

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



TERMS OF REFERENCE  
CONSULTANCY SERVICE  
ASSIST GN-CSOS IN OBTAINING RELEVANT GOVERNMENT REGISTRATION (DS OFFICE)

**This Terms of Reference outlines the expectations for a consultancy focused on assisting GN-CSOS in obtaining relevant government registration for representatives of selected 20 Graa Niladhari Level Civil Society Organizations (CSOs) In Norwood DS under the CSO INTERCEDE Project.**

<b>Project</b>	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
<b>Activity</b>	Activity 2.1.2: Assist GN-CSOs in Obtaining DS Office (Government) Registration
<b>Location</b>	Nuwara Eliya District
<b>Duration of the assignment</b>	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 objective of the assignment**

The primary objective of this consultancy is to design and deliver a comprehensive training program on obtaining official government registration. The training will focus on guiding Grama Niladhari-Level Civil Society Organization (GN-CSO) representatives through the registration processes and preparing essential documents, such as the development of a CBO/CSO Constitution, action plan creation, meeting minutes, and other necessary

documentation. This training aims to strengthen the ability of GN-CSOs to achieve legal compliance and operate within the division according to established standards.

### Scope of work & Deliverables

The selected consultant/consultancy firm will be responsible for the following:

NO	Deliverables	Description
01	Training Materials	Comprehensive training curriculum and materials
02	Training Delivery	10 days training session (2 GNCSOs/ day) GN CSOs Constitutions
03	Final Report	A final report including the topic covered in the training program, methodology used, participant feedback, and recommendations.

### Duration of the Assignment

The consultancy will be for one month from 3<sup>rd</sup> of March 2025

### Duties and Responsibilities

#### INTERCEDE Projects Responsibilities:

- I. **Coordination with GN CSOs:** Coordinate with each GN CSO in organizing meetings and scheduling to conduct the training session
- II. **Session Coordination and Logistics:** Coordinate and arrange suitable venues for the training sessions. The project will incur the cost of venue, refreshments, meals, and stationery for participants during the training session.
- III. **Clear Orientation and Guidance:** Provide comprehensive orientation and clear guidance to the consultant regarding expected outputs, ensuring alignment with the project's objectives and desired outcomes.
- IV. **Mobilization of GN CSO representatives:** Establish the linkages with the GN CSOs and be responsible for mobilizing the representatives to the sessions/meetings.
- V. **Traveling within the project Area:** The project provides the traveling from the Project field office to the field to conduct the training programs.

### LIAISON

Programs Manager – ADRA Sri Lanka

Project Manager- Nuwara Eliya

### REQUIRED QUALIFICATIONS AND EXPERIENCE

1. A relevant highest education qualification, such as higher diploma/ degree in social science or relevant education
2. A minimum of 3 to 5 years of experience in developing and delivering training programs for GNCSO/ CBOs in Nuwaraeliya district
3. Experience in working with GNCSO/ CBOs on development projects.
4. Excellent language skills in Tamil and English/ Sinhala
5. Strong communication, facilitation, and report-writing skills.

## KEY TERMS AND CONDITIONS

Approximate budget for the consultancy is LKR 80,000.00 for the period.

1. Payment will be made according to ADRA's payment schedule 30% after signing the agreement, 30% after completing deliverables 1–3 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 100,000 within the month. If the consultant submitting the current account is registered for a relevant consultancy service, withholding tax will not be deducted.
3. All Incidentals, accommodation and travel required for the assignment are to be born by the consultants except where otherwise indicated in the consultancy agreement.
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 always remain the responsibility of the consultant.

## APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should send the express of interest by e-mail to [hr@adrasrilanka.org](mailto:hr@adrasrilanka.org) with the subject title stating “consultancy for INTERCEDED Project- assist GN-CSOS in obtaining relevant government registration – Nuwaraeliya” on or **before 12:30 pm of 27<sup>th</sup> Feb 2025**

The consultant will be selected through a standard recruitment process. Only short-listed candidate notified.