Scope of Work for Core-funded Activity

USAID Advancing Nutrition Consultant Agreement

**x** Technical Assistance ☐ International

☐ Conference ☐ Domestic

**Date of Request: April 2, 2021**

**Title: *Support for Nutrition Sensitive Agriculture Curriculum Revision***

**Place of Performance:** ***USA***

**Provider(s):** ***TBD***

**Period of Performance: *April 15 through September 31st 2021***

**Technical Team(s): *Capacity Strengthening***

**Activity Manager:** ***Helen Aufderheide***

**Activity Code: *2.5 G (deliverables 1 and 3)***

**Funding Source: *RFS***

**X Budgeted activity** **☐ New activity**

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

1. **Background**

USAID Advancing Nutrition is the Agency’s flagship nutrition project, led by JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. Launched in September 2018, USAID Advancing Nutrition implements and provides technical support to nutrition interventions across sectors and disciplines for USAID and its partners. The project’s multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition (USAID-AN) strives to sustain positive 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.

**B. Activity Description**

USAID AN has been working with the USAID Bureau for Resilience and Food Security (RFS) to design and develop a nutrition-sensitive agriculture curriculum for USAID mission staff aiming to achieve nutrition results through their agriculture and markets portfolios. In PY2 and early PY3, the curriculum was designed, developed, and piloted twice.

Additional revisions to the curriculum materials have been requested by USAID.

1. **Objectives**

The consultant will support the curriculum revision by working closely with USAID and USAID Advancing Nutrition staff to:

1. Review the technical accuracy and appropriateness of the curriculum content, documenting suggested modifications or revisions to enhance the content.
2. Through a series of co-working meetings, complete the revisions requested by USAID, ensuring the accuracy and completeness of technical content in the course.
3. Suggest strategies for effective, participatory adult learning within a virtual learning environment, including activities, discussion questions and facilitator guidance.
4. Revise the existing set of materials to align with the needs identified, including revisions to the facilitator’s guide, slide sets and participant materials, delivering a revised, final set of materials that meet USAID’s expectations for technical content and participatory adult learning.

The consultant will work through the full 3-day, 7 session curriculum and ensure that linkages across sessions are technically accurate and consistent across the full course.

Once the revision is complete, the consultant will be available to answer questions and provide clarification as materials go through final editing and formatting.

1. **Minimum Qualifications**

--Expertise in nutrition sensitive agriculture and food systems

- Experience working with/for USAID, especially related to program design, monitoring and evaluation

Expertise in curriculum design for development programming

-Expertise in adult learning and participatory techniques that can be adapted for a virtual environment

1. **Responsibilities of the Consultant and Justification**

The consultant will serve as the curriculum design and technical lead, working with USAID technical experts to ensure that the course revision meets the needs identified by USAID.

At the end of the consultancy, the consultant will be responsible for a set of completed course materials, including the facilitator’s guide, slides and participant materials, which have been reviewed by the USAID Knowledge Management team and are finalized.

1. **Deliverables, Schedule and Expected Result**
2. Submission of 1 - 2 page document, briefly summarizing changes required on the curriculum, based on review of the course materials, supporting documents from previous deliveries and interviews with course facilitators. **May 10, 2021. 5 days LOE**
3. Revised course materials submitted to USAID for review. **July , 2021. 30 days LOE**
4. Final version of the curriculum completed, including editing and formatting—consultant to support the editing and review process as documents are finalized through KM. **Aug 30, 2021. 5 days LOE**
5. **Observing and supporting the first delivery of the course. September 15-30th. 5 days LOE.**

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

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| **Deliverable** | **Description** | **Due Date** |
| -Brief report detailing curriculum changes requested by USAID (2-3 pages) | This work will include the time required for the consultant to review the current materials, consult with USAID AN and USAID and finalize the detailed listing of required curriculum changes | May 10, 2021 |
| -Draft revised Facilitator’s guide, slides and participant materials | Full set of developed materials ready for USAID review.  | July 3, 2021 |
| -Revision of course content  | Incorporating input from USAID following their review. | July30, 2021 |
| -Support for editing and final KM | Correspond with editors and KM team to resolve questions, provide clarification and finalize the curriculum. | August 30, 2021 |
| -Observe and support delivery of the course | Participate in all sessions of the course delivery, possibly with a facilitation role (may include facilitator prep meetings, as needed). | September 30, 2021 |

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

**To be completed by USAID Technical Team Lead(s), as required:**

☐ Technical Team Lead approval (please attach letter, memo or e-mail)

☐ Mission concurrence/notification, if necessary (please attach)

☐ eCC required? (Check box if so. USAID-AN will attach to COR travel approval request)