**Terms of Reference for Appointment of a Nutrition Expert NGO/Consultant/Agency for “Developing Disability Inclusive Nutrition and Food Security Training Manual and Guideline and Conduction Training of the Project Staff.”**

**Background:**

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a people` entered organization, ESDO envisioned a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 283 upazilas under 49 districts of Bangladesh covering over 10 million poor and vulnerable people.

Presently, ESDO is implementing the Healthy Village in Urban (HVU) programme in Lalmonirhat municipality and six peri-urban Unions within Lalmonirhat district. The HVU program, an innovation developed by Max Foundation, is being implemented by Max Foundation and its partners. The Healthy Village program of Max Foundation has been in operation since 2017. Already 409 villages in the South-coastal region of Bangladesh declared as Healthy Villages. With the technical and financial support provided by Max Foundation, we are scaling-up the Healthy Village program to urban and peri-urban areas of Lalmonirhat district. The programme targets reaching out 235,000 beneficiaries through 47,418HHs (with 14,700 children under five and an estimated 1,470 of those disabled, pregnant mother 1,630, Lactating mother 6,685 and women at the reproductive age 52,824), which is the total estimated urban and peri-urban population of the district

**Project Goal: 235,000** improved lives through improved access to health care, WASH, and nutrition by disability inclusive activities in the urban and peri-urban population in Lalmonirhat.

**Project Outcome:**

Outcome 1: Increased attention by caregivers and health providers to child growth and health, with growth data measured and used for improvement.

Outcome 2: Children under five and mothers with improved nutrition

Outcome 3: Safe water, sanitation and hygiene practices improved so that waterborne and infectious diseases (such as COVID-19) are reduced.

Outcome 4: Children and parents with disabilities have improved access to (government or other) services for health (hygiene, nutrition or disability related)

Outcome 5: Strengthened local market for WASH, health and nutrition products and services through female and male entrepreneurs and sales agents.

Outcome 6: Improved resilience for target communities to disasters (COVID-19 and flooding)

**Key 5 Points to consider in developing Training Manual and guideline:**

1. **Outcomes led**: It is pertinent to mention here that disability inclusive nutrition and food security guidelines and training module will be guided by above-mentioned outcomes that led to attaining the goal of the project.
2. **Better integration:** Consultant / Consulting farms explore how to integrate better the inclusion of children with disabilities in our approach, so that we can really ensure no one is left behind from the access of all available facilities for their better/improved lives
3. **Prevention of disability:** AsHealthy Village Programme aims toreduce stunting and ensure safe motherhood in an efficient way so that future disability can be prevented and help all children get a healthy start in life. So, how best this could be attained needs to incorporate in the training manual and guideline
4. **Inclusion of people with a disability in our Healthy Village Programme :** Some Healthy Village activities need to be adapted to ensure equitable participation of children/parents with disability. So, to explore any new activities for specific support to children or parents with disabilities, such issues relevant to the Healthy Village approach needs to be incorporated in the training manual and guideline.
5. The project will work together with Disabled People’s Organizations’ (DPOs), local government and schools to strengthen the voice of people with disabilities.

Therefore, HVUP programme will take the initiative to develop differently able inclusive nutrition and food security training module, guideline and training materials as well as to train project staff in this regard.

**Project Working Area:**

The project is being implemented in 06 (Six) Unions and 01 (One) municipality under 02 (Two) Upazillas of Lalmonirhat district. The project areas are: Under Lalmonirhat Sadar Upzilla **:** Lalmonirhat municipality, Unions- Harati, Mahendranagar, Kulaghat and Mogolhat. Under Aditmari Upazila**:** Unions- Saptibari and Sarpukur.

**Scope of Work**

The NGO/consultant is expected to undertake the following tasks and responsibilities:

1. **Desk Review**
* Review the government/NGOS existing differently able inclusive nutrition and food security related policies, protocols, guidelines, curriculum modules and nutrition interventions
* Identify critical gaps in nutrition content considering food security and care of the disable and strengthening local market and product for the HPA (health promotion agents)
* Develop recommendations for the inclusion of disability inclusive nutrition and food security content in training manuals.
* Develop recommendation for the inclusion of the missing process in the trainer’s guide.
1. **Stakeholder Consultation/Interviews**
* Consult with Institute of Public Health Nutrition (IPHN), NNS, BNNC and other disability inclusive NGOs/INGOs as appropriate on the purpose and scope of the review of training manuals and training guides and about the final recommendations for the nutrition and food security training manuals.
* Consult with Max Foundation program personnel and Nutrition and Entrepreneurship Capacity Building Expert - ESDO; on the framework and methodology of the review.
* Interview key stakeholders in IPHN, NNS, BNNC and other as appropriate at national level to identify the challenges to implementing the modifications to training manuals; and assess the political will to adoption.
* Facilitate a consultative workshop with relevant stakeholders at national level to receive comments and inputs for the draft final training manual and facilitator guideline and recommendations.
1. **Produce Training manual and facilitator guideline Based on Desk Review and Consultations**
* Desk review training module should include at a minimum the following sections: 1. Background and rationale; 2. Purpose of the materials 3. List of the name of the organization 4. List name of the differently able inclusive materials/ already developed both electronic and printed; 5. Recommendations based on the desk review for training module and facilitation guidebook will be developed considering outcome of the Max Foundation, Healthy Village in urban project along with a targeted policy action plan.
* Develop a 2–3-page brief based on the desk review and consultation. This will be treated as an inception report.

