

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



TERMS OF REFERENCE
CONSULTANCY SERVICE FOR
FACILITATE THE STRENGTHENING LOCAL FOOD SYSTEMS AND ENTERPRISE RESILIENCE

This Terms of Reference (TOR) outlines the purpose, scope, and deliverables for engaging a consultant or consultancy firm To conduct a comprehensive analysis of the local food supply systems and facilitate to strengthen them.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Title	3.2.1 Mapping of available food producers and deficiencies in the local food supply systems, 3.2.2 Local food system enhancement plan developed and facilitated by CSOs, 3.4.1 Business Resilience training for selected enterprises
Location	Palagala DS Division of the Anuradhapura District and Norwood DS Division of the Nuwara Eliya District
Duration of the assignment	08 months
Reference	REF2025-38-PRJ/CSO

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 overall objective of this consultancy is to **map the current food supply system in Anuradhapura and Nuwara Eliya districts** and provide **actionable insights** to improve food security, reduce post-harvest losses, and promote equitable access to nutritious food. This exercise will involve identifying and assessing local food producers within the target communities, aiming to understand the strengths and weaknesses of the existing food supply systems.

The consultancy will also focus on identifying local-level enterprises in the DS divisions where Project work, with the potential to contribute to the food supply system and strengthening their capacity to respond to future food crises. In addition, the consultant will provide business development training to livelihood beneficiaries, whome the project has been supporting under the Livelihood development activity, with the aim of enhancing their knowledge in areas such as financial management, business plan development, and other key aspects of enterprise growth. The following key objectives will be addressed through this assignment:

1. Mapping of available Local Food Supply System.

- To identify key stakeholders and actors involved in the local food supply chain and produce a desegregated directory of them (including farmers, transporters, processors, traders, retailers, etc.) within the DS division.
- To analyze the flow of major food commodities from production to consumption
- To assess the infrastructure, logistics, and institutional frameworks supporting the food supply
- To identify bottlenecks, risks, and opportunities for improving the efficiency and resilience of the system
- To provide strategic recommendations for strengthening the local food supply system
- To assess the current local food supply system in both districts, including key actors, logistical pathways, infrastructural strengths and gaps

2. Development of Food supply system Enhancement plan.

- To develop a comprehensive and actionable food supply system development plan aligned with national and local policy frameworks.
- To propose feasible short-, medium-, and long-term actions for local food system improvement within the division.

3. Dissemination and Stakeholder Engagement.

- To organize and facilitate dissemination sessions to present the Food System Enhancement Plan
- To gather feedback from key stakeholders and facilitate dialogue to refine and validate recommendations for future implementation

4. Conduct Business Resilience Trainings.

- To develop a training module to enhance the resilience of selected entrepreneurs
- To build the business management capacity of selected enterprises through practical and relevant business development training.
- To improve the ability of enterprises to anticipate, withstand, and adapt to disruptions through business resilience training.
- To support enterprises in developing business continuity plans and growth strategies.
- Conduct training programs for the entrepreneurship community (20 selected enterprises) (financial management, marketing strategies, product diversification) 6 sessions per district.

SCOPE OF WORK & DELIVERABLES

The consultant will be responsible for the following:

NO	Deliverables	Description
	Ob.1: Mapping of available Local Food Supply System.	
01.	Inception report with methodology and work plan	Consultant is expected to develop an inception report for the project to provide insight and inputs to pay a clear direction to the assignment. This will enable to agree on expected outcome inclusive of data collection tools, methods, expected annexes, etc.
02	Conduct Stakeholder mapping	Consultant is expected to conduct the mapping exercise as planned above in Palagala DS division and Norwood DS

