



# Scope of Work and Deliverables

## USAID Advancing Nutrition Technical Team

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<b>Date of Request:</b>	<i>October 1, 2021</i>
<b>Purpose:</b>	<i>Provide in-country technical support in multisectoral nutrition programming to an activity assessment and work planning exercise</i>
<b>Place of Performance:</b>	<i>India (Assam State)</i>
<b>Provider(s):</b>	<i>TBD</i>
<b>Period of Performance:</b>	<i>October 1, 2021 - January 31, 2022</i>
<b>Activity Manager:</b>	<i>Jennifer Crum</i>
<b>Activity Code:</b>	<i>---</i>
<b>Activity Internal Project #:</b>	<i>---</i>

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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 is the Agency's flagship nutrition project, led by JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. The project's multisectoral approach draws together global nutrition experience to design, implement, and evaluate programs that address the root causes of malnutrition.

In August 2021, the USAID Mission in India supplied USAID Advancing Nutrition with a scope of work (SOW) to begin programming in Assam State, with a three year period of performance. The purpose of the Activity is to address malnutrition among socio-economically disadvantaged families in Assam that are negatively impacted by COVID 19 and to create knowledge exchange platforms on nutrition-sensitive agriculture in addressing malnutrition. USAID Advancing Nutrition will provide technical assistance, and build partnerships with government and private sector stakeholders in

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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.

order to address malnutrition among 50,000 women, adolescent girls and children from socio-economically disadvantaged families in Assam through nutrition-sensitive agricultural approaches.

Some guiding principles include:

1. Focus on socio-economically disadvantaged communities, with a particular emphasis on women. The activity will implement an evidence-based systematic approach in selecting target geographies and communities that are negatively impacted by COVID 19.
2. Collaborate with the Government entities: Both the National and State Governments will be instrumental to supporting our work. The Activity will engage several departments such as Women and Child Development, Women Empowerment, Panchayati Raj, Rural Development, Agriculture, Livestock and Fisheries, Micro, Small and Medium Enterprises Development, etc.
3. Engage with the private sector. The Activity will identify and partner with private sector entities for implementing appropriate interventions supporting nutrition-sensitive agriculture.
4. Create a network of nutrition-sensitive agriculture champions. The Activity will engage with civil society, academia, and local leaders to develop an active network of community-level nutrition-sensitive agriculture champions who can reinforce new knowledge, consistent behaviors and promote healthy food and nutrition practices.
5. Women empowerment. Women have a central role both in agriculture and in household nutrition. The Activity will conduct a gender analysis and base that information for designing and implementing interventions. Appropriate women-owned businesses will be promoted that have direct connection to nutrition-sensitive agriculture. Women self-help groups will form the base for the activity implementation.
6. Promote easy finance options for women: The Activity will make efforts to reduce the gender gaps in accessing finance for setting up businesses.
7. Communities of Practice (CoP) at the National, State, and local levels. Promoting multi-stakeholder CoP at various levels to share lessons and good practices, would ultimately help in wider-scale promotion of nutrition-sensitive agricultural practices and thus contribute to addressing malnutrition.
8. Behavior Change Communication (BCC): The activity will implement appropriate BCC approaches using social media, radio/tv spots, workshops on nutrition for communities, schools, policy makers, and private sector to increase the awareness about the importance of nutrition in the development of a healthy and a productive human capital.

USAID Advancing Nutrition will undertake a scoping exercise to understand the landscape and develop a work plan for fiscal year 2022 (FY22). The scoping exercise will include a document review; interviews with key informants from USAID, the government, private sector, and partners; and work planning workshops, among other possible methods. USAID Advancing Nutrition seeks an India-based technical specialist with experience in engaging public and private sector entities for collaborative actions and building business cases to address malnutrition. The consultant will lead the in-country information gathering and the writing of some sections of the work plan. The consultant will be part of the USAID Advancing Nutrition scoping team consisting of a team lead, other technical specialists, and program support.

