is essential: while breastfeeding supports healthy growth and brain development, protects against infections, and promotes bonding and cognitive stimulation, adequate complementary feeding<sup>2</sup> is a unique nurturing opportunity to provide infants and young children with foods, in addition to breastmilk, that are frequent and diverse, which contain the micronutrients they need for the rapid growth of their body and brain, and offer them in a loving and patient way while responding to their hunger and satiety cues. Adequate nutrition in early childhood contributes to progress towards Sustainable Development Goal 2, especially target 2.1 (ending hunger and ensuring access to safe, nutritious, and sufficient food all year round in particular the poor and people in vulnerable situations, including infants under 1 year of age<sup>3</sup>) but also contributes to SDG target 3.4 (reduce premature mortality from NCDs<sup>4</sup>) given that the first years are crucial to establish dietary habits.

UNICEF and WHO recommend that children under the age of 5 (6-59 months of age) consume foods from at least five of the eight food groups, which is known as the minimum dietary diversity<sup>5</sup>. Children live in child food poverty when they do not meet this minimum, and this is particularly damaging as insufficient dietary intake of essential nutrients can cause the greatest harm to child survival, physical growth, and cognitive development<sup>6</sup>. In the Latin America and the Caribbean (LAC) region, 38 percent of children under 5 live in child food poverty, and 21 percent do not consume fruits and vegetables. As such, only 62 percent consume foods from at least five of eight food groups<sup>7,8</sup>: Costa Rica, Peru and Bolivia are at the top of the list of countries with

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<sup>1</sup> Nurturing care framework: <https://iris.who.int/bitstream/handle/10665/272603/9789241514064-eng.pdf>

<sup>2</sup> Complementary feeding, defined as the process of providing foods in addition to milk when breast milk or milk formula alone are no longer adequate to meet nutritional requirements, generally starts at age six months and continues until 23 months of age.

<https://www.who.int/publications/i/item/9789240081864#:~:text=Overview,until%2023%20months%20of%20age>

<sup>3</sup> SGD 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture

<https://sdgs.un.org/goals/goal2>

<sup>4</sup> SDG 3: Ensure healthy lives and promote well-being for all at all ages: <https://sdgs.un.org/goals/goal3>

<sup>5</sup> <https://www.who.int/data/nutrition/nlis/info/infant-and-young-child-feeding>

<sup>6</sup> <https://data.unicef.org/resources/child-food-poverty-report-2024/>

<sup>7</sup> <https://data.unicef.org/topic/nutrition/diets/>

<sup>8</sup> <https://www.unicef.org/reports/child-food-poverty>

the highest percentages (76 percent, 74 percent, and 71 percent, respectively), while Guyana, Suriname and Haiti are at the bottom of the list (40 percent, 28 percent, and 19 percent, respectively).

The inappropriate feeding of infants and children in early childhood is one of the main causes of malnutrition in all its forms. Stunting, wasting, and micronutrient deficiencies appear when foods are not provided at the adequate frequency, quantity, and with the adequate diversity and interaction. At the same time, overweight rises when children in early childhood consume foods with high sugar, salt, or fat content, which predispose them to prefer less healthy foods later on. The consumption of ultra processed foods is one of the main causes of micronutrient deficiencies this age group<sup>9</sup>. In LAC, stunting, wasting and overweight reach 11.5 percent, 1.4 percent and 8.6 percent respectively<sup>10</sup>.

In LAC, rapid urbanization has changed food availability and food practices leading to many families changing traditional diets for processed and ultra processed foods<sup>11</sup>. Obesogenic food environments, that favor the availability and consumption of ultra processed foods high in sugar, saturated, trans fats and salt, and are low in essential nutrients and fiber, are prevalent in urban areas, especially the most vulnerable and socially and economically disadvantaged. At the same time, the availability of commercially produced complementary foods (CPCF)<sup>12</sup> has increased in the last few years globally and while some types of these products -specifically appropriately formulated, fortified cereals/porridges - can be an important source of micronutrients for infants and young children in some contexts, there is also great concern about the damage that CPCF may cause during the first years of life: they can contribute to all forms of malnutrition displacing other nutrient dense foods, may shape their preferences and eating habits throughout their lives<sup>13</sup>, and predispose children to suffer from diet-related non-communicable diseases. Packaging, labelling, and promotion/advertising of these products can contribute to families' dependence on these products to the detriment of homemade foods. Changing food environments and other factors, including parental labor situations, prompt caregivers worldwide to buy CPCF – such as infant cereals, purées, pouches, snacks, and ready-to-eat meals.

