

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



**TERMS OF REFERENCE  
FACILITATE THE ADVOCACY BASED RESEARCH STUDY ON NUTRITION,  
CONTRIBUTING TO POLICY CHAGE DIALOGUES**

The purpose of these Terms of Reference (ToR) is to outline the responsibilities, scope, and qualifications required for a consultant to consult and train Civil society organisations on research methodology, conduct research and engage in advocacy of policy changes.

<b>Project</b>	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
<b>Title</b>	Facilitate the District level Civil Society organisations to conduct a research on Nutrition (Activity 3.6.1 , 2,3,4)
<b>Location</b>	Palagala DS Division of the Anuradhapura District and Norwood DS division in Nuwara Eliya District
<b>Duration of the assignment</b>	4 months

**ORGANIZATION**

**ADRA Sri Lanka**

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.

## **BACKGROUND AND RATIONALE**

Sri Lanka continues to face significant nutrition challenges, particularly within rural and estate communities, where malnutrition indicators remain among the highest in the country. Evidence shows persistent high levels of stunting, underweight, and food insecurity, especially in plantation areas, compounded by economic shocks, rising food prices, and reduced dietary diversity .

While Sri Lanka has developed a comprehensive nutrition policy framework—including the National Nutrition Policy (2021–2030) and the Multi-Sector Action Plan for Nutrition (MSAP 2023–2030)—there are notable implementation gaps at sub-national level, particularly in estate and rural communities .

Civil Society Organizations (CSOs) are recognized as key actors with the potential to engage in nutrition service delivery, advocacy, and community mobilization. However, evidence indicates that:

- Their role in nutrition governance is not fully institutionalized
- Their participation is constrained by structural and regulatory barriers
- There is limited research linking CSO engagement, policy implementation, and nutrition outcomes

Despite this, there is limited evidence on how CSOs interact with broader policy frameworks and nutrition governance systems.

## **THE PURPOSE AND OBJECTIVE OF THE ASSIGNMENT**

Sri Lanka continues to experience significant nutrition challenges, particularly among rural and estate sector. The purpose of this consultancy is to provide technical leadership, facilitation, and capacity building to district-level CSOs and design and conduct a research study on:

The role of Civil Society Organizations (CSOs) in food security, dietary diversity, Nutrition Home Garden adoption, and nutrition governance in rural and estate communities of Sri Lanka.

The study will generate evidence to:

- Inform nutrition policy and programming.
- Strengthen CSO participation in nutrition governance
- Support evidence-based advocacy and policy engagement

### **Objectives**

To strengthen the capacity of CSOs to conduct high-quality research and generate evidence linking nutrition outcomes, home gardens, policy implementation, and CSO engagement.

### Specific objectives

1. Develop a robust research framework and methodology
2. Build CSO capacity in research design, data collection, and analysis
3. Facilitate participatory, field-based research
4. Analyze relationships between:
  - Food security
  - Dietary diversity
  - NHGs
  - Policy implementation
  - CSO engagement
5. Produce evidence-based recommendations for policy and advocacy

## SCOPE OF WORK & DELIVERABLES

NO	Deliverables	Description
01	Capacity Building for CSOs (Two day training per district x 2)	<ul style="list-style-type: none"> <li>• Conduct training workshops on research design, policy analysis, governance and advocacy, ethics and data quality assurance and digital data collection tools.</li> </ul> <p style="text-align: right;"><i>Ref:6.11.1</i></p>
02	Participatory problem identification	<ul style="list-style-type: none"> <li>• Community consultations and FGDs</li> <li>• Stakeholder mapping (CSOs, government, community groups)</li> <li>• Identification of:               <ul style="list-style-type: none"> <li>○ Nutrition challenges</li> <li>○ Policy gaps</li> <li>○ CSO engagement barriers</li> </ul> </li> </ul> <p style="text-align: right;"><i>Ref:6.11.2</i></p>
03	Research design and framework	<ul style="list-style-type: none"> <li>• Develop <b>conceptual framework</b> integrating:               <ul style="list-style-type: none"> <li>○ Nutrition outcomes</li> <li>○ NHGs</li> <li>○ Policy implementation</li> <li>○ CSO participation</li> </ul> </li> <li>• Develop tools:               <ul style="list-style-type: none"> <li>○ Household surveys</li> <li>○ KIIs (government, CSOs)</li> <li>○ FGDs</li> <li>○ Policy analysis tools</li> </ul> </li> </ul> <p style="text-align: right;"><i>Ref:6.11.3</i></p>
04	Field Research Facilitation	<ul style="list-style-type: none"> <li>• Supervise data collection</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure methodological rigor and ethics</li> <li>• Provide ongoing mentoring</li> </ul>
<b>05</b>	Data Analysis and Interpretation	<ul style="list-style-type: none"> <li>• Quantitative analysis (food security, dietary diversity indicators)</li> <li>• Qualitative analysis (policy gaps, CSO roles, barriers)</li> <li>• Cross-analysis linking: <ul style="list-style-type: none"> <li>○ NHGs → nutrition outcomes</li> <li>○ Policy → implementation gaps</li> <li>○ CSOs → governance effectiveness</li> </ul> </li> </ul>
<b>06</b>	Research outputs	<ul style="list-style-type: none"> <li>• Full research report</li> <li>• Policy brief (targeting national stakeholders)</li> <li>• Advocacy summary for CSOs</li> </ul>
<b>07</b>	Dissemination (two meetings at district level)	<ul style="list-style-type: none"> <li>• Validation workshops</li> <li>• Stakeholder engagement (government, CSOs, partners)</li> </ul> <p style="text-align: right;"><i>Ref:6.11.4</i></p>
<b>08</b>	Advocacy planning with CSOs (two meetings at district level)	<ul style="list-style-type: none"> <li>• Evidence-based advocacy strategy</li> <li>• Alignment with national policy frameworks</li> <li>• Identification of advocacy entry points</li> </ul> <p style="text-align: right;"><i>Ref:6.11.7</i></p>
<b>09</b>	Advocacy Campaign	<ul style="list-style-type: none"> <li>• Evidence-driven messaging</li> <li>• Community awareness and engagement</li> <li>• IEC material development</li> </ul> <p style="text-align: right;"><i>Ref:6.11.8</i></p>
<b>10</b>	National level symposium	<ul style="list-style-type: none"> <li>• Presentation of findings</li> <li>• Policy dialogue with: <ul style="list-style-type: none"> <li>○ Ministry of Health</li> <li>○ Policy stakeholders</li> <li>○ Development partners</li> </ul> </li> </ul> <p style="text-align: right;"><i>Ref:6.11.6</i></p>
<b>11</b>	Final report on assignment	<p>Including:</p> <ul style="list-style-type: none"> <li>• Key findings</li> <li>• Policy implications</li> <li>• CSO strengthening recommendations</li> <li>• Lessons learned and best practices</li> </ul>

