

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 LIVELIHOOD DEVELOPMENT AND BUSINESSES FOR CSO

This Terms of Reference (TOR) outlines the purpose, scope, and deliverables for engaging a consultant or consultancy firm To Facilitate productive asset transfer for livelihood establishment through CSOs to promote and strengthen local food producer based livelihoods.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Title	3.4.2 Facilitate productive asset transfer for livelihood establishment through CSOs to promote and strengthen local food producer based livelihoods 3.5.1 Trainings and mentoring for youth, D-CSOs and GN-CSOs in green recovery & sustainable practices, focused on nutrition,
Location	Palagala DS Division of the Anuradhapura District and Norwood DS Division of the Nuwara Eliya District
Duration of the assignment	08 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.

Rajarata Praja Kendraya (RPK) was founded in 1995 by development activists dedicated to empowering poor and marginalized communities. Its first initiative helped children access education despite caste-based discrimination. Over 25 years, RPK expanded its work to 15 of 22 divisions in Anuradhapura. Evolving through key growth phases, it is now a well-structured organization with a clear vision, mission, and management systems. In 2024, RPK partnered with ADRA Sri Lanka to implement the CSO-INTERCEDE project in **Anuradhapura District**.

T-Field Child Development Federation (TFCDF), established in 2005, is a Sri Lankan NGO working in five districts to empower children and youth, especially in tea plantation and marginalized communities. Since 2020, it has expanded its focus to broader development needs. Through partnerships with government, civil society, and private sectors, TFCDF implements programs in education, youth development, and disaster risk reduction. In 2024, TFCDF partnered with ADRA Sri Lanka to implement the CSO-INTERCEDE project in **Nuwara Eliya**.

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

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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 consultancy is to support the implementation of the activity titled **"Facilitate productive asset transfer for livelihood establishment through CSOs to promote and strengthen local food producer-based livelihoods."** The consultant will work closely with CSOs to assess and select food system-based livelihood proposals under the FSTP mechanism, deliver proposal development training, and conduct field visits for beneficiary selection. The consultant will also develop technical estimates and intervention proposals, create and maintain an impact monitoring tool, and facilitate the transfer of productive assets to selected beneficiaries. In addition, the assignment includes the facilitation of technical and business development trainings, ongoing technical monitoring and follow-up support, coordination of experience-sharing workshops and green recovery sessions, all aimed at enhancing the sustainability, resilience, and effectiveness of local food producer-based livelihoods.

SCOPE OF WORK & DELIVERABLES

The consultant will be responsible for the following:

NO	Deliverables	Description
A 3.4.2.1	6.9.2 Livelihood proposal assessment and selection (FSTP)	
01.	Conduct Business Proposal development trainings -60 trainings -10 Business proposals are expected from each GNCSO as the outcome -Final report 01	Consultant is expected to conduct 03 training sessions for each GNCSO of 20 in the district making it total 60 training sessions. 3 sessions will be covering the basic topics such as; 1. Identifying and Assessing Livelihood Opportunities 2. Structuring a Business Proposal 3. Budgeting and Financial Planning Consultant is expected to provide a business proposal template.
02	Coordinate with selection of beneficiaries -Selection of 100 LHD beneficiaries per district. -List of selected 100 Beneficiaries -Score sheet	Consultant is expected to facilitate the selection process with; 1. Development of scoring sheet and scoring received business proposals. 2. Facilitate the selection through forming a selection committee per district. 3. Lead with field visits in verification and finalizing 100 LHD beneficiaries per district with the coordination of Project team.
A 3.4.2.2	6.9.3 Assets transfer to start livelihoods.	
03	Development of Intervention proposals -100 Intervention proposals	Consultant is expected to develop "Intervention proposal" an introductory document which brief the intervention in English for the official use of the project. The template will be shared by the project. One such document need to be developed based on the selected business proposal and the beneficiary, by the consultant making it 100 in total per district.

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04	Development of Monitoring tool -01 Tool development	Consultant is expected to develop a monitoring tool which will help to followup livelihood interventions including asset transfer, income generation and impact. Consultant is expected to maintain the data base using this tool during the consultancy period.
A 3.4.2.3	6.9.4 Business Sustainability Monitoring (FSTP)	
05	Facilitation of Technical Trainings - 10 technical capacity building trainings are expected to organize - Completion reports 10	Consultant is expected to facilitate in conducting technical trainings for selected livelihood beneficiaries based on their requirement. It is expected to organize 10 such trainings based on the categorized interventions. (eg, agriculture, dairy farming, goat rearing, small business, etc). Coordinating with relevant resource persons, beneficiaries and the project team would be expected from the consultant.
06	Technical monitoring and followup support (1, 2 & 3) -300 field visits are expected to conduct -Monthly visit reports for 100 beneficiaries – 03	Consultant is expected to coordinate and conduct monitoring visits to the field. It is expected to visit a livelihood beneficiary 3 times in 3 consecutive months after the delivery of the assets by the project. It is expected the consultant to facilitate these technical trainings along with the relevant expert who conducted the technical capacity building training and facilitate the beneficiary with business coaching and submission of field visit report. 3 visit per beneficiary making it 300 visits for 100 livelihood beneficiaries per district is expected by the consultant.
07	Organizing Experience sharing workshops -10 workshops for livelihood beneficiaries -completion report per workshop 10	Consultant is expected to organize experience sharing workshop based on each category of livelihood intervention implemented under the project. It is expected to organize 10 such workshops facilitating participants to share their experience, challenges, lessons learnt and best practices among each other, strengthening their network and communication among the team.
A 3.4.2.4	6.9.5 Business Development Trainings	
08	Coordination and facilitation of Business development trainings for selected Livelihood beneficiaries (1,2 & 3) -Completion report on each topic -03 (four sessions per topic)	Consultant is expected to coordinate, organize and facilitate of conducting Business development trainings for selected livelihood beneficiaries under 3 topics such as; Market analyse, Effective communication and Finance management. Coordination of technical resource persons to conduct these trainings, preparation of relevant procurement documentation, ensuring the participation of beneficiaries and record keeping is expected from the consultant with the coordination of project team. 12 such trainings are expected to conduct.
	6.10.1 Green recovery trainings & Sustainable Practices, Focused on Nutrition.	