Globally, CPCF nutrient composition and promotion and labelling requirements are provided by Codex Alimentarius and the World Health Organization (WHO), including the World Health Assembly Resolution 69.9<sup>14</sup>. However, in LAC, the suitability of CPCF in terms of promotion (nutritional profile and labeling) against recommended standards and the existence and content of national policies, standards and legislation for CPCF in the region are largely unknown.

Building on the COMMIT study conducted in East Asia and The Pacific<sup>15</sup>, the UNICEF Regional Office for Latin America and the Caribbean (UNICEF LACRO) aims to address these knowledge gaps.

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<sup>9</sup> [https://ajcn.nutrition.org/article/S0002-9165\(24\)00393-9/fulltext](https://ajcn.nutrition.org/article/S0002-9165(24)00393-9/fulltext)

<sup>10</sup> <https://data.unicef.org/resources/jme-report-2023/>

<sup>11</sup>

<https://www.unicef.org/lac/media/43076/file/Childhood%20overweight%20on%20the%20rise%20in%20LAC%20-%202023%20Report.pdf>

<sup>12</sup> CPCF were defined as commercially produced foods or beverages specifically marketed as suitable for feeding children below 36 months of age, not including infant formula or other breast milk substitutes.

<sup>13</sup> [https://mcusercontent.com/fb1d9aabd6c823bef179830e9/files/12900ea7-e695-4822-9cf9-857f99d82b6a/UNICEF\\_Programming\\_Guidance\\_Complementary\\_Feeding\\_2020\\_Portrait\\_FINAL.pdf](https://mcusercontent.com/fb1d9aabd6c823bef179830e9/files/12900ea7-e695-4822-9cf9-857f99d82b6a/UNICEF_Programming_Guidance_Complementary_Feeding_2020_Portrait_FINAL.pdf)

<sup>14</sup> [https://apps.who.int/gb/ebwha/pdf\\_files/wha69/a69\\_r9-en.pdf](https://apps.who.int/gb/ebwha/pdf_files/wha69/a69_r9-en.pdf)

<sup>15</sup> [First foods in a packaged world: Results from the COMMIT consortium to protect young child diets in Southeast Asia: Maternal & Child Nutrition: Vol 19, No S2 \(wiley.com\)](https://onlinelibrary.wiley.com/doi/10.1111/mcn.12500)

## OBJECTIVES & SCOPE OF WORK

### Objectives

Under the overall guidance of the Regional Nutrition Specialists of UNICEF Regional Office of Latin America and the Caribbean, the institution will:

- Determine alignment of available national legal measures relevant to CPCF in LAC against international standards and guidelines on CPCF nutrient composition and labelling requirements.
- Determine if CPCF in LAC currently on the market in selected countries are in line with international standards for promotion based on their nutrient composition and labelling practices.

### Scope of work

The institution will work closely with the Regional Nutrition Specialist and in collaboration with relevant LACRO and HQ team members, and relevant UNICEF Country Office colleagues, to conduct the following tasks:

1. **Develop a research/study protocol and workplan:** This study has two research components:
  - a. Component 1) regional mapping of national legal measures for CPCF (mandatory and voluntary) and assessment of their alignment against international standards and guidelines on CPCF nutrient composition and labelling requirements. The research/study protocol should include a) legal and policy desk review, b) identification and/or adaptation of existing regional and global standards to LAC as needed to establish which exact standards alignment will be assessed against (e.g. adaptation of the WHO Europe NPPM to LAC). Also refer to section 3; and c) methodology for identification of the legal measures, data extraction and analysis in coordination with UNICEF Country Offices, including suggestions for involvement of national stakeholders.
  - b. Component 2) benchmark CPCF currently on the market in two selected LAC countries against international standards and guidelines on CPCF nutrient composition and labelling requirements to determine their suitability for promotion. The research/study protocol should include a) desk review, b) identification and adaptation of existing regional and global standards to LAC, as needed (i.e. adaptation of the WHO Europe NPPM to LAC). Also refer to section 3; and c) field research in at least 2 countries (to be identified with UNICEF LACRO), including methodology for store sampling, CPCF sampling strategy (identification and selection/purchasing) and data management and analysis in coordination with UNICEF Country Offices, including suggestions for involvement of national stakeholders.