## B. Objectives

USAID Advancing Nutrition is hiring a consultant to:

1. Lead in-country information gathering, including key informant interviews.

2. Support and document in-country meetings with USAID (when appropriate and in line with COVID-19 prevention guidelines) and other relevant stakeholders to help develop a preliminary implementation approach.
3. Provide technical input to and draft sections of the work plan, as directed by scoping team lead.

### C. Activities

The contractor will undertake the following activities:

1. Meet with the scoping team to understand the team's composition and roles/responsibilities; and receive an orientation to the background documents and activities to-date.
2. Maintain close contact with the scoping team lead and participate in scoping team meetings to ensure evolving thinking is consistent with expectations, and guided by the project's and USAID India's priorities.
3. Contribute to the documentation review, including liaising with government and non-government stakeholders to collect documents that are not readily available online; reading the documents; supporting the analysis; and helping to integrate summaries into the work plan.
4. As part of the scoping team, meet with USAID India to understand the SOW, priorities, and the programming landscape, as requested.
5. Meet with key government and non-government stakeholders from private sector and civil society at national and sub-national levels to understand current program directions, and identify potential programming gaps. Produce meeting summaries.
6. As requested and in collaboration with the scoping team lead, participate in at least one scoping team planning meeting to conceptualize the project approach, theory of change, activities, indicators, targets, staffing needs, and implementation plan.
7. Support the work plan development, including drafting sections and reviewing sections written by other scoping team members. USAID Advancing Nutrition will compile the sections, edit the text, and design the document. The work plan will include a background; results framework and project approach; strategies and activities; timeline; list of partners with potential roles and responsibilities; monitoring, evaluation, and learning; and indicative budget.
8. Provide input for the work plan budget, as requested.
9. Consult with key government and non-government stakeholders, as appropriate and in coordination with the scoping team lead, to ensure they are aware of USAID Advancing Nutrition's evolving program directions.

Note: the contractor may be requested to travel in-country to and within Assam State, depending on COVID-19 restrictions.

### D. Deliverables and Schedule

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

<i>Del. No.</i>	<i>Deliverable Name</i>	<i>Deliverable Description</i>	<i>Due Date</i>	<i>Estimated LOE (days)</i>
1	Weekly activity and meeting updates	Bulleted summaries of meetings with in-country stakeholders. Document interview findings, weekly activities including but not limited to workshop planning, participants, current programming and technical approaches, and other relevant information.	December 31, 2021	20
2	Written contributions to draft work plan	Written contributions to the draft work plan, including drafting sections for which the consultant is the primary writer and providing written comments on other sections.	December 31, 2021	4
3	Written contributions to final work plan	Written contributions to the final work plan, in response to USAID's feedback on the first draft. This includes revised text for sections in which the consultant was the primary writer and written comments on other sections.	January 31, 2022	1

*\*To be completed by the Contracts Manager.*

The total LOE is approximately equivalent to **25** days.

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

## E. Consultant Qualifications

**Level of education:** Master's degree in public health, nutrition, agriculture, rural development, economics, or related field; or equivalent degree with multi-sectoral nutrition work experience.

**Years of experience:** 5 years working in multi-sectoral nutrition programming.

**Geographic expertise:** India (Assam State)

**Experience:**

- Experience designing multi-sectoral nutrition projects, especially those funded by USAID, and developing work plans
- Extensive knowledge of Indian government and non-government systems and stakeholders in multi-sectoral nutrition programming
- Experience navigating Indian national-level and state-level policy development, planning, financing, and M&E systems
- Strong experience with private sector engagement and, specifically, with leveraging private sector Corporate Social Responsibility (CSR) support per India's CSR policies
- Knowledge of effective approaches for public and private sector partnership development, with proven experience of this in India (and, ideally, in Assam)
- Experience developing monitoring, evaluation and learning systems
- Knowledge of multi-sectoral nutrition programming, especially in multi-sectoral nutrition-sensitive agriculture programming (aquaculture preferred)
- Knowledge of USAID India, especially programming in Assam
- Experience conducting key informant interviews and facilitating workshops.

**Skills:**

- Excellent interpersonal skills
- Excellent writing skills
- Excellent communication skills
- Sense of humor

**Travel:** Ability to travel within Assam State and India up to 50 percent of the time, depending on COVID-19 restrictions.