1. **Training on Trainers- ToT for project staff**
* Conduct 5-days ToT, (may be extended based on course content and lesson plan) including updated manuals, trainer’s guide, training materials, checklist and tools for for acquiring necessary skill and knowledge to perform the task like preparation, presentation, application and evaluation.
* Pretest tools and checklists to be used for on-the-job capacity building during review meetings and supervision visits, with the inclusion of feedback from the trainer of trainers for any necessary adjustments.
* Develop checklist/tools for monitoring the training quality during the cascade training of ESDO field staff at Lalmonirhat district.
* Design the communication materials or session materials which are mentioned in the modules.
* Develop the visual session aid for the training modules.
1. **Conduct Training of Master Trainers**
* NGO/Consultant/agency will organize and conduct 5 days training for master trainers, on developed manual. Later these master trainers will conduct the training at the field level targeted population.

**Deliverables:**

* Review of existing training manuals and trainer’s/ facilitator guides for basic and disability inclusive nutrition and food security content, specifically related to differently able population of ESDO project areas. The term “manuals” includes curriculum modules, trainer’s/facilitator guides guidelines, checklist and training calendar and training visual aids.
* Develop entrepreneur led disability inclusive training manual and trainer’s/facilitator guide for local use in Lalmonirhat district based on the findings of the review and consultations; and develop checklist, tools, practice exercise, test questions and other materials to assist post training follow-up.
* The consultant will produce a comprehensive report giving findings from (a) document reviews, (b) field visits, (c) interview with Max Foundation and ESDO personnel and other key players, (d) community consultation, (e) list of identified gaps (if any), and (f) suggestion of ways and means to address business development plan for the targeted population. This will be treated as need assessment/inception report.
* S/he will also conduct a five days ToT to ESDO staff on the developed training manual and guideline, how to conduct training at the field level and training methods for acquiring necessary skill and knowledge to perform the task like preparation, presentation, application and evaluation.
* It should include final master copy (final print-ready version) of the files with other visual assets for printed materials.
* The training manual and facilitator guideline will produce following items upon completion and to be delivered to ESDO
* Draft entrepreneur led disability inclusive nutrition and food security guideline and training manual and trainer’s/ facilitator guide (5 copies)
* Final entrepreneur led disability inclusive nutrition and food security guideline and training manual and trainer’s/ facilitator guide (100 copies in printed form)
* Training Material as appropriate **(**100 copies in printed form)
* Final designed version (both PDF and AI for printing) of Guideline and training materials as appropriate

**Time Schedule:**

The consultant farm/Individuals will make sure its deliverables as per following schedule

|  |  |  |
| --- | --- | --- |
|  **Sl.no.** | **Particular of Deliverables** | **Date of completion**  |
|  | Sign ToR by the concern Authorities ESDO  | 20th April 2024 |
|  | Review of existing entrepreneur led disability inclusive training manuals and trainer’s/ facilitator guides for basic nutrition and food security content, entrepreneurship dev. (method, marketable skill and product) to prepare a stock taking on available materials and method and content of the training manual.  | 25th April 2024 |
|  | Field visit for Needs assessment to prepare, method and content of the training manual with all relevant concern. A brief report based on the desk review and consultation. This will be treated as an inception report. Submission Inception Report. | 27th April 2024 to 4th May 2024  |
|  | Prepare draft entrepreneur led disability inclusive nutrition and food security guideline and training manual and trainer’s/ facilitator guide and appropriate training materials and checklist share with all concern | 6th May ,2024 to 6th June, 2024 |
|  | Prepared final entrepreneur led differently able inclusive nutrition and food security guideline and training manual and trainer’s/ facilitator guide and guide and appropriate training materials and check list share with all concern/ and sharing at national level | 20 June, 2024 |
|  | Conduct five days ToT to ESDO- staff on the developed training manual and Guideline. ( If any feedback should be included in the final module) | 22 June 2024 to 27th June 2024 |
|  | Submission final differently able inclusive nutrition and food security guideline and training manual and trainer’s/ facilitator guide and appropriate training materials and check list incorporating all the feedbacks from all concern. | 10 July, 2024 |

**Consultancy Firms/ Individual Required Expertise:**

For the purpose of this assignment, the NGO/consultant/agency should have the following criteria:

