

**Consultancy**

**Terms Of Reference (TOR)**

**for**

 **“Advanced Nutrition Consultant/ Trainer”**

**About Solidarités** **International:**

Solidarites International is an International NGO working with vulnerable populations, mainly victims of armed conflicts and natural disasters. Specialized for nearly 40 years in the coverage of vital needs, S.I. takes charge of emergency and reconstruction programs.

With respect for cultures and being close to the people, Solidarites International implements its programs by combining its skills with those of its employees and local managers.

Solidarites International's teams, made up of around 270 expatriates and nearly 2200 local employees, are today present in 18 countries in Asia, the Middle East, Africa, and South America where they are particularly committed to fighting diseases related to unsafe water but also in the essential area of food security and livelihoods.

SI is currently operating WASH and Food security and Livelihood programming in Lebanon, focusing on refugees and vulnerable members of the host community in rural and urban settings. The FSL activities include the distribution of cash for food, ready-to-eat meals, and food parcels, along with nutrition awareness sessions. Moreover, SI supports farmers and micro, small, and medium-sized enterprises (MSMEs) strengthen their resilience against economic crises by offering support in business development and access to financial resources. SI maintains offices in 3 governorates, including Beirut, Akkar, and Bekaa

**Project overview**

Solidarités International (SI) is implementing a project funded by the Lebanon Humanitarian Fund (LHF), in collaboration with Farah Social Foundation as a sub implementing partner project in Zahle district (Saadneyel, Qabelias, Kfarzabad and Barelias). The project aims to address the needs of vulnerable populations by improving their access to diversified food types and nutritious products that lead to reduce food gaps, prevent acute malnutrition, and ensure the access of safe hygiene practices. In order to ensure insecure populations, have access to immediate food needs, SI is implementing various modalities from distribution of food baskets, cash for food transfers, to offering ready-to-eat meals to the most vulnerable families.This is accompanied with conducting awareness sessions on food hygiene, best food practices, and nutritional practices.

Thus, SI is seeking a consultant to provide advanced and specialized nutrition training (TOT) to a group of “community nutrition promoters” and SI staff members, aiming to enhance and expand their knowledge in this field.

**Objective:**

The objective of this service consultancy is to deliver advanced training sessions for a group of community nutrition promoters who have already received basic training on nutrition-related topics, including the importance of nutrition and healthy diets, food safety principles, and nutrition for lactating women and children under 2.

Additionally, the consultant will conduct a Training of Trainers (TOT) for Solidarités International staff members to empower them with advanced knowledge in nutrition and ensure the sustainability of nutrition interventions.

**Scope of work:**

* **Assessing participants Profiles:** Arrange either individual interviews or group discussions with the selected participants to evaluate their educational background, expertise in nutrition, technical and personal competencies, required capacities, and areas for enhancement.
* **Development of Training Curriculum and materials:** Based on the results and findings obtained from interviews or group discussions, a comprehensive set of training outlines will be proposed. These outlines can encompass learning objectives, curriculum design (presentation slides, Handouts and worksheets, Case studies, demonstration materials) content development and topics included but not limited to (Weight management beyond balancing calories, Food sustainability, Mindful eating and healthy cooking specialization, Nutrition, and lifestyle in pregnancy), methodology, pre- and post-training support, evaluation plans, quality assurance measures.
* **Arrange and conduct two Training of Trainers (TOT) sessions /or workshops:**
* Two segregated TOT workshops will be organized to equip both Solidarite International (SI) staff and project participants with the necessary skills to deliver training effectively.
* First session/or workshop for SI staff:

The first workshop will target Solidarités International (SI) staff, comprising 8 participants. This session will focus on enhancing the technical and communication skills of staff members for delivering nutrition training. The curriculum of this session will draw upon the nutrition topics already addressed in previous staff training courses, in addition to the topics mentioned above. The estimation for the workshop duration for the staff is about 3 days.

* Second session/or workshop for Project Participants:

The second session will be designed for project participants, accommodating a group size ranging from 16 up to 20 attendees. Participants will receive training on trainer skills and the technical aspects of nutrition content. The curriculum will be tailored to meet the needs of participants, taking into consideration their educational, technical, and personal competencies. The number of sessions for participants will be determined based on their profiles. The number of training days for participants may vary between 3 to 5 days for one week.

* **Reporting on the training outcomes and potential curriculum adjustments:** Deliver a comprehensive final report encompassing the achieved outcomes, accomplishments, recommendations, challenges encountered, and any necessary follow-up actions.

