

Terms of Reference (ToR) for Various Consultancy Services

Rural Reconstruction Nepal (RRN)

RRN is a Nepali non-government, not for profit, human rights and social development organisation. By subscribing to the basic principles of the International Rural Reconstruction Movement, it has officially registered in 1993 as RRN. It substantially contributes to rural people's empowerment and socio-economic reconstruction process by embracing the rights-based approach to development. RRN also extensively engages in pro-poor policy advocacy, lobbying, and social campaigns at local, national, and international levels to protect and promote human rights and social justice.

DETAILED DESCRIPTION / REQUIREMENTS:

1. Project background

RRN has been implementing a three year-long project titled "**Citizen Empowerment to Improve Food and Nutrition Security of Vulnerable Populations of (Runtigadhi and Tribeni) Rolpa**" with the support of BMZ/WHH from November 2021. The project has adopted different approaches i.e. Participatory Learning and Action for Linking Agriculture and Natural Resource Management towards Nutrition Security PLA (LANN+); nutrition sensitive to combat malnutrition among under five children; and Positive Deviance. Project has integrated crop diversification farming systems including irrigation components to ensure diverse food availability and avail income generation through Good Agriculture Practice (GAP) to marginalized and small farmers and women groups. The project also has component to strengthen rights holders and service providers at local level. The project aims to improve the food and nutrition security of vulnerable target populations through behavior change.

Country:	Nepal
Project title	Citizen Empowerment to Improve Food and Nutrition Security of Vulnerable Populations, Rolpa District, Lumbini Province (Poshan Sudhar) Project.
Project No:	NPL 1078- 21
Implementing Partner	Rural Reconstruction Nepal (RRN)
Co-financer	BMZ/Welthungerhilfe (WHH)
Project period	1.11.2021 – 31.12.2024

2. Project purpose (Outcome):

The vulnerable target population engages in behavior change to improve its food and nutrition security and claims its right to food through active citizen participation at local levels.

Target Indicators:

- MAM rate in children aged 6 to 59 months is reduced by 20 % at the end of the project.
- 75% of the 4,800 target households with acceptable Food Consumption Score (FCS) at the end of the project.
- 50% of 11,231 target households in 2 municipalities exercising their rights by accessing government services.
- 2 municipalities implementing their local food & nutrition master plan developed through a participatory process at the end of the project.

Output 1 . Family diet diversity and food consumption of vulnerable and marginalized households are improved

- 75% of target children aged between 6 to 23 months eating the minimum acceptable diet measured through MAD
- 65% of 2.400 target women aged 15 to 49 years consuming at least five or more food groups measured through MDD-W
- 60% of 2.400 target households growing 3 additional food group types at the end of the project

Output 2 . Citizens, CBOs and networks are empowered to actively participate in planning process at local level and engage in policy advocacy

- 10 micro plans following inclusive participatory planning process are submitted and endorsed annually (30 total micro plans submitted and endorsed by EoP)
- 16 CBOs in target area with increased organizational capacity to engage in PPP process.
- 32 women members of CBOs are able to influence decision making at the end of the project measured by their level of engagement in advocacy initiatives, their active participation in the PPP and their seniority in the CBOs
- Four advocacy subjects related to food and nutrition security identified and advocated at local and provincial level by CBOs/networks.

Output 3. Two rural municipalities are enabled to implement food and nutrition master plans

- Following an inclusive participatory process, 2 municipalities allocating budget in their annual plan for food and nutrition programmes at the end of the third year of the project

- In the framework of their food and nutrition master plan, 2 municipalities implementing at least two of the nutrition practices/initiatives to contribute to MSNP II in the project period
- 16 wards and 17 health posts have improved their services (health, nutrition, social protection, agriculture, vital registration) verified by Community Score Cards

3. Background of task:

The project has initiated various food and nutrition-related interventions such as capacity and skill enhancement trainings ; child growth monitoring of under 5 children, Nutrition education and rehabilitation program (NERP) s for moderately acute malnourished children and their caretakers, LANN+ (Linking agriculture and natural resource management towards nutrition security) sessions for reproductive-aged women, good agriculture practices to diversified food and agriculture crop through GAP farmer groups and small irrigation schemes. Likewise project also empowers CBOs and citizens through various pieces of training and sensitization events for their rights related food and nutrition. Few activities are focused to establish linkages between rights holders and service providers. For example; citizens/groups engagement in the participatory planning process, dialogues through evidence-based advocacy etc.

