**Terms of Reference (ToR)**

**Consultant: Governance and Inclusion Coordinator at National Level Multi-Stakeholder Participation for Enhanced Public, Private and Civil Society Engagement for Nutrition in SONGO Project**

1. **PROJECT BACKGROUND:**

ICCO Cooperation ([www.icco-cooperation.org](http://www.icco-cooperation.org)) is an international organization, whose mission is to end poverty and injustice in the global south, in partnership with enterprising people. We invest in the power and dreams of entrepreneurial people, stimulate their entrepreneurial spirit, and connect them with businesses, governments and social organizations.

ICCO Cooperation is playing the lead role to implement EU funded “Sustained Opportunities for Nutrition Governance (SONGO) project” aims to improve maternal and child nutrition in Kurigram and Gaibandha districts. The SONGO is 5 years long project with 4 inter-linked outcomes; (1) Local nutrition governance and decision-making mechanisms are strengthened (2) Maternal and Child Health and Nutrition Practices are improved (3) Household WASH Practices Improved (4) Household access to nutritious food is improved. RDRS Bangladesh has been ICCO's long standing partner in a variety of large poverty alleviation and development projects in Bangladesh, often with food security components. RDRS will implement the project activities such as community mobilization, capacity building, committees formation, meeting organisation, workshops, monitoring, etc at a field level.

SONGO emphasizes the importance of sustained governance as a primary outcome and a precondition to achieve other outcomes that are based on three interlinked pillars or pathways (as per the UNICEF Conceptual Framework on Under nutrition and used in 2008 & 2013 Lancet Series):

1. HH food and nutrition security (including availability, economic access and use of food)
2. Feeding and care giving resources and practices (including maternal, HH and community levels)
3. Access to and use of health services as well as a safe and hygienic environment (i.e. food, care and health).

While availability and accessibility of nutritious and safe food at HH level is a precondition for improved nutrition it does not automatically lead to improved nutrition among all HH members. Lack of nutrition, health and WASH related knowledge, attitudes and practices as well as intra-HH dynamics often impede nutrition improvement. Evidence has also shown that the extent to which women have access to and control over productive resources, time, knowledge and social support networks largely determine their own nutritional status and the kind of care they provide for their children and for the rest of the HHs. The nutritional status of a woman before and during pregnancy has a direct impact on the development and nutritional status of her baby. In order to address child undernutrition fully, the SONGO project will therefore employ nutrition-specific as well as nutrition-sensitive interventions through a lifecycle approach to deliver the right services and messages to the right person at the right time. The implementation will incorporate a Social and Behavior Change (SBC) strategy, using multiple approaches..

1. **WORKING AREA AND TARGET GROUPS:**

SONGO project is implemented in 18 unions of 6 UPZs in Kurigram and Gaibandha district under Rangpur division with direct beneficiaries of 135,000 households particularly women and children. The approach is based on proven and evolving experiences taking into account the importance of pre-conditions to address e.g. dimensions of availability and access to food as well as the required synergy between interventions and actors at various levels. Interventions will focus on mobilizing and coaching target groups as well as local public, private and development actors to collectively take the necessary actions towards improved nutrition.

Kurigram district:

* Char RajibpurUpazila: Char Rajibpur and Mohanganj Unions
* ChilmariUpazila: Chilmari and Ramna Unions
* RowmariUpazila: Bandaber, Dantbhanga and Jadur Char Unions

Gaibandha district:

* GaibandhaShadarUpazila: Ghagoa ,Gidari and Kamarjani Unions
* FulchariUpazila: Fulchhari,Udakhali and Kanchi Para Unions
* SundarganjUpazila: Belka, Chandipur, Haripur, Sreepur and Tarapur Unions
1. **PURPOSE OF THIS CONSULTANCY:**

The SONGO Project builds many successful local linkages, however a coordinated and collaborative effort at the national level with nutrition specific and sensitive stakeholders is required. This is crucial to build central-level understanding on the project’s contribution, explore synergies and collaborations actively with public and private officials, initiate and manage links and MoUs with key stakeholders and support to enhance and promote SONGO’s models to achieve best Nutrition outcomes to suit multiple stakeholders and be pro-vulnerable.

