Scope of Work and Deliverables

USAID Advancing Nutrition Technical Team

**Date of Request: *12/20/2021***

**Purpose: *The resource mobilization consultant will collaborate with two local organizations in Kenya to develop resource mobilization strategies and provide training with OGRA’s board of directors***

**Place of Performance:** ***Nairobi, Kenya, and Kakamega County, Kenya***

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

**Period of Performance: *January 24, 2022 – June 30, 2021***

**Activity Manager:** ***Kristen Devlin***

**Activity Code: *37462.2107.0004***

**Activity Internal Project #: *2.5.I.2***

***SERVICES/SCOPE OF WORK[[1]](#footnote-0): 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**

In 2020, the Global Health Bureau within the United States Agency for International Development (USAID) awarded funding to the USAID Advancing Nutrition project to initiate a program under the New Partnerships Initiative (NPI) to support local organizations to address critical nutrition gaps at the sub-national levels in Kenya. As part of this program, the project awarded two local organizations, the Centre for Behaviour Change Communication (CBCC) and the OGRA Foundation, in Kakamega County. These organizations are carrying out projects to improve health and nutrition among women and children, with a focus on the 1,000-day window from pregnancy to a child’s second birthday.

As part of the NPI grants program, USAID Advancing Nutrition is also working with the organizations to strengthen their technical and organizational capacity to become more effective partners to USAID. In August and September 2021, USAID AN contracted a consultant to facilitate an organizational capacity assessment (OCA) with the grantees and to develop an OCA action plan, or capacity strengthening plan (CSP) with each for the duration of their grants.

The OCAs identified resource mobilization as a capacity strengthening priority. Specifically, CBCC would like to update and strengthen its resource mobilization processes and strategies, and OGRA would like to develop a resource mobilization strategy. Additionally, OGRA would like to deliver training for its board members on its roles and responsibilities, particularly related to resource mobilization and business development. This training should produce a roadmap for the next year with concrete action items.

In December 2021, USAID Advancing Nutrition decided to contract a local consultant to help the grantees strengthen their resource mobilization strategies and processes, per the above requests.

**B. Objectives**

**Objective 1.** To work with each grantee to develop and/or update their resource mobilization strategies and processes, following an assessment of their specific needs.

**Objective 2.** To develop and administer a one-to-two-day workshop for the OGRA board about key resource mobilization strategies they can support, and outline a plan for the next year detailing key actions that they can take to expand OGRA’s business development opportunities

**C. Activities**

Consultant activities will primarily take place with CBCC and OGRA staff in Kakamega County, where the organizations are based, and/or via distance communication with USAID Advancing Nutrition staff based in the U.S. The consultant will be expected to engage with grantees in-person, as permitted by local COVID-19 guidelines, and virtually if needed.

A summary of the consultant activities is as follows:

**Objective 1:**

1. **Planning:** Participate in a planning call with USAID Advancing Nutrition.
2. **Needs assessment:** Hold a discussion with each organization about the status of their resource mobilization strategies and processes, and to better understand steps that would be helpful to them in order to strengthen their organizational capacity in this area. For OGRA, also discuss how this activity will complement or synchronize with the activities described under Objective 2 below.
3. **Preparation:** Based on conversations with the grantees, develop an outline that describes the processes that will be undertaken to update and/or strengthen their resource mobilizations strategies and procedures. This outline should specify objectives, milestones, the people who will be involved, the timeline, and any existing tools and resources on resource mobilization for organizations to enhance and guide this process. Where possible, streamline support to the grantees through joint meetings/calls, provided the grantees have similar needs and timelines. Share this outline with USAID Advancing Nutrition and OGRA for feedback/input before proceeding.
4. **Implementation:** Per the outline and agreed-upon approach, work with each grantee to develop/strengthen their resource mobilization strategies and procedures. Take notes summarizing the actions taken during each meeting, key discussion points that arose, and any key next steps.
5. **Documentation and synthesis:** Write a brief report describing the support provided to each grantee over the period of the consultancy. Append the outline and notes. **(Deliverable 1)**

**Objective 2:**

1. **Planning:** Participate in a planning call with USAID Advancing Nutrition (same as above).
2. **Needs assessment:** Hold a discussion with OGRA to better understand their needs around training their board of directors on their resource mobilization roles and responsibilities. Provide input where helpful. Identify date(s) for the workshop and determine if it will be delivered in person or virtually.
3. **Preparation:** Design the 1-2 workshop to deliver to the board of directors. Specific content should be determined based on OGRA’s understanding of the board’s capacity strengthening needs. It should include an overview of key resource mobilization strategies and actions that a board of directors can support, and the development of a roadmap/set of actions that the board members will take over the next year. The workshop agenda and materials should be shared with USAID Advancing Nutrition prior to delivery. **(Deliverable 2)**
4. **Implementation.** Deliver the workshop to board members.
5. **Documentation and synthesis:** Draft a brief report describing the workshop. The workshop materials and roadmap (workshop output) should be appended. **(Deliverable 3)**

**D. Deliverables and Schedule**

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

| ***Del. No.*** | ***Deliverable Name*** | ***Deliverable Description*** | ***Due Date*** | ***Total Deliverable Value\**** |
| --- | --- | --- | --- | --- |
| 1 | Report of technical support provided | Report describing the support provided to each grantee in developing/updating their resource mobilization strategies over the period of the consultancy | March 31, 2022 | 10 days |
| 2 | Resource mobilization workshop agenda and materials for OGRA’s board of directors | The workshop agenda should include key information about each session, including objectives, format, content, and outcomes/outputs. Workshop materials may include presentation slides, facilitator’s notes, participant materials, and/or other content developed for the workshop. | February 28, 2022 | 4 days |
| 3 | Workshop report | A brief report describing the workshop, including key issues that arose and areas of discussion. The workshop materials and roadmap (workshop output) should be appended to the report. | March 31, 2022 | 4 days |

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

***[For consultants only:]***The total LOE is approximately equivalent to **18 days**.

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

**E. Consultant Qualifications**

* Bachelor’s degree and 7+ years of professional experience in resource mobilization and/or business development
* Experience with USAID rules and regulations
* Experience engaging/partnering with small-to-medium sized non-governmental organizations and/or civil society organizations, especially to support staff capacity strengthening priorities
* Experience designing and facilitating workshops and trainings to build knowledge and produce action plans
* Ability to build and maintain partnerships that promote confidence and trust
* Ability to develop and submit timely, high-quality deliverables
* Ability to conduct work in a collaborative and culturally sensitive manner
* Strong communication skills and attention to detail
* Professional proficiency in verbal and written English.

1. 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. [↑](#footnote-ref-0)