

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



TERMS OF REFERENCE
CONSULTANCY SERVICE FOR TRAIN CSO STAFF ON ADVOCACY UNDER THE
CSO INTERCEDE PROJECT

This Terms of Reference outlines the expectations for the consultancy focused on training CSO staff in advocacy and engaging in policy dialogue under the CSO INTERCEDE Project.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Activity	Train D CSO Staff on Advocacy and How to Engage in Policy Dialogue (Act. 1.2.3)
Location	Palagala DS Division of the Anuradhapura District and Norwood DS Division of the Nuwara Eliya District
Duration of the assignment	1 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 Grama Niladhari-level Civil Society Organizations (GNCOS) 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 objective of this assignment is to enhance the advocacy skills of staff from 10 District-Level Civil Society Organizations (D-CSOs) in Nuwara Eliya and Anuradhapura to effectively engage in policy dialogue and advocate for nutrition-related policy changes and train participants on developing policy briefs and position papers. Through this training, D-CSO staff will gain the necessary knowledge and practical experience to engage with policymakers, conduct evidence-based research, and build strategic alliances to influence policy decisions that impact nutrition in their communities.

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SCOPE OF WORK & DELIVERABLES

The Consultant will be responsible for the following tasks:

NO	Deliverables	Description
1	Training Module Development	Consultant is expected to develop a structured training curriculum covering; 1.Strategies for advocacy 2. Conducting evidence based desk research 3. Building alliances with stakeholders 4.Draft Policy briefs and position papers
2	Conducting Training Workshops	Consultant is expected to facilitate for 02 days workshops in each district to deliver the module. Staff from 05 District level CSOs will be participating in each workshop.
3	Interactive Role-Playing Exercises	Simulated policy dialogue exercises are expected to be included in the workshop to enhance participants' ability to engage meaningfully with policymakers and government stakeholders.
4	Post-training assessment	Pre and post-training assessment to be conducted to evaluate the impact of the training
5	Final Report	A final report including the topic covered in the training program, methodology used, pre and post test results, participant feedback, and recommendations is expected from the consultant.

DURATION OF THE ASSIGNMENT

The consultancy will be for one month from 7th April 2025

RESPONSIBILITY OF CSO INTERCEDE PROJECT

1. Responsible for the overall coordination of activities in the field and serves as the primary liaison between the consultant and District-level Civil Society Organizations (D-CSOs).
2. Allocating necessary resources and coordinating duties. This includes providing logistical arrangements.
3. Working with the D-CSO to ensure payments are made in a timely manner.
4. Provide overall vision for the activity.

LIAISON

Programs Manager – ADRA Sri Lanka
Project Manager- Anuradhapura
Project Manager- Nuwara Eliya

REQUIRED QUALIFICATIONS AND EXPERIENCE

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

Project Funded by



Implemented by



1. A postgraduate degree in social science, Public Policy, Political Science, International Development, human resource, development studies, Nutrition, or a related field.
2. At least five (5) years of experience in policy advocacy, governance, or civil society capacity-building programs.
3. Proven experience in facilitating advocacy training and policy engagement workshops for civil society organizations.
4. Proven experience in facilitating advocacy training, particularly in the nutrition or public health sector.
5. Strong knowledge of the policy environment related to nutrition, public health, and social development in Sri Lanka.
6. Excellent facilitation skills, with experience using interactive training methods such as role-playing and case studies.
7. Strong research and writing skills to guide the development of policy briefs and position papers.
8. Demonstrated ability to work with diverse stakeholders, including government agencies, CSOs, and international donors.
9. Excellent language skills in Tamil and English/ Sinhala
10. Strong communication, facilitation, and report-writing skills.

key terms and conditions

The approximate budget for the consultancy is LKR 50,000/= per district.

1. Payment will be made according to ADRA's payment schedule: 30% after signing the agreement, 30% after completing deliverables 1 and 2 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 borne 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. 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

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Project Funded by



European Union
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Implemented by



- Cover Letter** – A cover letter introducing the individual/organization, explaining how the required skills and competencies are met, along with an expression of interest. If applying for both districts, separate CVs and cover letters should be submitted for each location.
- Detailed Proposal & Budget** – A comprehensive proposal outlining the approach, methodology, and timeline for the assignment, along with a detailed budget. The budget should cover all costs, including consultant/resource person travel, training, reporting, and any other related expenses. The proposals should be submitted separately to both districts (Nuwaraeliya & Anuradhapura)
- Curriculum Vitae (CV)** – The CV(s) of the applicant or team members, highlighting relevant experience and qualifications.

BUDGET TEMPLATE FOR CONSULTANT/RESOURCE PERSON ASSIGNMENT

No	Description	Quantity	Unit Cost (LKR)	Total Cost (LKR)
01	Conducting Training Workshop (2 day)	01		
02	Final Report	01		
Total Amount				

APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should send the expression of interest by e-mail to hr@adrasrilanka.org with the subject title stating “Train CSO Staff on Advocacy and How to Engage in Policy Dialogue under the CSO INTERCEDE Project (Act. 1.2.3) - District Name on or before 12:30 pm of 4th April 2025 along with all the required documents

The consultant will be selected through a standard recruitment process. **Only selected applicants will be informed.**