**ATTACHMENT A**

**STATEMENT OF SERVICES AND DELIVERABLES**

**Background**

Nutrition International (NI) is currently working with the Government of Pakistan in 110 districts of Pakistan for strengthened monitoring, supporting the provincial Departments of Health (DoH), Provincial Food Authorities and the salt processors in implementation of the Universal Salt Iodization (USI) program. For strengthening and consolidation of the program, NI plans to hire the services of CHIP Training and Consulting (CTC) “the Firm” to provide logistics and administrative support for hiring of field staff, training/capacity building, advocacy and progress review meetings for effective implementation and efficient use of resources.

**Objective**

Hire services of the Firm to support implementation of NI’s program titled ‘Accelerated Universal Salt Iodization Program in Pakistan’, including administrative and financial management of human resources of NI Pakistan’s USI program as per tasks described below:

1.        The Firm will be responsible to support NI towards achieving program goals, implementing activities based on the annual  work plan to be jointly developed by NI Pakistan and the agency.

2.        The Firm will provide logistics, travel and administrative support to consultants in accordance with NI’s requirements and approved annual budget.

 **Scope of Work**

Under the terms of this agreement, the Firm will carry out the following activities:

 **Tasks relating to USI Field Officers (USIFOs)**

1.            Signing of contracts/agreements between the Firm and USIFOs (20 USIFOs) in  Pakistan, for the period given;

2.        Recruitment of new USIFOs in consultation with NI, in case of replacement or  addition if required;

3.        Obtaining technical/ daily activity reports and invoices from all the USIFOs and analyzing these for accuracy and completeness;

4.       Getting approval of Daily Activity Report (DAR) of each USIFO from  Provincial Managers of NI enabling the Firm to validate the days claimed

5.        Compiling data regarding field visits (local and out station days) of USIFOs on monthly basis for submission to NI;

6.        Making payments, after deducting tax at source to USIFOs, of fee, travel and administrative expenses, if any.

**Deliverables relating to Tasks of USIFOs:**

         Signed contracts/agreements with all 20 USIFOs;

         Ensuring that the following e-reports are sent by the USIFOs to NI Provincial Managers and NI National Program Officer as  per schedule below:

1.       Trip report after each field visit maximum within two days of travel;

2.       Weekly reports on activities undertaken/ completed on the first working day of the following week;

3.       “Monthly Activity Report” (MAR) and Daily Activity Reports (DAR) submitted by the 5th of every month for the previous month;

4.       Data on salt iodization and testing from salt processors from all 110 districts and district compiled reports submitted by  the 5th of every month;

          Hard copies of MAR and DAR and Invoices for each USIFO by the 7th of every month;

          All supporting invoices and proofs of the payment will be submitted along with the financial report (statement of receipts and expenditures for all amounts paid) as per formats provided in attachment.

 **Other Related Tasks:**

              Signing travel letters with all potential candidates appearing for interviews;

              Arranging complete logistics for the meetings of USIFOs as required by the NI;

              Re-imbursement of expenses of provincial and national level review meetings costs;

              Reports for the National annual and provincial level review meetings which should include the highlights of the discussion and action points for the future Preparation       and submission of financial reports as per NI format (statement of receipts and expenditures);

            Maintaining and updating personnel files of USIFOs.

 **Coordination mechanism:**

         The firm will maintain close corrdination with NI Country (USI National  Program and Finance Officer) to monitor the  performance of all the USIFOs and will take necessary steps to ensure follow up actions, if required;

             The firm will also submit the above mentioned reports as per timelines given.