

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

Project Funded by



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TERMS OF REFERENCE

CONSULTANCY SERVICE FOR CAPACITY MAPPING AND ACTION PLAN DEVELOPMENT FOR THE DIVISIONAL SECRETARIAT (DS) OFFICE UNDER THE CSO INTERCEDE PROJECT

This TOR outlines the expectations for the consultancy aimed at conducting Capacity Mapping and Action Plan Development for the Divisional Secretariat (DS) Office under the CSO INTERCEDE Project

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Activity	Capacity Mapping and Action Plan Development for the Divisional Secretariat (DS) Office under the CSO INTERCEDE Project (Act. 2.2.1 & 2.2.2)
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 (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 OBJECTIVE OF THE ASSIGNMENT

The main goal of this assignment is to map out the capacity gaps of the Divisional Secretariat (DS) office in Norwood, Nuwaraeliya district and Palagala, Anuradhapura district (1 day). The mapping exercise will identify the existing skills, expertise, and resources within the DS offices related to nutrition and livelihood interventions. Capacity gaps will be identified, providing valuable insights for targeted capacity-building activities and intervention strategies. Also, it aims to support DS office to work more effectively with Grama Niladhari Level Civil Society Organizations (GNCSOs) through improved partnership. Based on the capacity mapping results a workshop (1 day) will be conducted with DS office 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 in both Norwood DSD and Palagala DSD. Advocacy strategies will be integrated into the action plans to highlight the significance of CSO involvement in achieving nutrition-related goals. Another focus is to review the DS office's contributions to the National Emergency Nutrition Plan 2022–2024 and the Multisectoral Action Plan on National Nutrition Plan (MSAPNNP 2021-2030).

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SCOPE OF WORK & DELIVERABLES

The Consultant will be responsible for the following tasks:

NO	Deliverables	Description
01	Work plan and methodology.	A detailed work plan, methodology, and timeline within one week of the assignment start date.
02	Capacity mapping report	A comprehensive report detailing the findings from the capacity mapping exercise, identifying capacity gaps, and recommending interventions.
03	Action plan development workshop and action plan for DSD	A comprehensive action plan for respective DSD based on the capacity mapping result
04	Final Report	<p>The consultant should propose 5 key interventions to the respective DSD to address capacity gaps and promote collaboration with CSOs to enhance nutrition and livelihood support in vulnerable communities in both Norwood DSD and Palagala DS.</p> <p>A consolidated report summarizing the capacity mapping, action plans, and recommendations for further CSO engagement and advocacy.</p>

DURATION OF THE ASSIGNMENT

The consultancy will be for one month from May 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. Working with the D-CSO to ensure payments are made in a timely manner.
3. Provide overall vision for the activity.
4. Transport will be facilitated according to the project team's and the consultants work schedules.

LIAISON

Programs Manager – ADRA Sri Lanka

Project Manager- Anuradhapura

Project Manager- Nuwara Eliya

REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Minimum of 5 years of experience working at the Sri Lanka Institute of Development Administration (SLIDA).

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2. A degree in public administration, nutrition, social sciences, development science, or a related field.
3. Extensive experience working with the administrative sector, particularly District and Divisional Secretariat offices or similar governmental bodies.
4. Deep knowledge of CSO operations, particularly in nutrition-related projects and advocacy. Demonstrated understanding of national nutrition frameworks, including the National Emergency Nutrition Plan 2022–2024 and the Multisectoral Action Plan on Nutrition
5. Proven expertise in conducting capacity assessments and developing action plans.
6. Experience in facilitating workshops and stakeholder consultations.
7. Excellent communication and facilitation skills.

KEY TERMS AND CONDITIONS

The approximate budget for the consultancy is LKR 100,000/= 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 other necessary costs for the assignment shall be borne by the consultants, except where otherwise specified 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

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. If applying for both districts, please provide separate 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.
3. Curriculum Vitae of the applicant/team members.

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 Capacity Mapping and Action Plan Development for the Divisional Secretariat Office -Act. 2.2.1 & 2.2.2**” on or before 12:30 pm of 6th of June 2025.

The consultant will be selected through a standard recruitment process.