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

Project Funded by



Implemented by



		<p>division and the periphery as required and linked by the food supply chain.</p> <p><i>-Value chain of key food commodities (vegetables, rice, pulses, etc.)</i></p> <p><i>-Analyze food storage and distribution systems</i></p> <p><i>-Pricing mechanisms and market linkages</i></p> <p><i>-Challenges related to access, climate, transport, and policies</i></p>
03	Mapping report along with relevant Annexes	Present findings to stakeholders and incorporate feedback
Ob.2: Development of Food supply system Enhancement plan.		
04	Field visits to meet relevant stake holders in consultation	Consultant is expected to meet relevant stakeholders and collect inputs in developing the food supply system plan through one on one meetings and FGD.
05	Conduct workshop to consult the stake holders for Local Food Supply System Plan Development	Consultant is expected to conduct a workshop per district with the engagement of relevant stakeholders in developing the “Local food supply system development plan” <i>It is expected to present the findings of mapping exercise during this session as an entry to the discussion.</i>
06	Local food supply system Development Plan	Report is expected from the consultant as the final product which could be disseminated with relevant stakeholders.
Ob.3: Dissemination and Stakeholder Engagement.		
07	Dissemination Sessions	Consultant is expected to organize and facilitate two separate dissemination sessions in each district with the coordination of the project team in publishing the Local food supply system development plan to the stakeholders.
	Reporting of dissemination sessions	A brief report on Dissemination event is expected.
Ob.4: Conduct Business Resilience training for selected enterprises		
08	Conduct a rapid needs assessment of selected enterprises to tailor training content.	The consultant is required to conduct an assessment of selected enterprises within the Anuradhapura & Nuwara Eliya area that have the potential to contribute to the local food supply system. Based on the findings of this assessment, 20 enterprises should be selected for further support and training.
08	Development of Training Modules	Consultant is expected to develop training modules. These modules need to cover topics such as financial management, marketing strategies, and product diversification with the objective of strengthening and making the local business resilient for national, global economic fluctuations. Six training sessions to be planned for each district.

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

Project Funded by



Implemented by



09	Facilitating the training sessions	Six training sessions will be conducted in each district. These trainings will be organised having one month interval in between each training .
10	Training report	A report is expected at the end of each training sessions, which will include the description of the module, methodology, feedback of participants, recommendation of monitoring strategies, etc.
11	Final training report with key findings, outcomes, and recommendations	The consultant is required to submit a final training report outlining key outcomes and recommendations. The report should include the results of pre- and post-training assessments conducted with participants to measure knowledge and skill improvements.

DURATION OF THE ASSIGNMENT

The consultancy will be for a period of 08 months from August 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. To ensure payments are made in a timely manner.
4. Provide overall vision for the activity.

LIAISON

Programs Manager – ADRA Sri Lanka

Project Coordinator- Anuradhapura

Project Manager- Nuwara Eliya

REQUIRED QUALIFICATIONS AND OTHER TRAITS

- Master's degree or higher in Agriculture, Economics, Food Security, Public Health, or related fields
- At least 5 years of experience in food systems, market/value chain analysis.
- Proven experience in business development, enterprise training, and resilience building
- Educational background in Business Management, Economics, Development Studies, or related fields
- Proven experience in conducting system mapping, stakeholder analysis, or similar assignments
- Strong analytical and report writing skills
- Knowledge of local food systems and context is an advantage
- Practical knowledge of CSA techniques and participatory adult learning methods
- Strong report writing and documentation skills

Project Funded by



Implemented by



KEY TERMS AND CONDITIONS

The total value of the contract is **LKR 625,000/-** per district, which is the maximum amount that can be allocated from the project. When selecting a consultant, the lowest quoted price among the received quotations will be considered as one of the criteria in the evaluation and scoring process

1. Payment will be made according to ADRA's payment schedule 30% after signing the agreement, 30% after completing deliverables 1–6 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 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 – 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/ consulting agency) should send the express of interest by e-mail to hr@adrasrilanka.org with the subject title stating “consultancy for: activity 3.2.1 & 3.2.1 & 3.4.1 on or before 12:30 pm on the 15th August 2025.

The consultant will be selected through a standard recruitment process.