

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

Project Funded by



European Union
මහජන සාමාන්‍ය මුහුණතේ ඉන්ද්‍රියය



Implemented by



TERMS OF REFERENCE

This Terms of Reference (TOR) outlines the consultancy's role in enhancing the capacity of grassroots Civil Society Organizations (GN-CSOs) at the Grama Niladhari Division level in the area of information and communication technology (ICT) through customized training programs.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Title	Activity 1.2.4.2: Support GN-CSOs in Leveraging Technology Through Training
Location	Palagala DS division- Anuradhapura District /Norwood DS division -Nuwaraeliya 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 Community Based Organizations (GN-CSOs) 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 OBJECTIVE OF THE ASSIGNMENT

This assignment is to Strengthen GN-CSOs to improve their capacity in using information technology for their daily operation of record keeping, finance management and communication. It is also expected GN-CSOs to be aware on how to collect information which are relevant and important for their functions and the projects implemented by them from various online sources.

SCOPE OF WORK & DELIVERABLES

The assignment involves developing and delivering training sessions for 40 GN-CSOs across Anuradhapura and Nuwara Eliya Districts. Training is to be delivered separately in two districts. It is expected to deliver the training in Sinhala medium in Anuradhapura and in Tamil medium in Nuwara Eliya mixed with English when necessary. Trainings is to be arranged clusterwise. 15 participants are expected for each cluster (5GN-CSOs x 3 representatives per GN-CSO). There

will be 04 clusters in a district making it 08 for both districts. Training is expected to design in 04 modules which needs to be delivered in 03 days per each cluster.

NO	Deliverables	Description
01	Development of training modules and session plan	It is expected to design the training modules covering topics listed; <ul style="list-style-type: none"> • Basics of Computer • Operating systems • Use of Ms Word in documentation • Use of Ms Excell in CSO accounting • Use of Powerpoint in basic presentation • Basics of Internet • Use of email in communication • Intro to social media
02	Pre and post training evaluation	Develop an evaluation test and conduct the evaluation at the start and end of each session
03	Facilitate in preparation of Mentorship plan	Facilitate Lead DCSO, the implementing partner in the field to develop a mentorship plan in following up with GN-CSOs learning and use of skills acquired through the training.
04	Final report	It is expected the consultant to submit a comprehensive final report including the summary of the training program, feedback of participants and recommendations for further capacity building.

DURATION OF THE ASSIGNMENT

The consultancy will be for a period of one month from the day the contract is signed

DUTIES AND RESPONSIBILITIES

No	Description	Responsible party
01	Provide comprehensive orientation and clear guidance to the consultant regarding expected outputs, ensuring alignment with the project's objectives and desired outcomes.	ADRA / L-DCSO <i>(L-DCSO- Lead District level Civil Society organization, which implement the project at District level)</i>
02	Coordinate with each Lead DCSOs (implementing partner in the field) in organizing and scheduling trainings in the field.	ADRA
03	Coordinate and arrange suitable venues with adequate space for the consultancy sessions, facilitating an environment conducive to planning and training activities.	L-DCSO
04	Arranging all logistical requirements for the training	L-DCSO
05	Provision of required equipments for the training	ADRA
06	Establish the linkages with the GN-CSOs and mobiliz representatives to the training	L-DCSO
07	Traveling for consultants from Project field office to the field	ADRA

08	Procurement process for venue, refreshment and meals for trainings	ADRA
09	Procurement of Consultancy	ADRA

LIAISON

Programs Manager – ADRA Sri Lanka

Project Manager- Anuradhapura

Project Manager- Nuwara Eliya

QUALIFICATIONS AND OTHER TRAITS

1. A Diploma or higher diploma in Information technology.
2. At least 5 years of experience in ICT training.
3. Experience in conducting ICT trainings for adults.
4. knowledge in grassroot level CSO operation.
5. Proficiency in creating training materials.
6. Strong communication skills.
7. Ability to deliver the training to participants with zero knowledge in ICT.
8. Excellent verbal communication skills In Sinhala, or Tamil and written communication in English.

KEY TERMS AND CONDITIONS

1. Consultancy is offered for LKR 240,000/= for each district. Applicant are encouraged to apply for full assignment or for each district separately.
2. Payment will be made according to ADRA's payment schedule 30% at signing the agreement, 40% after completing deliverables 01–03 in the scope of work, and 30% after submitting the final report, with payment made by demand draft or bank transfer upon providing account details
3. Withholding taxes of 5% will be deducted from all payments above LKR 100,000/= within a given month. If the consultant submitting the current account is registered for a relevant consultancy service, withholding tax will not be deducted.
4. All Incidentals, accommodation, and travel required for the assignment are to be borne by the consultants except travel within the project field.
5. The consultant should follow CSO- INTERCEDE Visibility protocols and Branding policies and make sure L-DCSOs, ADRA and the European Union logos are presented as per the guidelines.
6. The consultant and all personnel involved in the implementation must comply with the child protection policy and other relevant ADRA policies.
7. CSO- INTERCEDE Project may request written evidence of necessary coverage provided by the consultant for their services.
8. 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

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.

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 INTERCEDED Project- Support GNCOS in Leveraging Technology Through Training”. Nuwaraeliya o rAnuradhapura on or before 12:30 pm of 15th of Nov 2024.

The consultant will be selected through a standard recruitment process.