The study protocol (approximately 15 pages) should include title, introduction, research objectives, ethical considerations, data collection, management and analysis methodology, data collection tools (including local/cultural adaptation), references, workplan, timeline, etc. This should include the review of existing assessment tools. The

study protocol will be reviewed by UNICEF LACRO and Headquarters and the research team must make changes accordingly.

2. **Ethical approval:** The research team must prepare the documentation for UNICEF to submit the research/study protocol for ethics committee(s) review and approval<sup>16</sup>.
3. **Adaptation of available global standards and recommendations to LAC.** Conduct an inventory of global and regional standards relevant to nutrient composition and labeling of CPCF from WHO and the Codex Alimentarius and propose an adaptation for the LAC region of the Nutrient and Promotion Profile Model (similar to the one developed for the WHO European Region<sup>17</sup>), i.e. an adapted nutrient and promotion profiling model for LAC. The national legal measures, and the nutrient composition and labelling of CPCF will be evaluated against relevant requirements by comparing/benchmarking them against this adapted version. Adaptations should include comprehensive definitions of claims made in front-of-pack labeling (e.g. octagons) in LAC.
4. **Regional Desk Review and policy mapping:**

Component 1: Regional legal and policy desk review consisting of legal measures including national policies, standards and legislation regulating the nutrient composition and/or labelling requirements specific to CPCF or applicable to all foods, including CPCF, in all LAC countries. This includes national and regional nutrient profile models, standards, and recommendations of nutrient composition and labeling.

Component 2: Regional review of existing documentation, reports, national surveys, scientific articles, and other publications, focusing on the LAC region as much as possible, regarding:

- a. Commonly used CPCF promoted as suitable for infants and young children aged below 36 months in LAC;
- b. CPCF nutrient content and their nutritional suitability;
- c. Labeling of CPCF and appropriateness of labeling and claims;
- d. Marketing practices and how this influence parents/caregiver's consumer behavior, including packaging, promotion/advertising;
- e. Data on consumption of CPCF by children aged below 36 months and analysis in relation to diet and nutrition indicators to strengthen evidence related to drivers and on why it is important to take action in improving quality of CPCF;
- f. Consumer perceptions and choice of CPCF.

The analysis of the regional desk review and policy mapping should include alignment of available national legal measures relevant to CPCF in LAC against standards and guidance on CPCF nutrient composition and labelling requirements, i.e. Nutrient and Promotion profile model adapted to the LAC region (activity 7 component 1). Key recommendations should be proposed based on initial findings.

5. **Field Research and data collection** in 2 countries in LAC selected in collaboration with UNICEF LACRO (for Component 2); please consider for your proposal, as a reference of the 2 potential countries, Mexico and Argentina (the final choice of countries will be done at the beginning of the contract).

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<sup>16</sup> [UNICEF | HML IRB Research & Ethics | DC \(healthmedialabirb.com\)](#)

<sup>17</sup> [WHO-EURO-2022-6681-46447-67287-eng.pdf](#)

***This includes travel and accommodation costs to 2 LAC countries (to be decided), purchasing CPCF and data capturing (photography and scanning etc.)***

- a. Identify large and small retail outlets and select main stores based on the story sampling strategy.
- b. Conduct an inventory of CPCF available for sale in physical stores.
- c. Capture nutrient content and labeling practices of the CPCF identified.

***Given the time limit to conduct the study (it must end by November 2025), activities 3, 4 and 5 should be started simultaneously, while completing component 3 first. The three activities will be needed to conduct components 6 and 7.***

6. **Data management:** Use relevant data management techniques and tools (e.g. using the ONA Data app (<https://ona.io/home/products/ona-data/features/>) to facilitate data entry (categorization, double data verification etc.). All databases/datasets accompanying each deliverable should be shared with UNICEF.
7. **Analyse the data** collected using adequate tools for analysis to allow the comparison of the nutrient content and labeling with the adapted standards to LAC to assess the suitability of CPCF for promotion of infants and young children aged 6 to 36 months (see point 3). As part of the analysis, include:

Component 1:

- a. Assessment of alignment of legal measures in LAC against guidance on CPCF nutrient composition and labelling requirements against the Nutrient and Promotion profile model adapted to the LAC region;
- b. determining the proportion of legal measures meeting standards and guidelines on nutrient composition and labelling.

