Scope of Work and Deliverables

USAID Advancing Nutrition Technical Team

**Date of Request: *3/28/2022***

**Purpose: *The Administration and Human Resources Consultant will collaborate with two local organizations in Burkina Faso, to support them to review and update administrative and staffing procedures and tools***

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

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

**Period of Performance: *April 27, 2021 – June 30, 2022***

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

**Activity Code: *37462.2107.0012***

**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 Burkina Faso. As part of this program, the project awarded two local organizations, PanAfricare and SOS Sahel in the Centre West region of the country. 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 Advancing Nutrition contracted a consultant to facilitate an organizational capacity assessment (OCA) with the grantees and to develop an OCA action plan for the duration of their grants.

The action plans identified administration and human resources as capacity strengthening priorities. To support organizational development in these areas, the grantees and USAID AN decided to engage a local consultant to work with grantees on specific topics that they have identified in these areas. Specifically, SOS Sahel would like support with reviewing and updating the organization’s procedure manual, with attention to the staffing components, and orienting staff to the updated manual. PanAfricare would like to develop templates and tools to strengthen administrative processes and integrate them into their existing policies. PanAfricare is also requesting support to update human resources procedures, including developing a supervision plan.

In January 2022, USAID Advancing Nutrition decided to contract a local consultant to help the grantees to further elaborate their capacity strengthening priorities related to administrative policy in order to better inform and structure this process.

**B. Objective**

To support key staff from both organizations to review and update their administrative procedures manuals, tools, and related processes, with a focus on human resources and staffing

**C. Activities**

Consultant activities will primarily take place with PanAfricare and SOS Sahel staff in Ouagadougou and/or the Centre West Region of Burkina Faso, 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:

1. **Planning:** Participate in a planning call with USAID Advancing Nutrition and review relevant materials (e.g., OCA action plans)
2. **Needs assessment:** Hold discussions with both organizations to better understand their needs and priorities around updating their administrative and human resources procedures.
3. **Preparation:** Develop an outline describing the support to be provided to each organization to update their human resources and administration procedures including the objectives, how staff will be engaged, the resources required, and the timeline. Share this outline with USAID Advancing Nutrition and the grantees for feedback/input before proceeding. **(Deliverable 1)**
4. **Implementation:** Per the outline described above, work with key staff from the organizations to review their current processes and update them, taking into account their specific needs and best practices. This may include revising current processes, initiating new processes and guidance, developing templates and tools, and orienting staff to them. As possible and beneficial, the consultant may plan to streamline engagement with both grantees if their priorities are similar. Take notes summarizing the actions taken during each engagement with the grantees, including key discussion points that arose and any next steps.
5. **Documentation and synthesis:** Write a brief report describing the support provided to the two organizations. Append the outline, notes, and any newly developed or updated administrative policies, manuals, templates, and tools. **(Deliverable 2)**

**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 | Outline summarizing support to be provided to each organization | Report outlining the support that will be provided to both organizations in reviewing and updating their administrative and human resources procedures | May 15, 2022 | 6 days |
| 2 | Report summarizing the support provided to both organizations | Report describing the support provided to the two organizations, along with the outline, notes, and any newly developed or updated administrative policies, manuals, templates, and tools. | August 30, 2022 | 14 days |

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

***[For consultants only:]***The total LOE is approximately equivalent to **20 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 human resources/administrative policy
* 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 mentoring, coaching, and/or providing one-on-one support to build skills
* 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. Proficiency in English 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-0)