



# Scope of Work and Deliverables

## USAID Advancing Nutrition Technical Team

**Application Process:** Any interested parties should submit the CV, USAID Biodata sheet, and JSI addendum biodata to [jobs@advancingnutrition.org](mailto:jobs@advancingnutrition.org) with subject “Food Processing Consultant – Zambia”. All documents can be found at: <https://www.advancingnutrition.org/careers>. The project will only reach out to qualified consultants.

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**Date of Request:** *March 19, 2021*

**Purpose:** *The consultant will conduct interviews to draw lessons learned from USAID implementing partners in food processing activities.*

**Place of Performance:** *Zambia*

**Period of Performance:** *April 1, 2021 – June 15, 2021*

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**SERVICES/SCOPE OF WORK<sup>1</sup>:** *The Contractor shall use all reasonable efforts to perform the following services in accordance with the terms and conditions set forth in this agreement:*

### **A. Background**

USAID Advancing Nutrition (USAID-AN) is the Agency’s flagship nutrition project, led by JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. The project utilizes a multi-sectoral approach to implement and provide technical support to nutrition interventions across sectors and disciplines for USAID and its partners. Committed to using a systems approach, USAID-AN strives to sustain outcomes by building local capacity, supporting behavior change and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development. Under USAID-AN’s food systems technical focus areas the project works to sustain improved diet quality and reduce hunger, malnutrition and poverty by partnering with governments, communities, and the private sector to improve the supply of and demand for safe and nutritious foods.

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<sup>1</sup> USAID approval is required prior to any travel and payments associated with travel, travel-related tasks/responsibilities/deliverables or payments are contingent upon receiving USAID approval. The consultant will also need to provide documentation of medical clearance.

## B. Objectives

USAID-AN supports USAID Missions and their implementing partners to undertake food systems activities that improve the supply of and demand for safe and nutritious foods. Together with the USAID Bureau for Resilience and Food Security (RFS), the project identified food processing as an activity with potential to contribute to this objective, especially under Feed the Future programming. Historically, USAID and its implementing partners have successfully provided technical assistance to processors of nutritious foods, though linking improved processing practices to achieving improved diets requires strengthening.

The purpose of this activity is to gather lessons learned from past and/or current Feed the Future food processing activities in order to develop guidance for USAID Missions and their implementing partners to strengthen their food processing activities' ability to improve diets.

## C. Activities

The consultant is expected to lead discussions with USAID implementing partners engaged in (or recently engaged in) the processing of nutritious foods. USAID Mission staff may participate in the discussions. The consultant will work with USAID-AN to identify potential organizations and persons to participate in the discussions. The consultant should be able to propose discussion participants (e.g., private sector, small- and medium-sized enterprises) that participate in or have participated in USAID-supported (FTF) food processing activities, especially targeted to expanding nutritious food options in rural areas and for vulnerable populations (e.g., women, children and low income).

The consultant will serve as the discussion leader. The discussions may be conducted in person or virtually, depending upon Government restrictions due to the coronavirus pandemic and consultant comfort with in-person meetings.<sup>2</sup> Methods will be agreed with USAID-AN prior to the first discussion. Using a discussion guide developed by USAID-AN in consultation with RFS and Mission staff, the consultant will conduct discussions with agreed participants and document the discussions in detail. The consultant will submit written documentation of all discussions to USAID-AN and revise as needed to clarify any points of confusion or outstanding questions. The consultant may be asked to contact discussion participants for follow-up questions if needed.

At the completion of all discussions, the consultant will provide a brief (2-3 page) summary of overall themes and main findings that emerged from the discussions and a list of discussion participants with full contact information [person(s) participating, USAID/FTF activity, organization, position, email address].

## D. Deliverables and Schedule

***The Contractor is responsible for the timely submission of the following deliverables, as part of the SOW:***

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<sup>2</sup> The Consultant must have adequate resources (including the necessary IT, office, communications and similar equipment required to be able to carry out remote work if caused by COVID-19) to complete the work and the proposed activities specified in this Scope of Work within the period of performance and under the terms outlined in this Consultant Agreement.

<i><b>Del. No.</b></i>	<i><b>Deliverable Name</b></i>	<i><b>Deliverable Description</b></i>	<i><b>Due Date</b></i>	<i><b>Total Deliverable Value</b></i>
1	List of proposed organizations/ participants for discussions	Consultant will submit a draft list of proposed participants for discussions based on criteria agreed with USAID-AN; <b>2 days LOE</b>	April 9, 2021	
2	Written documentation of discussions	Consultant will submit completed, thorough documentation of each discussion using the discussion guide developed by USAID-AN; consultant will revise as needed following USAID-AN, RFS and/or Mission review; <b>10 days LOE</b>	May 7, 2021	
3	Summary of discussion themes and findings	Consultant will submit 2-3 page written summary of key overall themes and findings compiled from all discussions and list of discussions conducted with full participant information; <b>3 days LOE</b>	May 21, 2021	

The total LOE is approximately equivalent to **15** days.

All required deliverables and reports shall be submitted to the JSI Activity Manager listed on Page 1.

#### **E. Consultant Qualifications**

- Minimum Bachelor's degree in agriculture, food science, nutrition, public health or equivalent field (Master's preferred)
- Expertise in nutritious food processing (e.g., dairy, livestock, grains, produce)
- Minimum 1-2 years of experience working with private sector food processors in rural and/or peri-urban geographic locations
- Experience working with/for USAID and/or a USAID implementing partner, especially related to food processing activity design, implementation, monitoring and evaluation