Component 2:

- a. Assessment of alignment of CPCF in two LAC countries against standards and guidance on CPCF nutrient composition and labelling requirements (i.e. against the Nutrient and Promotion profile model adapted to the LAC region);
- b. determining the proportion of CPCF meeting standards and guidelines on nutrient composition and labelling;
- c. identifying the proportion of CPCF that would require a warning labels (e.g. high in sugar).

8. **Draft report** with key findings and recommendations and finalize it after receiving inputs from UNICEF.
9. **Final report of the project** (approximately 45 pages) including executive summary, keywords, introduction, methodology, ethical considerations, results, conclusions, discussion, recommendations at regional and country levels, acknowledgements, author's contribution, declaration of conflict of interest, references (following UNICEF'S guidelines for publications). In addition, include recommendations based on the study results. It also includes support and follow up during translation and publication of the report.

- 10. Policy briefs:** Develop two regional policy briefs with a summary of the findings and recommendations, one per research component (approximately 8 pages each). The research team will provide support and follow-up during the translation and publication process.
- 11. PowerPoint Presentation:** Develop a PowerPoint presentation with a summary of the findings and recommendations. The research team will provide support and follow-up during the translation and finalization process.
- 12. Dissemination activities:** Support the dissemination and presentation of the findings in relevant fora and events at regional and country levels.
- 13. Follow up and reporting:** The research team will engage in regular meetings with the UNICEF LACRO team, in collaboration with HQ colleagues, to provide updates on the study's progress and to collaboratively assess and refine the research approach as needed.
- 14. Manuscript submission for publication in scientific journal,** scientific publications in English. Follow-up to comments and recommendations during publication process.

**Important note:** For the interviews or other feasible online methods, we strongly recommend the use of FGDs for participatory research methodologies  
<https://www.unicef.org/media/90816/file/FGM-Research-toolkit.pdf>

## EXPECTED DELIVERABLES AND TIMELINE

	Deliverables/Outputs	Delivery deadline
1	Research/study protocol, including data collection and management tools	January 31 <sup>st</sup> 2025
2	Nutrient and Promotion profile model adapted to the LAC region	March 15 <sup>th</sup> 2025
3	Regional desk review and policy mapping.	April 30 <sup>th</sup> 2025
4	Interim report of the field research and data analysis (data collection, management and analysis, and main results) - research component 2.	July 31 <sup>st</sup> 2025
5	Final report of the study (including recommendations)	August 30 <sup>th</sup> 2025
6	Two policy briefs, one per research component, and PPT with key findings and recommendations, including support during dissemination process.	September 28 <sup>th</sup> 2025
7	Draft manuscript ready for submission to a scientific journal	October 31 <sup>st</sup> 2025
8	Presentation of results and submission – This includes support in dissemination activities and submission of manuscript for publication.	November 30 <sup>th</sup> 2025

\*Dates can be adapted depending on the starting date of the contract

All databases/datasets accompanying each deliverable should be shared with UNICEF.

## **KEY SKILLS, TECHNICAL BACKGROUND, AND EXPERIENCE REQUIRED**

### **Qualifications Required of the working team assigned by the Institution for this consultancy:**

- Institutional team lead must have an advanced Master's degree in one of the following disciplines: Public Health, Nutrition, Food science or other relevant social/health science.
- Fluency in Spanish and English is required. Fluency in Portuguese is an asset.

