Scope of Work and Deliverables

USAID Advancing Nutrition Technical Team

**Date of Request: *2/8/2021***

**Purpose: *The communications and knowledge management consultant will collaborate with two local organizations in Burkina Faso to a develop communications strategy and provide support updating their data management systems***

**Place of Performance:** ***Ouagadougou, Burkina Faso***

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

**Period of Performance: *February 24, 2022 – August 1, 2022***

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

**Activity Code: *37462.2107.0004***

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

***SERVICES/SCOPE OF WORK[[1]](#footnote-1): 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 Burkina Faso. As part of this program, the project awarded grants to two local organizations, SOS Sahel International Burkina Faso and PanAfricare, in the Centre Ouest region. These organizations are carrying out a project 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 two grantees to strengthen their technical and organizational capacity to become more effective partners to USAID. In August and September 2021, USAID Advancing Nutrition contracted a consultant to facilitate an organizational capacity assessment (OCA) with the organization and to develop an OCA action plan for the duration of their grants.

The OCA identified communications and documentation/reporting as key areas for capacity strengthening. Specifically, SOS Sahel would like to collaboratively develop a communications strategy, and plan for its implementation. As part of this strategy, the organization would like to include a documentation framework of the organization’s successes and best practices. Additionally, both organizations would like to improve their systems for documenting, archiving, and maintaining their data.

In February 2021, USAID Advancing Nutrition decided to contract a local consultant to help the grantees strengthen their communications and knowledge management capacities, per the above requests.

**B. Objectives**

**Objective 1.** To engage with SOS Sahel to collaboratively develop a communications strategy and detailed implementation plan

**Objective 2.** To engage with SOS Sahel and PanAfricare to review and update their data management systems, including developing maintenance plans

**C. Activities**

Consultant activities will primarily take place with SOS SAHEL in Ouagadougou, 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 and review relevant materials.
2. **Needs assessment:** Hold a discussion with SOS SAHEL around the envisioned communications strategy and implementation plan they would like to develop. This should also include discussion of the documentation framework they are envisioning.
3. **Preparation:** Develop an outline describing the support to be provided to SOS SAHEL in developing their communications strategy and its implementation plan, including the objectives, how staff will be engaged in its development, the resources required, and the timeline. Share this outline with USAID Advancing Nutrition and SOS SAHEL for feedback/input before proceeding. **(Deliverable 1)**
4. **Implementation:** Per the outline, work with SOS SAHEL to develop their communications strategy (including the documentation framework) and detailed implementation plan. Take notes summarizing the actions taken during each engagement with the grantees, including key discussion points that arose and any next steps.
5. Orient relevant staff to the communications strategy. (Note that this step may not be needed if the plan was collaboratively developed)
6. **Documentation and synthesis:** Write a brief report describing the support provided to SOS Sahel. Append the outline, notes, and newly developed communications strategy and implementation plan. **(Deliverable 3)**

**Objective 1:**

1. **Planning:** Participate in a planning call with USAID Advancing Nutrition and review relevant materials.
2. **Needs assessment:** Hold discussions with both organizations to better understand their needs and priorities related to strengthening and maintaining their data management and filing systems.
3. **Preparation:** Develop an outline of the support to be provided to the organizations in updating/strengthening their data management systems, including how staff will be engaged in developing the systems and maintenance plans, the resources required, and the timeline. Share this outline with USAID Advancing Nutrition and the organizations for feedback/input before proceeding. **(Deliverable 2)**
4. **Implementation:** Per the outline, work with the two organizations to update their data management systems and maintenance plan. Take notes summarizing the actions taken during each engagement with the grantees, including key discussion points that arose and any next steps.
5. Orient relevant staff to the data maintenance plan. (Note that this step may not be needed if the plan was collaboratively developed).
6. **Documentation and synthesis:** Write a brief report describing the support provided to each organization. Append the outline, notes, and newly developed maintenance plans. **(Deliverable 4)**

**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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| --- | --- | --- | --- | --- |
| ***Del. No.***  | ***Deliverable Name*** | ***Deliverable Description*** | ***Due Date*** | ***Total Deliverable Value\**** |
| 1 | Outline of communications support to be provided to SOS Sahel | Outline describing the support to be provided to SOS Sahel to develop their communications strategy and implementation plan, including the objectives, the staff who will be involved, the resources required, the timeline, and the plan for orienting key staff to the new strategy (if needed) | May 1, 2022 | 3 days |
| 2 | Outline of support to be provided to both organizations to improve their data management systems | Outline of the support to be provided to both organizations to update or strengthen their data management systems, including how staff will be engaged in developing the systems and maintenance plans, the resources required, and the timeline.  | May 1, 2022 | 3 days |
| 3 | Report on support provided to SOS Sahel to develop their communications strategy | Report describing the support provided to SOS Sahel to collaboratively develop their communications strategy and implementation plan, and in orienting their staff to it (if needed), including the outline, notes, and newly developed communications strategy and detailed implementation plan. | August 1, 2022 | 8 days |
| 4 | Report on support provided to both organizations to strengthen their data management systems | Report describing the support provided to both organizations to strengthen their data management systems and develop a maintenance plan. Append the outline, notes, and the maintenance plans. | August 1, 2022 | 10 days |

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

***[For consultants only:]***The total LOE is approximately equivalent to **24 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 communications, knowledge management, or related field
* 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 French; English proficiency a plus
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-1)