

# United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

REFERENCE: DOS/OSCM/2022/0066

The Secretariat of the United Nations presents its compliments to all Permanent Missions to the United Nations and has the honour to refer to the planned review the United Nations Rations Scale (UNRS) established to support the health and well-being of all military and police contingents serving in peacekeeping. The goals of the UNRS review are to further progress towards achieving zero food waste in our field operations while also achieving optimal nutritional, cultural, and gender-specific requirements.

The Secretariat calls to mind General Assembly (GA) resolution A/RES/65/289 of September 2011 (in particular, Para 40 and Para 41), which articulated the directive for the effective management of rations, and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) Report A/65/743 of 2015, which provided additional information with regard to the rations management and enhanced delivery model, along with the Secretary-General's Management Reform in 2018/19, which among other initiatives described the UN-specific category structure for the delivery of effective support.

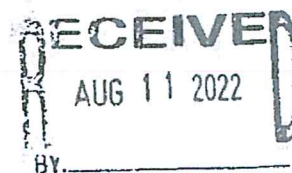
The Secretariat wishes to note that in 2003 the Logistics Division (formerly, Logistics Support Division) initiated a project for the revision of the United Nations Rations Scale (UNRS) to address issues of national preferences, flexibility, dietary balance, and fairness which had been identified as problems related to the previous 1994 version of UNRS. This project was carried out in consultation and with the contributions of a Working Group comprised of representatives from the Secretariat and Troop/Police Contributing Countries (T/PCCs). This study resulted in the approval of the current UNRS in March 2005, composed of 432 food items based on industry best practices, and the establishment of a calorific allowance of 4,500 calories per person per day. This initiative shifted the basis of rations provisioning from kilograms and litres to a calorie-based system.

The Secretariat also wishes to note that Category Management is at the heart of the Secretariat's new integrated supply chain management approach aimed at delivering long-term value for the Organization by making the sourcing and delivery of goods and services more efficient, agile, cost effective and innovative. In this regard, the Secretariat wishes to inform that on 13 July 2021 the Office for Supply Chain Management (OSCM), within the Department of Operational Support (DOS), approved the Rations Category Management Strategy and related Roadmap for its implementation. Among the identified initiatives, the "Review of UN Rations Scale towards achieving zero food waste and optimal nutritional, cultural, and gender-specific requirements" is a strategic priority.

To ensure adherence to the guidelines provided by the GA related to the Ration Category Management Strategy are completed in an effective and timely manner, the Secretariat seeks the support of all Member States in the implementation of the above mentioned initiative through participation in a Working Group composed of subject matter experts including medical, nutritional and food safety specialists, along with personnel from the Logistics Division, Office for Supply Chain Management, Department of Operational Support. The Working Group would lead the further revision of the UNRS in shifting it to a qualitative-social approach that includes cultural, gender and habit perspectives in the review of the current list of food items.

Considering the volume of work to be accomplished and the required level of coordination of the initiative activities among the large number of participants to the Working Group, the Secretariat also seeks additional support through the provision of one gratis personnel, for an initial period of eight months. The terms of reference for the gratis subject matter expert (Annex A) are attached to this Note Verbale. Queries for additional information on the gratis personnel, should be addressed to DOS-

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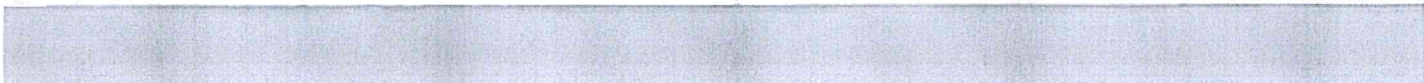


OSCM-HR@un.org. Nominations, indicating the position for which the candidate is being nominated, may be submitted via e-mail to Ms. Kristina Tang ([tang4@un.org](mailto:tang4@un.org)) along with the candidate's completed Personal History Profile form (Annex B).

The Secretariat would appreciate receiving all applications for gratis personnel, as well as confirmation regarding the availability of subject matter experts for the Working Group, particularly in the areas of nutrition and food science, no-later-than 15 September 2022. The primary focal point for all matters related to the UNRS review is the Chief of Rations Unit; Barbara Reggi ([reggi@un.org](mailto:reggi@un.org)) and Ioannis Tsikouras ([ioannis.tsikouras@un.org](mailto:ioannis.tsikouras@un.org)).

The Secretariat of the United Nations avails itself of this opportunity to renew to all Permanent Missions to the United Nations the assurances of its highest consideration.

03 August 2022



**Term of Reference**  
**for**  
**Nutritional Expert and project assistant**  
**(8 months with possible extension. Start date: Immediate)**

**Background**

In the Department of Support (DOS), the Office of Supply Chain Management (OSCM) fully integrates the logistics and procurement function to ensure a seamless end-to-end Supply Chain for all relevant commodities, based on Category Management Strategy approach, including the provision of food rations to uniformed personnel in UN field missions.

