



## TERMS OF REFERENCE

### CONSULTANCY SERVICE TO CONDUCT THE NUTRITION LITERACY TRAINING OF TRIANERS (TOT) PROGRAM UNDER THE CSO INTERCEDE PROJECT

This Terms of Reference outlines the expectations for a consultancy focused on providing specialized capacity-building training of trainers (ToT) for representatives of Civil Society Organizations (CSOs) regarding nutrition literacy 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>	1.2.2: Conduct Nutrition Literacy Training for CSOs in Collaboration with the Ministry of Health.
<b>Location</b>	Anuradhapura District
<b>Duration of the assignment</b>	Two months

#### 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 Specialized Capacity Building Training of Trainers (TOT) program for District-Level Civil Society Organizations (D-CSOs) representatives. This TOT aims to enhance DCSO's capacity to disseminate essential nutrition knowledge and practices to GN-level organizations (GN-CSOs) and local communities. This TOT will comprise four comprehensive sessions covering key topics such as Food-Based Dietary Guidelines (FBDG), gender mainstreaming, Multi Sectorial Action Plan for Nutrition and activity planning and local food procurement and preparation.

## Scope of work & Deliverables

The selected Resource Person will be responsible for the following:

NO	Deliverables	Description
01	TOT Curriculum and Training Materials	Comprehensive curriculum and materials covering below thematic areas are developed. <ul style="list-style-type: none"><li>• Food-Based Dietary Guidelines (FBDG)</li><li>• gender mainstreaming</li><li>• Multi Sectorial Action Plan and activity planning</li><li>• local food procurement and preparation</li></ul>
02	Training Delivery	04 (four) full day training sessions ( one session per thematic area mentioned above ) are delivered effectively to D-CSO representatives.
03	Monitoring & Evaluation Tools	Develop Monitoring & evaluation tools for measure success of the program me
03	Final Report	A consolidated report summarizing the topic covered in the TOT program, methodology used, participant feedback, and recommendations for future training is produced at the completion of the assignment.

## Duration of the assignment

The assignment will be for two month from May 2025

## Duties and Responsibilities

### INTERCEDE Projects Responsibilities:

- I. **Coordination with DCSOs:** Coordinate with each DCSO in organizing training sessions.
- II. **Session Coordination and Logistics:** Coordinate and arrange suitable venues with adequate space for the training sessions. Facilitate an environment conducive to planning and training activities. The project will incur the cost of venue, refreshments, and meals for participants during the training session.
- III. **Provision of Base Documents:** Furnish necessary foundational documents to the Resource Person such as project proposals to assist the Resource Person in aligning the consultancy with existing organizational frameworks.
- IV. **Clear Orientation and Guidance:** Provide comprehensive orientation and clear guidance to the Resource Person regarding expected outputs, ensuring alignment with the project's objectives and desired outcomes.
- V. **Mobilization of DCSO representatives:** Establish the linkages with the DCSOs and be responsible for mobilizing the representatives to the sessions/meetings.
- VI. **Traveling within the project Area:** The project provides the traveling from the Project field office to the field in conducting sessions .
- VII. **Meals:** Meals will be provided by the project during the sessions.
- VIII. **Resource person allowance:** This will be provided by the project at a nominal rate to compensate the contribution towards the betterment of the society.

### Required qualifications and experience

1. A relevant highest education qualification, such as an MBBS, MSc in Community Medicine, MD in Community Medicine and etc.
2. Be a registered member of The Regional Director of Health Services (RDHS) resource pool.
3. A minimum of 5 years of experience in developing and delivering training programs in the nutrition sector
4. Experience in working with government agencies and DCSOs/ INGOs on nutrition-related projects.
5. Strong communication, facilitation, and report-writing skills.

### key terms and conditions

1. Payment will be made according to ADRA's payment procedure : total payment will be made after submitting the final report, with payment made by demand draft or bank transfer upon providing account details.
2. The Resource Person should follow CSO- INTERCEDE Visibility protocols and Branding policies and make sure ADRA and the European Union logos are presented as per the guidelines.
3. The Resource Person and all personnel involved in the implementation must comply with the child protection policy and other relevant ADRA policies.
4. 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 Resource Person.

## Expression of interest

The expression of interest must include below items;

1. **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.
2. **Detailed Proposal** A comprehensive proposal outlining the approach, methodology, and timeline for the assignment, along with expected resource person payment.
3. **Curriculum Vitae (CV)** – The CV(s) of the applicant or team members, highlighting relevant experience and qualifications.

A separate contractual agreement will be signed with the Resources Person to outline the terms, scope, and deliverables of the engagement.

## application process

Interested candidates should send the expression of interest by e-mail to [hr@adrasrilanka.org](mailto:hr@adrasrilanka.org) with the subject title stating “Nutrition Literacy Training for CSOs-Anuradhapura” on or before 12:30 pm of 14<sup>th</sup> May 2025 along with all the required documents

## Liaison

Project coordinator-Anuradhapura, ADRA Sri lanka

Programs Manager – ADRA Sri Lanka