* NGO/Agency/Consultant with at least 5-7 years of experience in conducting similar assignments in developing training manuals, facilitators and training materials as per requirement, preferably disable friendly nutrition and food security programs.
* Expertise in conducting disability inclusive nutrition and food security specific ToT for master trainers and development of post-training follow-up plans.
* Extensive familiarity with Bangladesh’s Nutrition and food security program being implemented by the Government and NGOs and understanding of services relating to disability inclusive nutrition and health care for children under five and children under eighteen.
* Experience in providing consulting services and excellent track record of completion of tasks according to timelines.
* Expertise in producing high quality Training materials in English and Bangla and sharing at national level
* NGO/Agency/Consultant must submit application along with CV of consultant(s)/individual.
* Consulting firm/Individual should have sufficient knowledge of NGO activities.

**Non-Transferability**

Consultant may not assign sub-contract, delegate, or otherwise transfer or dispose of any of its rights or obligations under this agreement. Additionally, no final deliverables are accepted after the deadline and in such case, penalty will be imposed as per ESDO’s procurement policy.

**Budget and Payment:**

Thirty (30) percent of the value of the contract will be paid after submission of the inception report. Thirty (30) percent will be paid upon submission of the first draft of all the materials. Rest Forty (40%) percent will be paid after acceptance of the final Training Manual with printed sets and facilitator guideline and other deliverables.

1. Payment will be made through cheque and eligible vat & tax will be deducted as per tax regulation of Bangladesh Government. Copies of NID, TIN, VAT Registration and Trade License, as applicable
2. No traveling, per diem and daily allowances will be paid to consultant for the field visit, meeting, group discussion and any other purposes.

**Terms and Conditions for this agreement:**

* This contract will be fully short-term basis and not aligned with the organizational HR policy, recognized as regular or contract staff member of ESDO.
* This contract could be terminated with the prior notice of both parties due to failure the terms and conditions and commitment mentioned in this agreement.
* Total working days will be 80 days (over the period of 20 April,2024 to 10 July,2024) for accomplishing the task. Comprising review, the project documents and preparation training manual and facilitator guidelines, field visit and ToT of the ESDO staff.
* Discussion with the beneficiaries and staff, visit working unions/municipality/Govt. offices and discussion with relevant stakeholders to finish the task.
* Guideline and Training manual and facilitator guidelines and documents will be Max Foundation Bangladesh and ESDO’s property and copyright will be of Max Foundation Bangladesh and ESDO. All soft and hard copy (both PDF and AI) will be submitted to ESDO.
* Technological (print, photocopy) and other related information support will be given for this task. But no regular equipment support will be given like computer, laptop etc. A press-ready file for training modules ensuring that it meets organization standards.
* After preparing the 1st draft of disability inclusive nutrition and food security guideline and training manual and facilitator guideline, the NGO/Consultant/agency will have to arrange a workshop for sharing and collecting the feedback from relevant staff for finalizing the disability inclusive nutrition and food security guideline and training manual and facilitator guideline.

**Submission of Expression of Interest**

The interested parties shall be asked to submit their technical and financial proposal. The main component of **the technical proposal** shall be: -

 - Statement highlighting their past expertise (max. 3 pages)

 - C.V. of the team leader and associate experts

 - a brief how to develop proposed disability inclusive nutrition and food security guideline and disable friendly training modules and facilitator guideline highlighting the contents in details (not more than 5 pages)

**Financial proposal** to include detailed budget for training modules and Guide.

On the basis of technical and financial proposal submission, ESDO in consultation with Max Foundation Bangladesh management will select and invite one Agency/Consultant/NGO for this particular task.

Interested consultancy firm/consultant are requested to submit the proposals, including relevant experience, qualifications, methodology, timeline, and budget to the through both Hard copy and soft copy to the ESDO Central Procurement Department, House #748, Road#8, Biatul Aman Housing Society, Adabor, Dhaka-1207 and email **@ by April 15, 2024.**

**Max Foundation and ESDO Responsibilities:**

* Under the guidance of the Max Foundation and ESDO, the Consultant/Firm will be responsible of all aspects of Module/Guideline and training materials develop, design, lay-out, formats style design, corrections for the final production.
* Max Foundation Bangladesh Project Manager and Nutrition Expert of ESDO will oversight the assigned task and provide technical and logistical support.
* For the quality assurance of the key exercise, draft and final training module and others will be shared to obtain their technical input and clearance before finalization of the draft and final training materials.
* Provide recommendations on the best and most relevant visual design style. technical support and develop overall layout design of training materials and ensuring that the layouts fit the target audience (from a technical, professional and cultural standpoint).

**Contact Person:** Nutrition and Entrepreneurship Capacity Building Expert - ESDO will be the contact person for over all this consultancy service. From Max Foundation Bangladesh office, PM will oversee the assignment.

Signature: \_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

NGO/Consultant/Agency Healthy Village in Urban Project