



TERMS OF REFERENCE

CONSULTANCY SERVICE SUPPORTS CSOS IN LEVERAGING TECHNOLOGY THROUGH TRAINING AND EQUIPMENT PROVISION.

This Terms of Reference (ToR) provides clear guidelines on the objectives, deliverables, and qualifications required for the assignment.



Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Title	Support CSOs in Leveraging Technology Through Training
Location	Anuradhapura Districts
Duration of the assignment	One Month

ORGANIZATION

The Adventist Development and Relief Agency (ADRA) Sri Lanka is a locally registered NGO that has been operating in Sri Lanka since 1982. We are also part of the global ADRA network, which is active in 118 countries worldwide. Our primary focus areas include WASH, Nutrition, Refugee Reintegration, Economic Development, and Youth Development.

THE PROJECT

The CSO INTERCEDE project aligns and focuses on enabling Civil Society Organizations (CSOs) to support vulnerable groups in coping with the socio-economic crisis in estate and rural Sri Lanka. The action aims to strengthen CSOs' skills and capacity to improve the nutritional status of women, youth, and children, engage in policy dialogue on nutrition and livelihood, and advocate for enhanced nutritional status and viable livelihoods. By partnering with CSOs, the project will empower local communities to address nutrition and livelihood needs and navigate the impacts of the crisis. Targeting vulnerable groups in Anuradhapura and Nuwara Eliya Districts, the project will support District-level CSOs (D CSOs) and grassroots-level Based Organizations to implement interventions and empower communities. Through capacity building and advocacy, the project seeks to create a sustainable network of change agents, promoting food security and well-being for over 500,000 individuals. Key themes include gender mainstreaming, social inclusion, local ownership, and green recovery, aiming to improve the livelihoods of women, youth, and children in Sri Lanka.

THE ASSIGNMENT

This assignment involves conducting a comprehensive training program designed to build the capacity of district-level civil society organizations (D-CSOs). The training will focus on enhancing the use of information and communication technology (ICT) by these organizations, including data collection, reporting, and project management. Special attention will be given to digitizing project records and data to improve accountability and transparency. This training could help CSOs leverage technology for efficient project implementation and keep pace with rapid advancements by incorporating instruction on effective and potential uses of artificial intelligence (AI), social media, and blockchain technology, which can also be utilized as fundraising tools.



THE OBJECTIVE OF THE ASSIGNMENT

- Strengthen the capacity of **D-CSOs** to leverage technology for more effective project management, monitoring, evaluation, and reporting.
- Enhance accountability and transparency by digitalizing records and improving data management processes.
- Introduce innovative tools such as AI, blockchain, and social media to help CSOs diversify their methods and adopt new fundraising strategies.

SCOPE OF WORK & DELIVERABLES

NO	Objective	Description	Deliverables
01	Training Delivery	<ul style="list-style-type: none"> • Consultant will develop the curriculum and conduct the training for members of 10 D-CSOs. 	<ol style="list-style-type: none"> 1. A comprehensive ICT training curriculum. (including- data collection, Reporting, Project management, digitalizing project records and data, AI tools, Social Media) 2. Completion of the Training (With interactive sessions, practical exercises and module tests as needed)
02	Final report	<ul style="list-style-type: none"> • Consultant will submit a detailed final report once the training is completed. 	<ol style="list-style-type: none"> 1. Final report Document. (Inclusive of; Training results, challenges, Feed back of participants, Recommendations)

DURATION OF THE ASSIGNMENT

The consultancy will be for a period of one month from 11th November 2024

RESPONSIBILITY OF CSO INTERCEDE PROJECT

The Implementing Organization (CSO- INTERCEDE Project) is responsible for overall coordination, of the activity. They act as the main liaison between the consultant and D-CSOs, allocating necessary resources, duties include coordination with DCSO and providing logistical arrangements when needed.

LIAISON

Programs Manager – ADRA Sri Lanka
Project Manager- Anuradhapura



QUALIFICATIONS AND OTHER TRAITS

1. A degree in Information Technology, Computer Science, or a related field.
2. Previous experience in Working with civil society organizations.
3. Strong understanding of data collection, reporting, and project management tools being used by CSOs.
4. At least 5 years of experience in delivering IT training programs.
5. Demonstratable experience in integrating and training on emerging technologies such as Artificial Intelligence (AI) tools and social media in a professional context, particularly for project management and fundraising.
6. Experience in designing training modules and developing user-friendly materials to support learning and implementation.
7. Excellent written and verbal communication skills in English and Sinhala or Tamil with the ability to produce high-quality reports and presentations.

KEY TERMS AND CONDITIONS

1. Payment will be made according to ADRA's payment schedule 30% after signing the agreement, 30% after completing deliverables 01 in the scope of work, and 40% after submitting the final report, with payment made by demand draft or bank transfer upon providing account details.
2. Withholding taxes of 5% will be deducted from all payments above LKR 100,000/= made within a month time period if the institute has not been registered. This is according to the statutory requirements.
3. All Incidentals, accommodation, and travel required for the assignment are to be borne by the consultants except Traveling from the Project office to the field.
4. The consultant should follow CSO- INTERCEDE Visibility protocols and Branding policies and make sure ADRA and the European Union logos are presented as per the guidelines.
5. The consultant and all personnel involved in the implementation must comply with the child protection policy and other relevant ADRA policies.
6. CSO- INTERCEDE Project may request written evidence of necessary coverage provided by the consultant for their services.
7. All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation, and taxation, where applicable will at all times remain the responsibility of the consultant.

EXPRESSION OF INTEREST

ADRA Sri Lanka invites applications from organizations or individuals with the experience and skills described above. The application should include.

1. A cover letter introducing the individual/organization, detailing how the required skills and competencies are met, along with an expression of interest. (Please submit the CV and cover letter separately for each location).
2. A detailed proposal with budget – The budget should include all costs related to the consultant/resource person traveling and training, reporting, and other expenses related to the assignment.
3. Curriculum Vitae of the applicant/team members.

**CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment
(CSO-INTERCEDE) Project**

Project Funded by



Implemented by



APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should send the express of interest by e-mail to hr@adrasrilanka.org with the subject title stating “consultancy for INTERCEDE Project - Support CSOs in Leveraging Technology Through Training –Anuradhapura on or before 12:30 pm of 11th of November 2024.

The consultant will be selected through a standard recruitment process.