

Consultancy
Terms Of Reference (TOR)
for
“Nutrition Awareness Raising Training Consultant”

Assignment title: Training consultant for Nutrition awareness raising activities aimed to improve food behaviors and nutritional practices of beneficiaries supported with cash for food.

Assignment Location(s):

The assignment of the consultancy will be developed within Ghzayel River Basin in the villages of Anjar, Marej, Barelias Hawsh Alharime, Rawda and Saandnayel. The training location will be assigned by the program staff.

About Solidarites 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.

1. Program Summary/Scope of the consultancy:

Solidarités International (SI) is implementing a project called “CROP”, funded by CIAA, whose main objective is to confront food security and malnutrition among the most vulnerable community targeting both Lebanese and Syrian households. The project is focusing on building the resilience capacity of most vulnerable communities by providing new skills and techniques that will enhance the targeted household livelihoods and therefore coping and adapting to the ongoing economic crisis. Therefore, SI is seeking a training consultant to conduct the trainings on nutrition techniques for the project beneficiaries.

2. Project Location(s):

Governorate: Central and West Bekaa,

District: Zahle and West Bekaa

Ghazayel River Basin villages covering: Anjar, Marej, Barelias Hawsh Alharime and Rawda.

3. Description of the duties of the training consultant within program activities:

Within Activity 1.4 “Nutrition awareness raising” in the CROP project, funded by CIAA, SI will implement food diversification sensitization sessions aiming to improve food behaviors and nutritional practices of beneficiaries supported with cash for food. In this activity SI and the training consultant will raise awareness on nutrition for 500 selected households that will receive cash for food assistance.

Nutrition and food consumption practices will be first explored through a household level study, with a particular attention to vulnerable individuals, to inform the subsequent trainings and activities detailed below. This aspect will also help to inform activities under Result 2 and inform the technical design for subsequent value-chain programmatic opportunities to (re)enforce nutrient-rich value chains.

4. Description of the required services from training consultant:

Professional training consultant will conduct awareness sessions for beneficiaries in separate or mixed groups of 20 to 25 participants, engaging women in priority, and tailored to the nutritional needs of the groups. Possible topics may include, but are not limited to:

- Value of improved diets
- Growing nutritionally diverse crops
- Nutrition requirements for children under two, and lactating women.
- Hygienic food handling
- Storage and processing of food

A total of three context appropriate awareness sessions will be implemented per each group throughout the project.

Also, the training consultant along with the support of SI team, will identify and train community facilitators. These facilitators will be empowered as “nutrition promoters” and are expected to continue counselling the community regarding nutrition and refer malnourished people beyond the lifespan of this project. SI field teams will follow-up on HH practices to measure changes in nutrition habits and evaluate the impact of the sessions.

5. Implementation:

The training consultant must undertake (but are not limited to) the following activities:

- 1) Prepare and submit inception report with methodology, training plan, training outline, PWP, facilitators selection criteria, and evaluation plan.
- 2) Conduct three training sessions for beneficiaries according to a schedule agreed on between the training consultant, beneficiaries, and SI.
- 3) Prepare and submit a final report showing the deliverable and the achievement on the know how level on targeted population.

Component	Activities	Number of sessions
<ul style="list-style-type: none"> - Nutrition topics: <ul style="list-style-type: none"> • Value of improved diets • Growing nutritionally diverse crops • Nutrition requirements for children under two and lactating women 15 • Hygienic food handling • Storage and processing of food • Other suggested topics by the consultant 	<ol style="list-style-type: none"> 1- Agree on the topics of sessions that will be conducted through an assessment on nutrition and food consumption practices. 2- Prepare the curricula 3- Conduct the training sessions 4- Submit required reports and documents 	3 sessions/group that will last no longer than 1.5 hours.

6. Qualification and requirements for the training consultant:

Mandatory:

- Advanced degree (Masters) or equivalent in Public Health, Nutrition, or related/relevant field. Advanced degree in nutrition will be an advantage.
- At least 3 years progressive professional work experience at government level and/or professional experience working in large national and/or international institutions in TOT or trainings on nutrition subjects.

- TOT certificate is a plus.

Desirable:

- Strong analytical and report writing skills.
- Excellent communication and facilitation skills.
- Fluency in English.
- Flexibility, team player, ability to work with multidisciplinary and multicultural teams.
- Experience in field in training communities, etc...

7. Documents to be submitted:

The consultant shall submit the following documents:

- 1) Profile of the Consultant/ CV/Cover letter.
- 2) Brief proposal outlining coaching methodology and relevant tools
- 3) Lump sum financial quote for the consultancy with a breakdown in daily rate and travel cost in US Dollars.
- 4) Two References
- 5) List of consultancies and past projects conducted in the previous years. Please include:
 - a. Client name
 - b. Brief description of services performed
 - c. Client phone number and email
 - d. Number of days worked
 - e. Detailed report(s)/ briefs showing relevant consultancy results

8. 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	General experience of the consultant. Minimum 3 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)	20%
2.2	Methodology	10%
3	Financial offer	40%
4	Interview	10%
4.1	Demonstrated technical capability to complete the training services	10%

9. Deliverables:

Deliverables should include the following:

1	Inception report that includes: workplan and timeline	15 days after signing the contract
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2	Household nutrition and food consumption practices assessment template	15 days after signing the contract
3	Results of the assessment and the proposed topics that will be delivered to the HH	After one month of the signing of the contract
4	Criteria of selection for the facilitators	After one 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

10. 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 Financial offer should include the price per day. Payments will be done in two tranches: 40% of the overall costs corresponding to deliverables 1 to 4; 60% of the overall costs corresponding to deliverables 5 and 6. No payments will be made to training consultant after the ending 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.

Training consultants that are applying for this consultancy should provide the overall offer (Financial and technical) specifying if they are or not VAT registered; if the training consultant is VAT registered the final price must be including VAT.

11. 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 both professionally and personally in such a manner as 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.

12. How to apply:

Interested consultants/Training firms should send their offers to the following email address: procurement.zahle@solidarites-liban.org or for any question or request for clarification.

The deadline to submit offer is Thursday, February 2nd, 2023.