The project has linkages through all results (outputs) therefore, the service provider (consultant) needs to understand the logic of the result chain.

The following are key tasks of this assignment.

3.1 Food and nutrition status assessment of the two rural municipalities

- Gather evidence-based information about the food and nutrition status of the two rural municipalities
- Review and assess existing policies/plans (right to food security and food sovereignty act 2018, MSNP II and ADS) , map available services and capacity of local government, and identify resource gaps (both in terms of human resources and budget)
- Carry out data collection and analysis, desk review, FGDs and KIs with the government representatives/staff, communities, etc.
- Based on the above generate the assessment report to contribute for drafting food and nutrition security master plan

3.2. Orienting ward/municipality representatives and officials and communities on nutrition policies/plans, Right to Food, relevant Acts and regulations

- Sensitize rural municipal representatives and officials and communities about food and nutrition, SDGs, MSNP II, right to food and related act and regulations based on the assessment finding (refer to 3.1)
- Organize 4 workshops of 3 days each will be organized to orient 100 members (divided into 4 groups) in 2022, and 4 follow-up (2 days) in 2023.

3.3. Support the two rural municipalities in developing and implementing their municipal food and nutrition master plans

- After completion of A3.1 and A3.2, the two municipalities will be supported to draft the municipal food and nutrition security mater plans in 2023.
- The plan will be in line with the MSNP II, SDG 2 and Right to Food and Food Sovereignty Act 2018, SUN movement and other act and regulations
- The master plans (one for each rural municipality) will consist of details such as mapping of existing policies and programmes, stakeholder analysis, specific intervention for nutrition sensitive and nutrition specific activities, and responsibilities of the different authorities, technical departments, etc.
- Facilitate with the support from project team for the local governments to incorporate food and nutrition security plans and programs in their planning process, and allocate the respective budget to deliver the service and benefit the marginalized population.
- Organize two vision workshop of 2 days (one for each rural municipality for 30 participants) and six working group workshops of 1 day (three in each rural municipal)

3.4. Sharing and validation of municipal food and nutrition master plans

- Organize two validation workshops (each rural municipality) in 2023 to confirm and agree on the findings, analysis and planning and programmes on drafted food and nutrition security master plans
- facilitate together with project team to endorse the food and nutrition security master plans by the municipal assembly and publish in LGs gazette
- Organize 1 provincial level sharing workshop (in 2023) to share the master plans with the provincial planning commission, Ministry of Agriculture of Lumbini province and other relevant stakeholders

4. Methodology

The methodology for the assessment and master plans development, the consultant team will follow as:

- Preparatory Phase:** The preparatory phase includes; i) desk review of reference documents like project document, log frame, baseline report, periodic progress reports and relevant secondary information; ii) start-up to design and finalize the assessment and master plan frameworks and tools with RRN project team and WHH.

- ii) **Field Work:** The team will visit the working rural municipalities and carry out consultation meetings for data accumulation, review the rural municipality's policy, plans, project baseline, and necessary surveys, focused group discussions and key informant interview (KII) and facilitation of workshops and orientation of local government representatives and officials on various policy and legislations provision of the right to food, MSNP II, SDG-2 etc. while engage in assessing the food and nutrition status and master plan (Visioning workshop, SWOT and stakeholders analysis, working groups workshop and validation workshops) development.
- iii) **Analysis and write-up report:** The consulting team will intensively work on data review, analysis, and consolidation of relevant primary and secondary information/data (qualitative and quantitative), drawing inferences from existing plan and policies of federal structures and policy level intervention and recommendation. The team will draft food and nutrition master plans. The draft document reports will be shared to RRN, WHH and rural municipalities in both **English and Nepali version** for comments and feedback. The consultant team will submit final report documents to RRN after incorporating comments if any.