### **Experience required**

- Institution with at least 8 years of experience in food sciences, public health or/and nutrition projects, including policy analysis.
- Institution with experience in infant and young child feeding, dietary data management (including food composition), and marketing of ultra processed foods.
- Institution with experience working with governments and/or UN agencies.
- Previous experience working with CPCF would be an asset.
- Research teams must consist of at least 3 members.
- The team must include at least: a legal expert for component 1 of the study/ a member with experience in legal and nutrition/food policy analysis.
- Coordinator or team leader is widely experienced in public health and/or food nutrition projects in food science, public health or/and food/nutrition projects, food standards, including dietary data management and food composition.
- Team members with at least 6 years of experience in infant and young child feeding, with an emphasis in complementary feeding, and marketing of ultra processed food.
- All researchers/members of the team should declare being free of conflict of interest / engagement with Code violators or producers of ultra processed foods (food and beverage companies).
- Team members should have fluency in Spanish and English (excellent documentation and reporting writing skills). Fluency in Portuguese is an asset.
- Experience working in Latin America and the Caribbean is mandatory.

### **DURATION**

This consultancy will be carried out from January 2025 to November 2025

### **SUPERVISION AND COORDINATION**

Under the direct supervision of the Regional Nutrition Specialist in close collaboration with UNICEF LACRO and HQ teams and relevant UNICEF Country Office colleagues.

### **EVALUATION OF PROPOSAL**

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors.

The proposals will be evaluated against the following two elements:

### **TECHNICAL PROPOSAL**

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The technical proposal should include cover letter referring to the required qualifications, timeline, workplan, proposed methodology, 3 contact references from previous work experience and at least 2 examples (one in English, one in Spanish) of previous similar works undergone that are proof of the institution's knowledge capabilities and excellent documentation and reporting writing language skills.

The technical proposal must, as well, include the following information for each team member:

- 1) Role in the proposed project
- 2) Resume
- 3) Timeline for collaboration of each team member



## TECHNICAL EVALUATION

Technical Criteria	Technical Sub-criteria	Max points
<b>Mandatory (all need to be a “pass” in order to progress in the bidding process)</b>	Cover letter submitted	<b>Pass/fail</b>
	3 contact references from previous work experience	<b>Pass/fail</b>
	The technical proposal includes for each team member: 1) Role in the proposed project 2) Resume 3) Timeline for collaboration of each team member	<b>Pass/fail</b>
	At least 2 examples (one in English, one in Spanish) of previous similar works undergone that are proof of the institution's knowledge capabilities and excellent documentation and reporting writing language skills	<b>Pass/fail</b>
	Travel/accommodation, purchase of CPCF and data capturing (photography, scanning etc.) costs included in proposal	<b>Pass/fail</b>
	Proposed research team is composed of at least 3 members (where 1 at least is a legal expert for component 1 of the study and 1 at least holds experience in legal and nutrition/food policy analysis)	<b>Pass/fail</b>
	All researchers/members of the team declare <b>explicitly</b> declare themselves free of conflict of interest / engagement with Code violators or producers of ultra processed foods	<b>Pass/fail</b>
	Institutional team lead has an advanced Master's degree in one of the following disciplines: Public Health, Nutrition, Food science or other relevant social/health science	<b>Pass/fail</b>
	Institution demonstrates experience working in Latin America and the Caribbean	<b>Pass/fail</b>
<b>Experience</b>	Experience of institution in food sciences, public health and/or nutrition research projects (qualitative data collection, analysis, and synthesis). <ul style="list-style-type: none"> <li>10+ years of relevant experience: 10 points</li> <li>9-10 years of relevant experience: 8 points</li> <li>8-9 years of relevant experience: 6 points</li> <li>0-8 years of relevant experience: 0 points</li> </ul>	<b>10</b>
	Coordinator or team leader is widely experienced in public health and/or food nutrition projects in food science, public health or/and food/nutrition projects, food standards, including dietary data management and food composition. <ul style="list-style-type: none"> <li>8+ years of relevant experience: 10 points</li> <li>5-8 years of relevant experience: 8 points</li> <li>0-4 years of relevant experience: 4 points</li> </ul>	<b>10</b>
	Team members experienced in infant and young child feeding, with an emphasis in complementary feeding, and marketing of ultra processed food, and at least one member with experience in legal and nutrition/food policy analysis. Previous experience working with CPCF would be an asset. <ul style="list-style-type: none"> <li>6 years of experience + 1 member with experience working with CPCF: 10 points</li> <li>6 years of experience but no experience in working with CPCF: 7 points</li> <li>0-5 years of experience: 0 points</li> </ul>	<b>10</b>
<b>Requirements and qualifications</b>	At least two members of the team should be fluent in Spanish and English. Fluency in Portuguese is an asset. <ul style="list-style-type: none"> <li>2 or more members with the required language skills: 10 points</li> <li>1 member with the required language skills: 5 points</li> <li>0 member with the required language skills: 0 points</li> </ul>	<b>10</b>