## **DURATION OF THE ASSIGNMENT**

The consultancy will be for a period of **04 month** from May 2026 onwards

## **RESPONSIBILITY OF ADRA SRI LANKA**

1. Responsible for the overall coordination of activities in the field and serves as the primary liaison between the consultant D-CSOs and GN-CSOs.
2. Allocating necessary resources and coordinating duties. This includes providing logistical arrangements.
3. Provide overall vision for the activity.
4. Guide the Consultant in finalizing documentation as required

## **LIAISON**

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

## **QUALIFICATIONS AND OTHER TRAITS**

### **1. Educational Background:**

- A Bachelor's or higher degree in Social Sciences, Community Development, Public Health, Nutrition, Development Studies, Research Methodology, or a related field.

### **2. Professional Experience:**

- Minimum of 5–7 years of relevant experience in community-based research, advocacy, and capacity-building initiatives, preferably within rural or estate settings.
- Demonstrated experience in designing and implementing qualitative and quantitative research, including household surveys, FGDs, key informant interviews, and participatory assessments.
- Experience in developing and facilitating capacity-building programs, training workshops, and participatory learning sessions for CSOs, community-based organizations, or government staff.
- Proven experience in advocacy campaigns, including IEC material development, social mobilization, and community engagement strategies.

### **3. Technical Competencies:**

- Strong knowledge of research design, sampling methods, data collection tools, and ethical research practices.
- Experience in analyzing research data and preparing actionable reports with recommendations.
- Ability to develop advocacy and communication strategies targeting both communities and institutional stakeholders.
- Familiarity with digital tools for research data collection, reporting, and virtual/hybrid training delivery.

### **4. Stakeholder Engagement:**

- Demonstrated experience in working with CSOs, local authorities, and community leaders to facilitate joint research, participatory planning, and advocacy initiatives.
- Ability to mentor and provide ongoing technical support to community volunteers, CSO staff, and other project stakeholders.

### **5. Language and Communication:**

- Proficiency in English and Working knowledge in Sinhala and Tamil.
- Strong facilitation, presentation, and report-writing skills.

#### 6.Consultancy Firm Option:

- If applying as a firm, the lead consultant must meet the above criteria, and the firm must demonstrate previous experience in implementing multi-district community-based research, advocacy campaigns, and training programs.
- Proven organizational capacity to manage logistics, coordination with multiple stakeholders, and timely delivery of research outputs and training workshops

### KEY TERMS AND CONDITIONS

1. Payments are made on milestone achievement. Consultant is expected to provide the payment plan according to payment schedule Given bellow.
2. Preferred ceiling amount not to exceed **LKR 2,000,000/-**

NO	Deliverables	Amount (LKR)
1	Advance on signing the contract (10% of total value )	
2	Capacity Building for CSOs (02)	
3	Problem Identification towards joint research initiative	
4	Research Design and Methodology	
5	Field Research Facilitation	
6	Data Analysis and Interpretation	
7	Report on Research	
8	Dissemination meeting (02)	
9	Planning meetings with CSO Forum (02)	
10	Advocacy Campaign	
11	National level symposium	
12	Final report on assignment (10% of total value )	
	<b>Total</b>	

3. Withholding taxes of 5% will be deducted from all payments above LKR 100,000/= within one month If the consultant is not a registered entity under the proposed business name.
4. All Incidentals, accommodation, and travel required for the assignment are to be born by the consultants except where otherwise indicated in the consultancy agreement under the payment schedule.
5. The consultant and representatives of consultant, hired personals ( drivers, enumerators, volunteers, etc ) who are traveling to project field, should follow CSO- INTERCEDE Visibility protocols.
6. Consultant is expected to follow Branding policies of RPK, TFCDR, ADRA and the European Union, with consultation of Operations Manager ADRA Sri Lanka.
7. The consultant and all personnel involved in the implementation must comply with the child protection policy and other relevant RPK , TFCDF and ADRA policies.

8. CSO- INTERCEDE Project may request written evidence of necessary coverage provided by the consultant for their services.
9. 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.
2. A detailed proposal with budget – The budget should incorporate 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) can submit the proposal, budget and the covering letter via email to [hr@adrasrilanka.org](mailto:hr@adrasrilanka.org) on or before 13<sup>th</sup> May 2026. Email subject should be **“Facilitate the District level Civil Society organisations to conduct a research on Nutrition”**.