5. Tools and Techniques

In course of the assessment, the consultant team will have to use participatory approaches, methods and process as far as possible. The innovative ideas regarding the methodologies of the assessment and plan development could be considered. The consultant team will finalize the tools (data collection, compilation software and data analysis online software such as Kobo, Avko flow, SPSS, etc) if need and share to RRN and WHH before action.

6. Consultant/ team

The team will be led by a senior professional with 5-7 years' experience and expertise in food and nutrition policy review and plan formulation, specific involvement in the process of assessment and evaluation of food and nutrition status of local governments, development of periodic plans, food, and nutrition master plans including innovative ideas on right to food and nutrition advocacy will add value. In addition to, this food and nutrition expert who has knowledge on data analysis and documentation expert has consistent involvement in data analysis, research, qualitative studies and report writing, documentation and publication is must.

SN	Key Position (no)	Required qualification and experience	Assigned task
1	Team Leader (Food and Nutrition Advocacy Expert) (1)	Master Degree in agriculture, public health, nutrition, and other development studies, or related fields from a recognized university. The professional with 5 – 7 years' experience and expertise on food and nutrition policy review and plan formulation with specific involvement in periodic plans and master plans of local government and skill and knowledge on multi-sectors nutrition, assessment, and evaluation of agriculture, food, and nutrition policy, programs and innovative advocacy on right to food and nutrition security strategy.	Lead the assessment and master plans development including design of methodology finalization in close coordination with RRN/WHH, field planning, supervision on information analysis, compilation of information of different themes, workshops facilitation and report preparation as per expected key tasks assignment. S/he must present assessment and master plans findings and draft reports to the project team.
2	Co-Leader (Data analysis/ food and nutrition expert) (1)	Master's Degree in public health, biostatistics, statistics, nutrition and dietetics, agriculture, and other relevant field with minimum 3 years of experience with knowledge of data analysis, data management, facilitation and documentation skills on related assigned tasks.	Responsible for design of methodology finalization in close coordination with RRN/WHH, field mobilization, data generation and analysis, compilation of information of different theme and facilitation of workshops, report preparation and documentation in order to support team leader.

7. Time Frame:

The consultant team works will commence tentatively on 10th Oct 2022 and are expected to accomplish all assignments by the end of March 2023.

8. Submission requirements and selection criteria:

- Expression of interest (as per enclosed TOR);
- Technical proposal (sealed in a separate envelope as per TOR)

- Financial proposal (Sealed in a separate envelope, as per enclosed ToR, particularly for the key **tasks/assigned in section 3/ 3.1-3.4 and Gantt Chart**);
- Company Profile detailing the past relevant assignments;
- CVs of key persons highlighting their areas of work and past experience;
- Company registration certificate;
- For firms: copies of firm registration certificate, VAT registration certificate, Latest tax clearance certificate, Tax Exempted by the government, a copy of tax exemption certificate should have submitted.
- For Individual: Copy of citizenship and VAT Registration certificate.

9. COPYRIGHT:

Copyright for the documents will remain with RRN including the right to distribute the material or parts of it to WHH Nepal partners in Nepal and abroad.

10. Deadline

The interested and qualified consultant(s)/consulting firm must submit their letter of interest with brief technical and financial proposals based on TOR, including legal documents as per **section 8** by **23rd September 2022** to email address hr@rrn.org.np with subject line: **Poshan Sudhar "Assessment and Development of Food and Nutrition Master Plans"**. Applicants are also invited to submit similar example/s of tasks/assignment report/s already completed in the past. Application received with incomplete documents and later than the above date will be disqualified. ***Applicants are requested to submit only the financial proposal for their consulting fee.***

Only short-listed applicants will be contacted for the further evaluation process. RRN reserves all the rights to reject any or all applications without providing any reasons.