	<b>Work Plan (proposed project methodology and approach).</b> <ul style="list-style-type: none"> <li>• Brief introduction: up to 3 points</li> <li>• Objectives: up to 2 points</li> <li>• Ethical considerations: up to 1 point</li> <li>• Methodology: up to 15 points</li> <li>• References: up to 1 point</li> <li>• Timeline: up to 3 points</li> </ul>	<b>25</b>
	<b>Institution with experience working with governments and/or UN agencies, including UNICEF.</b> <ul style="list-style-type: none"> <li>• Required experience: 5 points</li> <li>• Not required experience: 0 points</li> </ul>	<b>5</b>
<b>Maximum Points</b>	(Note: the total maximum score must be equivalent to the weight assigned to the technical score)	<b>70</b>
<b>Total Maximum obtained for Technical Criteria</b>		<b>50</b>
<b>Minimum score for technical compliance</b>		

## PRICE PROPOSAL

The price should be broken down for each component of the proposed work, based on an estimate of time taken which needs to be stated. Please note that **price proposal and technical proposal must come in separate documents (emails)** or your proposal will be invalidated.

### Financial Evaluation

The total amount of points allocated for the price component is **30**. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

### Example

*The Price Proposal must be organised in such a manner that it reflects the inputs shown in the technical proposal and distinguishes between Fixed Costs and estimate Reimbursable Costs against approved expenses. The following level of detail is requested:*

#### A) Fixed Costs.

*Provide details and subtotals for each of the following headings:*

- *Professional fees - Course Development. Give number of people, person days and rate.*
- *Professional fees - Course Delivery. Give number of people, person days and rate for all courses.*
- *Professional Fees - Final report and course resource pack. Give number of people, person days and rate.*
- *Others*

The format shown below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. Travel costs should also be included in the proposal.

Component #	Proposed Person (Job title/function)	All-inclusive rate (Personnel)	No. of days proposed	Total Cost in US\$
<b>1. Item 1:</b>				
1.1 Personnel				
1.2 Other				
<b>Subtotal Expenses:</b>				
<b>2. Item 2:</b>				
2.1 Personnel				
2.2 Other				
<b>Subtotal Expenses:</b>				
2.3 Reimbursable Travel Cost				
2.3. Other				
<b>Subtotal Expenses</b>				
<b>3. Item 3:</b>				
3.1 Personnel				
3.2 Editorial				
<b>Subtotal Expenses:</b>				
3.3 Reimbursable Travel Cost				
<b>Subtotal Expenses:</b>				
<b>Subtotal fixed cost:</b>				
<b>Subtotal reimbursable cost</b>				
<b>Grand Total*</b>				

#### \*Travel

Please note, for travel to countries - it will be decided based on agreements with UNICEF and contractor. For agreed country visits, the contractor will be responsible in administering its own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.

Any travel involved should be budgeted according to UN Travel Standards as a ceiling.

-Travel: Please note that all travel will follow UN Circular:

[https://hr.un.org/sites/hr.un.org/files/handbook/AI%202013%20-%20%203%20%20%5BOfficial%20Travel%5D\\_1.doc](https://hr.un.org/sites/hr.un.org/files/handbook/AI%202013%20-%20%203%20%20%5BOfficial%20Travel%5D_1.doc)

#### Section 4.5

-Accommodation (Daily Subsistence Allowance, DSA): <http://icsc.un.org/> (all countries and destinations can be found by navigating on the map) UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNICEF's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies

in the bid that there are special circumstances warranting an advance payment. UNICEF will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented and must be submitted with the financial bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNICEF at the time of finalizing contract negotiations with the awarded bidder.

**\*Payment provisions**

UNICEF's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNICEF's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies in the bid that there are special circumstances warranting an advance payment. UNICEF will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented and must be submitted with the financial bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNICEF at the time of finalizing contract negotiations with the awarded bidder.