



# Scope of Work and Deliverables

## USAID Advancing Nutrition Technical Team

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**Date of Request:** *October 1, 2021*

**Purpose:** *The Senior Pre-Service Training Consultant will advise the USAID Advancing Nutrition team in conducting a five country landscape analysis and will oversee the landscape analysis in Ghana*

**Place of Performance:** *Remote*

**Provider(s):** *[Name of Consultant]*

**Period of Performance:** *October 18, 2021 – July 31, 2022*

**Activity Manager:** *Sascha Lamstein*

**Activity Code:** *2.1.C.1*

**Activity Internal Project #:** *37462.2107.0008*

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**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:*

### **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 multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition.

Investment in pre-service training of frontline health workers can improve nutrition service delivery and lead to better health outcomes. For governments, universities, and implementing partners that have invested in revising pre-service curricula, getting the most out of that substantial investment is essential. The Pre-Service Training Curricula Review Tool developed by USAID Advancing Nutrition in PY2 identifies specific nutrition competencies that are essential to improve the quality of nutrition services.

## B. Objectives

The objective of this activity is to conduct a landscape analysis in five countries (Bangladesh, the Democratic Republic of Congo, Ghana, the Kyrgyz Republic, and Malawi) that identifies which cadres of health workers are primarily responsible for providing frontline nutrition services and/or best placed to do so, what national documents (policies, protocols, plans, strategies, job descriptions, and requirements for appointment) indicate regarding roles and responsibilities, as well as the nutrition-related pre-service training provided to those cadres. This analysis will inform decisions about and actions for improving the quality of pre-service training and, ultimately, the quality of frontline nutrition services.

## C. Activities

The Senior Pre-Service Training Consultant will work closely with the USAID Advancing Nutrition team staff on the overall activity and will lead the landscape analysis in Ghana. Specifically, the consultant will be responsible for the following:

1. Review and advise USAID Advancing Nutrition on plans and templates for the activity, noting that the document review and consultations have begun in some countries.
2. Participate in team meetings with USAID Advancing Nutrition staff.
3. Organize regular calls with the local consultant in Ghana.
4. Lead consultations with key informants in Ghana, articulating questions to be answered before each consultation, and recording information collected.
5. Finalize plans and materials (list of invitees, agenda, handouts, and slides) for the validation meeting.
6. Facilitate the validation meeting with USAID/Washington, USAID/Ghana, and other key informants.
7. Develop a Ghana pre-service landscape summary.
8. Review and contribute to other country summaries and the consolidated global report.
9. Oversee the following work of the local consultant in Ghana:
  - Collection national policies and protocols, job descriptions ('schemes of service'), the pre-service training curricula for 1-2 cadres of frontline health workers, and other relevant documents.
  - Review of documents collected and extraction of key information. The local consultant will be responsible for completing a spreadsheet as a record of the information gathered from the materials reviewed.
  - Identification of key informants from the Ministry of Health, Ghana Health Services, Ministry of Education, Ghana Registered Nurses and Midwives Association (GRNMA), and other academic institutions, professional associations, regulatory agencies, or partner organizations that can help verify or fill gaps in information collected from documents reviewed.
  - Organization of consultations (setting the date and time and determining the optimal means of communication so that a member of the USAID Advancing Nutrition team can attend).
  - Organization of a virtual validation meeting, including the development of an agenda, handouts, and PowerPoint presentation for the meeting as well as the invitation of key informants (by email or phone, as appropriate) to the meeting.
  - Support to the development of a Ghana pre-service landscape summary
10. Monitor activity progress, taking into account deadlines and the available budget.

## D. Deliverables and Schedule

The Senior Pre-Service Training Consultant 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>Deliverable Value*</i>
1	Input on USAID Advancing Nutrition plans and templates for the activity	Given the fact that the document review and consultations described above are already underway in at least three of the countries, this input should be a separate document with any critical additions.	November 30, 2021	2 days LOE
2	Updates on calls (approximately 1 hour each) conducted with the local consultant in Ghana	We would suggest one Word or Google document with notes (including the date and people present) from all such calls.	November 30, 2021 February 28, 2022 June 30, 2022	3 days LOE
3	Record of consultations conducted	In order to complete this, the consultant will need to review documents collected to identify gaps or points that need to be clarified. The Senior Pre-Service Training Consultant will record which consultation s/he attended and the topic explored and will provide notes (a photo of legible handwritten notes would be accepted) of key takeaways from each call.	February 28, 2022	4 days LOE
5	PowerPoint presentation for the validation meeting	As documentation of support to planning for and participation in the validation meeting, the consultant will submit notes from the validation meeting, including the agenda, list of attendees, and key takeaways	March 31, 2022	5 days LOE
6	Ghana pre-service landscape summary	Contribute to or review sections of landscape summary, as requested by USAID Advancing Nutrition.	June 30, 2022	5 days LOE

7	Input on the four other country summaries	This can be tracked edits and comments in each document.	June 30, 2022	3 days LOE
8	Input on the final report	This can be tracked edits and comments in the document.	July 29, 2022	3 days LOE

\* Participation in USAID Advancing Nutrition team meetings is built into all activities.

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**

- Master's degree and 8+ years of experience in health systems strengthening with a focus on frontline service delivery and/or pre-service training
- Experience reviewing, revising and/or developing pre-service training curricula and working with related training institutions
- Experience and/or familiarity with frontline health services, particularly frontline nutrition services
- Strong written and verbal communication
- English fluency