

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



TERMS OF REFERENCE

CONSULTANCY SERVICE FOR CAPACITY MAPPING AND ACTION PLAN DEVELOPMENT
FOR DIVISIONAL MEDICAL OFFICE OF HEALTH (MOH OFFICES UNDER THE CSO
INTERCEDE PROJECT

This TOR outlines the expectations for the consultancy, which will conduct Capacity Mapping and Action Plan Development for Divisional Medical Office of Health (MOH) Offices under the CSO INTERCEDE Project.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Title	Capacity Mapping and Action Plan Development for Divisional Medical Office of Health (MOH) Offices under the CSO INTERCEDE Project (Act. 2.2.1 & 2.2.2)
Location	Palagala DS Division of the Anuradhapura District
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 Grama Niladhari Level civil society organizations (GNCSOs) 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

The CSO INTERCEDE project seeks to improve nutrition outcomes in tea estates and rural communities through enhanced service delivery and empowerment. As key stakeholders, Divisional Medical Office of Health (MOH) offices play a critical role in promoting nutrition-related policies, awareness, and interventions at the Grama Niladhari Level. The project emphasizes strengthening MOH offices through fostering partnerships with CSOs to ensure inclusive and sustainable nutrition outcomes.

To achieve this, the consultant will conduct a comprehensive capacity mapping exercise and action plan development for Palagala MOH in Palagala DSD, in Anuradhapura district. The mapping exercise will identify the existing skills, expertise, and resources within the MOH offices related to nutrition and livelihood interventions. Capacity gaps will be identified, providing valuable insights for targeted capacity-building activities and intervention strategies.

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Based on the capacity mapping, a workshops will be conducted with MOH office representatives to develop action plans. The action plans will aim to address capacity gaps and promote collaboration with Grama Niladhari Level CSOs to enhance nutrition and livelihood support in vulnerable communities. Advocacy strategies will be integrated into the action plans to highlight the significance of CSO involvement in achieving nutrition-related goals.

THE OBJECTIVE OF THE ASSIGNMENT

The primary objective of this assignment is to strengthen the capacity of MOH offices in the target areas by:

1. The main goal of this assignment is to map out the capacity gaps of the MOH offices. (1 day)
2. The mapping exercise will identify the existing skills, expertise, and resources within the MOH offices related to nutrition and livelihood interventions. Capacity gaps will be identified, providing valuable insights for targeted capacity-building activities and intervention strategies.
3. Also, it aims to support MOH offices to work more effectively with Grama Niladhari Level Civil Society Organizations (GNCSOs) through improved partnership.
4. Based on the capacity mapping results a workshop (1 day) will be conducted with MOH offices representatives to develop action plans. The action plans will aim to address capacity gaps and promote collaboration with CSOs to enhance nutrition and livelihood support in vulnerable communities. Advocacy strategies will be integrated into the action plans to highlight the significance of CSO involvement in achieving nutrition-related goals. Also,
5. In the action plan development workshop, the consultant should ensure that advocating for gender-inclusive approaches by encouraging the transformation of "Mau Haula" groups into "Mau-Piya Haula" groups, incorporating fathers and mothers into nutrition discussions. To ensure that Enhance awareness and implementation of national nutrition policies, such as the National Emergency Nutrition Plan (2022–2024), National Nutrition Policy (2021–2030), and the Multisectoral Action Plan on Nutrition.

SCOPE OF WORK & DELIVERABLES

The Consultant will be responsible for the following tasks:

No	Deliverables	Description
01	Methodology and workplan	Development of a methodology and appropriate tools to identify capacity gaps within the MOH for capacity mapping and action plan development.
02	Capacity Mapping Report	Submit a comprehensive "Capacity Mapping Report" based on evaluations and discussions with MOH representatives, identifying capacity gaps and providing recommendations to enhance MOH functions at Palagala MOH in Palagala DSD, Anuradhapura District.

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03	Action plan development workshop and action plan for DSD	Additionally, provide a detailed action plan for the MOH based on the capacity mapping results at Palagala MOH in Palagala DSD, Anuradhapura District.
04	Final Report	<p>Consolidated final report summarizing capacity mapping results, developed action plans, and recommendations for inclusive and sustainable nutrition programming.</p> <p>The consultant should propose five key interventions to the respective Ministry of Health (MOH) to address capacity gaps and promote collaboration with Civil Society Organizations (CSOs) to enhance nutrition and livelihood support in vulnerable communities.</p>

DURATION OF THE ASSIGNMENT

The consultancy will be for one month from Jun 2025

RESPONSIBILITY OF CSO INTERCEDE PROJECT

The Implementing Organization (CSO-INTERCEDE Project team) is responsible for the overall coordination of activities in the field. This includes providing logistical arrangements.

LIAISON

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

REQUIRED QUALIFICATIONS AND EXPERIENCE

1. A degree or higher in public health, MBBS, nutrition, or a related field.
2. Proven experience working with the health sector, particularly with government bodies such as RDHs, Divisional Medical Office of Health (MOH Offices).
3. In-depth knowledge of Sri Lanka's nutrition policies and frameworks, including the National Emergency Nutrition Plan (2022–2024), National Nutrition Policy (2021–2030), and the Multisectoral Action Plan on Nutrition.
4. Demonstrated expertise in conducting capacity assessments and developing action plans.
5. Experience in facilitating multi-stakeholder collaboration, including partnerships between government offices and CSOs.
6. Strong communication and facilitation skills for engaging diverse stakeholders.
7. Familiarity with inclusive approaches, such as gender mainstreaming in health and nutrition programs.
8. Ability to advocate for policy implementation and address systemic gaps in service delivery.

KEY TERMS AND CONDITIONS

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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. 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

1. A cover letter introducing the individual/organization, detailing how the required skills and competencies are met, along with an expression of interest, should be submitted. please provide CVs and cover letters for each location.
2. A detailed proposal with budget – please submit 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) should send the express of interest by e-mail to hr@adrasrilanka.org with the subject title stating “**consultancy for Capacity Mapping and Action Plan Development for MOH Offices- Activity 2.2.1 & 2.2.2) – Anuradhapura**” on or before 12:30 pm on the 6th of June 2025

The consultant will be selected through a standard recruitment process.