Through the Category Management Strategy for rations, the Office of Supply Chain Management (OSCM) identified key areas for improvement of quality assurance and efficiency, as well as taking into account environmental considerations. Among the initiatives identified through the Category Management Strategy for rations, the one on the "Review of UN Rations Scale Calorie Composition towards achieving zero food waste and optimal nutritional, cultural, and gender requirements" is focused on the review of United Nations Rations Scale, and the calorific allowance per person per day with attention to environmental and social needs.

It is envisaged that the Nutrition Specialist will work as a support expert along with dedicated UN Nutritional Expert Staff, and under the direct supervision of the Chief Rations Unit. The **Nutritional Expert/project assistant** will primarily be responsible for effective project management support to the implementation of the initiative, including follow up and project coordination activities.

**Scope of work: specific tasks to be performed**

- Assists in the designs of detailed Project activities
- Collection of raw data and performance of accurate data analysis
- Preparation of presentation material for the Working Group sessions
- Produces a variety of technical information, data, statistics, presentations and reports as well as input for technical documents and web pages.
- Participates on multi-disciplinary teams and assists as necessary, including presenting specific sessions to large audiences
- Cooperates in the data collection, analysis and development of cost-benefit analysis
- Collaborates in the development of improved/updated tools, systems, processes, and databases
- Assists in tracking the implementation progress of the initiative and ensures timely implementation of activities
- Contributes to the development of guidance and policy material

**Key deliverables**

**Review of the UN Rations Scale**

**KEY OUTPUT:**



**GOAL.** Review the UN Rations Scale current portfolio of food items (UNRS) with the intent of revising the nutritional and calorific values and achieving optimal balance.

- Creation of a UNRS that takes into consideration cultural, religious, and gender aspects of dietary requirements. Recognition of discrepancies between men and women in nutritional intake is important to address differences in requirements for food and nutrition. As part of the review of the Rations Scale, focus will be placed on specific dietary and nutritional requirements for female staff / troops
- Ensure that the quality and variety of the provided rations is always at the highest standards to promote the welfare, as well as the morale of the Troops.

#### **Review of calories per day per troop**

##### **KEY OUTPUT:**

**GOAL.** Review of UN Rations Scale (UNRS) Calorie Composition for TCC's across UN field missions ensuring that the nutrition needs of the troops is guaranteed. This would have potential impacts of waste reduction, fraud reduction and cost.

- Assistance and coordination of the TCCs Working Group to revise the UN Rations Scale.
- Analysis of historic use of UN Rations Scale and preferences of TCC's.
- Benchmark analysis of provision of rations (incl. nutritional value and calories) to military troops from a variety of countries, representative of TCC's in UN Peacekeeping missions.
- Assist in the creation of a revised scale of food with minimized risk of potential cases of food fraud/misappropriation and waste.

#### **Timeframe**

Initial period of 8 months with possible extension, starting as soon as possible.

#### **Skills/Professional qualifications. Minimum Requirements**

- Advanced university degree in nutrition, food science, food technology or a closely related subject, with quantitative training.
- Five years of relevant experience in the international food industry, data analysis, surveillance and monitoring, food safety, and nutrition.
- Fluency in oral and written English is required.
- The candidate should be well-versed in computer applications such as MS Word, MS Excel and MS PowerPoint.
- Experience with similar internationally funded development project or working in international organizations will be an advantage.
- Demonstrated knowledge of international food market.
- Demonstrated knowledge of environmental and sustainability-related matters.
- Experience in quantitative statistical analysis of data.

<b>INSTRUCTIONS</b>		<b>UNITED  NATIONS</b>			Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>PERSONAL HISTORY</b>						
1. Family name		First name		Middle name		Maiden name, if any		
2. Birth date (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth		5. Present ationality(ies)		
6. Sex		9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
7. Height		8. Weight		10. <i>Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.</i> (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>				
11. Permanent address  Telephone No. ( )		12. Present address  Telephone/Fax No. ( )		13. Office Telephone No. ( ) 14. Office Fax No. ( ) <b>E-mail:</b>				
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
Name of Children		Date of Birth (day/mo/year)		Place of Birth		Nationality		
15. (a) Name of Spouse								
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", please specify:								
NAME		Relationship		Name of United Nations Organization				
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute						List all specific computer programmes you use (i.e. excel, access).		
	English	French	Other languages					
Typing								
Shorthand								

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING	

DESCRIPTION OF YOUR DUTIES :



**B. PREVIOUS POSTS (IN REVERSE ORDER)**

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							

MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/>	
				Part time <input type="checkbox"/> hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/>	
				Part time <input type="checkbox"/> hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					





FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week:			
NAME OF EMPLOYER:				TYPE OF BUSINESS:			
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:			
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES							

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES  NO   
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.  
*Do not repeat names of supervisors listed under Item 27.*

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO   
If "yes", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES  NO

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.