**Qualifications and Experience:**

* Minimum requirement: Master's degree in nutrition or a related field such as public health.
* Proven experience in developing training outlines and delivering training to participants from diverse backgrounds, particularly in humanitarian contexts, is preferable.
* Knowledge of the local context and cultural sensitivities in Bekaa is highly desirable.
* Strong communication, facilitation, and presentation skills.
* Ability to develop tailored training curriculum based on participant profiles.
* Strong analytical and report writing skills.
* Proficiency in English and Arabic languages.

**Reporting:**

The advanced Nutrition Training Consultant will provide the required reports to the Program Manager throughout the consultancy period in both English and Arabic languages.

**Documents to be submitted:**

The consultant shall submit the following documents:

1. Profile of the Consultant/ CV/Cover letter.

 In addition to the above documents if the consultant is registered as company, he should provide:

1. A quick presentation of the company portfolio,
2. Copy of the commercial registration,
3. Copy of ID of general director,
4. Copy of MoF registration,
5. Copy of VAT registration (if registered),
6. Brief proposal outlining coaching methodology and relevant tools.
7. Lump sum financial quote for the consultancy with a breakdown in daily rate and travel cost in US Dollars, please include:
8. Addressed “To Solidarités International”,
9. Company address, phone, email, and representative name,
10. Details the quotation regarding the unit price VAT excluded,
11. Mention the total cost in addition to VAT if applicable,
12. Offer validity period (preferred 1 year),
13. Payment terms and Methods (Please check the below conditions),
14. Date, signature and stamp.
15. Two References
16. List of consultancies and past projects conducted in the previous years. Please include:
	1. Client name
	2. Brief description of services performed.
	3. Client phone number and email
	4. Number of days worked.
	5. Detailed report(s)/ briefs showing relevant consultancy results.

**Evaluation Matrix:**

1. Technical offer & proposed intervention plan: scope of work including project approach, methodology, work plan & timeframe.
2. CVs and experience in the field requested.
3. Interview
4. Financial offer

Criteria of Selection:

Bids are selected based on the criteria listed below, according to the mentioned marks below:

|  |  |  |
| --- | --- | --- |
| N. # | Criteria of selection: | TOTAL weighting to be awarded |
| **1** | **Bidder Qualifications** | **20%** |
| 1.1 | Overall experience of the consultant. Minimum 5 years | 5% |
| 1.2 | Similar assignments related to delivering training and designing curricula | 10% |
| 1.3 | Relevant degree, certifications (ToT), and or equivalent work experience of consultant/team. | 5% |
| **2** | **Proposed services (documented by the technical proposal)** | **30%** |
| 2.1 | Understanding of objectives (Content of the proposal suitable for the requirements) | 15% |
| 2.2 | Methodology | 15% |
| 2.4 | **Financial offer** | **40%** |
| **3** | **Interview** | **10%** |
| 3.1 | Demonstrated technical capability to complete the training services | 10% |

**Deliverables:**

Deliverables should include the following:

|  |  |  |
| --- | --- | --- |
| 1 | Assessment report regarding beneficiaries' profiles and background  | 1 week after signing the contract |
| 2 | Inception report that includes: workplan and timeline | 15 days after signing the contract |
| 3 |  Proposing and Developing Additional Nutrition Session Topics Aligned with Assessment Findings and Global Theory | After one month of the signing of the contract |
| 4 |  Conducting Workshops, Distributing Tools and Materials, and Enhancing Skills and Technical Knowledge Among Participants and Staff | After 1 month of signing the contract |
| 5 | Final report detailing challenges, lesson learnt, and identifying achieved objectives.  | During the last month of the contract |
| 6 | Attendance sheets signed by all attendees in addition to the used toolkits and some photos. | After each session |

 **Payment:**

* Payment will be made by SI through bank transfer or cheque only, upon presentation and validation of the deliverables by the program project manager.
* The full amount will be paid after receiving all the requested deliverables.
* If the consultant is not registered for MOF, it is important to note that a non-residential tax will be applied. Consequently, a specific % (7,5% or 8.5% depends on the law at the payment date) will be deducted from the total amount stated on the invoice.
* No payments will be made to the training consultant after the end of the grant duration and eligibility of the costs.
* Solidarités International will not cover incidentals, including transportation, per diems and communications costs, separately, as they should be included in the consultant’s daily rate.

**Other Considerations:**

* Follow the rules and regulations of SI, including the SI code for Vendors and meet the program’s objectives and abide to the set work plan.
* Conduct herself/ himself professionally and personally to bring credit to SI and not jeopardize its humanitarian mission.
* Secure his/her own transportation to and from the training location.
* Only those applications found acceptable and evaluated positively will be contacted for the interview.