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09	Coordination and facilitation of Green recovery training sessions -03 Training sessions -Completion reports- 03	Consultant is expected to coordinate, organize and facilitate of conducting Specialised training for the youth who are a part of the youth groups and societies (from GN-CSO network) along with the participation of key D-CSO and GN-CSO representatives and on green recovery concepts. Sessions will cover the topics such as; (a) Adoption of low-carbon, resource efficient models, (b) sustainable climate-smart agriculture and agroforestry, (c) circular models for economy and population, (d) climate-resilient farming techniques, (e) promotion of new technologies and relevant green infrastructure, (f) enhanced biodiversity protection, (g) promotion of locally available food for consumption Coordination of technical resource persons to conduct these trainings, preparation of relevant procurement documentation, ensuring the participation of beneficiaries and record keeping is expected from the consultant with the coordination of project team. 03 such trainings are expected to conduct.
10	Final report on key deliverables	The consultant is required to submit a final report outlining outcomes based on key deliverables under the assignment.

DURATION OF THE ASSIGNMENT

The consultancy will be for a period of 08 months from September 2025

RESPONSIBILITY OF CSO INTERCEDE PROJECT- ADRA

Responsibility of deliverables 03,04,08,09,10 in the scope of work will lies with ADRA Sri Lanka.

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.

RESPONSIBILITY OF IMPLIMENTING PARTNER AT DISTRICT LEVEL

Responsibility of deliverables 01,02,05,06,07 in the scope of work will lies with the District implementing partner (Tea field child development federation-NE, Rajarata Praja Kendraya – AP)

1. Responsible for the overall coordination of activities in the field and serves as the primary liaison between the consultant and GN-level Civil Society Organizations (GN-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 -ADRA SRI LANKA

Programs Manager – ADRA Sri Lanka

Project Coordinator- Anuradhapura

Project Manager- Nuwara Eliya

REQUIRED QUALIFICATIONS AND OTHER TRAITS

- Bachelors's degree or higher in Agriculture, Economics, Food Security, Public Health, or related fields
- At least 5 years of experience in Community development work.
- Proven experience in business development, enterprise training, and resilience building
- Educational background in Business Management, Economics, Development Studies, or related fields
- Proven experience in coordination of livelihood activities with grassroot level CSOs, or similar assignments
- Strong analytical and report writing skills
- Strong report writing and documentation skills

KEY TERMS AND CONDITIONS

Highest ceiling value of the Contract is **LKR 685,000/= per District**. EOIs of below the ceiling will be accepted.

1. Payment will be made according to the given payment schedule based on the completing deliverables described above.
2. Withholding taxes of 5% will be deducted from all payments above LKR 100,000/= within a period of one 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.

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Budget breakdown;

NO	Payment on Deliverables	Amount (LKR)	
		ADRA	T-Field /RPK
01	Advance Payment (10%)	xxx	xxx
02	Conduct Business Proposal development trainings (Payment 01)		x
03	Development of Intervention proposals (Payment 02)	x	
04	Development of Monitoring tool (Payment 03)	x	
05	Facilitation of Technical Trainings (Payment 04)		x
06-1	Technical monitoring and followup support -1 (payment 05)		x
06-2	Technical monitoring and followup support -2 (payment 06)		x
06-3	Technical monitoring and followup support -3 (payment 07)		x
07	Organizing Experience sharing workshops (Payment 08)		x
08-1	Coordination and facilitation of Business development trainings for selected Livelihood beneficiaries -1 (Payment 09)	x	
08-2	Coordination and facilitation of Business development trainings for selected Livelihood beneficiaries -2 (Payment 10)	x	
08-3	Coordination and facilitation of Business development trainings for selected Livelihood beneficiaries -3 (Payment 11)	x	
09	Coordination and facilitation of Green recovery training sessions	x	
10	Final report on key deliverables	x	
	Total	xx	xx

X-Budget allocation from each organization in each deliverables

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: Livelihood development & Business development” by 12pm on 22nd September 2025

The consultant will be selected through a standard recruitment process.