ICCO is looking for one (1) highly motivated, qualified and capable consultant to fulfill the following functions:

1. It is the expectation of the consultant to Represent the Interests of the project at the national level with officials:
* Liaise with different Central-level Nutrition Actors - including but not limited to; line ministries (e.g. Agriculture, Health, Public Health Engineering, Food), Departments and Bodies, especially the Bangladesh National Nutrition Council (BNNC), other NGOs and CSOs including local and central level collaboration and partnership opportunities.
* Negotiate and Coordinate with National Private Sector to develop MoUs, collaboration agreements and explore opportunities for advancing nutrition in the project - especially engagement with Nutrition Sales Agents, Farm Business Advisors, and Beneficiary livelihoods
* Coordinate the fulfillment of the existing MoUs, by mediating between the core-project team and the Dhaka based actors
* Update to essential stakeholders on the project’s contribution, key learnings, and gather key recommendation points throughout the year, while upholding the key multi-stakeholder participation (MSP) principles.
* Pursue, Lobby and Advocate for mandate fulfillment by different stakeholders, and where possible mediate and strategise where SONGO can support this at the local level.
1. The consultant will need to spearhead central-level visibility of the project:
* Including coordinating exposure events, horizontal learning forums, regional and national multidisciplinary and multi-speaker discussions, webinars, visibility campaigns, aligned with the Nutrition specific and sensitive interests of Gaibandha and Kurigram, SONGO project, ICCO Cooperation and our donor the EU.
* Refine/enhance and establish the visibility items, present ability of the project’s contributions, beneficiaries perspectives for external audiences and project stakeholders. These must be used for lobby and advocacy purposes, showcasing learning and supporting the collaborations and like-minded projects introduction to support the Nutrition needs in SONGO’s working area.
1. Finally these collective efforts should combine together with supporting the MSP Inclusive Nutrition Governance models at the local level:
* By strategising and coordinating with the Implementation team on how to effectively implement MSP actions at the local level, given prescriptions by national level actors
* Negotiate and raise challenges with central actors to collaborate for and find workable solutions to support higher quality local, district and regional Nutrition Governance contributions.
* Identify and promote applied models for potential scale-up to pursue NPAN-2 priorities in a responsible way.

*Note: This is a long-term consultancy with an initial duration of 8 months, and extendable based on contribution and performance for a further 12 months period. The consultant should budget on the basis that all project related expenses will be borne by ICCO Cooperation.*

## REGULAR DELIVERABLES:

* Maintain, update and negotiate MoU/collaboration coordination plans with central level actors
* Negotiate, represent interests of the field, and seek out the creation of MoUs and like-minded public, private and CSO entities for collaboration agreements to jointly cooperate for improving nutrition outcomes in the SONGO area. Develop engagement strategy and follow-up quarterly on progress through own initiative and implementing team communication.
* Manage the drafting and development of informative core visibility materials and ensuring content and speaker oversight for exposure/learning events and webinars as per ICCO’s need
* Collaborate between the project implementation team, and wider ICCO team to mediate strategies, approaches and engagement with external stakeholders to pursue practical MSP solutions that uphold the needs and rights of beneficiaries.
* Quarterly progress updating reports, including previous engagement and deliverables strategy update, suggestions for adjustment in own approach, and prospective next quarter priorities to maintain project’s advancement with MSP, Stakeholder Engagement, Visibility and Partnership opportunities.
* Minutes of each engagement exercise with external stakeholders.
* Support ad-hoc to strengthen/implement actions at central level, based on needs and recommendations arising from the Implementation team.
* Arrange the national level events with multiple stakeholders.
* Provide strategic direction for gender and disability inclusion for the project.
1. **DUTIES AND RESPONSIBILITIES OF THE CONSULTANT (not limited to):**
* The chosen consultant needs to communicate with the Operation Lead of the SONGO project primarily.
* The consultant will be required to supply and share aforementioned quarterly reports timely and stakeholder engagement meeting information within 2 days of meeting.
* Ensure regular communication with the SONGO implementation team, especially Project Advisors, Operations Lead, Deputy Project Manager and Head of Programs, but also where needed communicate regularly with the communications and visibility unit.
* Arrange sharing meetings with SONGO staff, and ICCO country office staff in order to update and consolidate feedback into next actions. SONGO will providefeedback to drafted documents, however end accountability for document preparation will fall onto the consultant.
* Should comply with ICCO code of conduct for consultancy work.
* Will report progress and be accountable to ICCO’s Head of Programs, and on needs basis support the Operations Lead and Deputy Project Manager when required ad-hoc.
* Be based daily inside ICCO’s Dhaka Office and when needed to travel to visit external stakeholders and the project. The consultant must be prepared to work weekends if required regular and ad-hoc deliverables are outstanding.
* Take initiative to arrange meetings with the key central level stakeholders and create working documents
1. **RESPONSIBILITIES OF ICCO (not limited to):**
* Provide information about the SONGO working area, community, beneficiary, market actors, and others if needed.
* Support where required to attend meetings/interviews/discussions with key stakeholders
* Cover incurred expenses for the consultant that arise as a result of engaging in the consultancy on behalf of SONGO
* Receive all the above-mentioned deliverables from the consultant with checking quality.
* Keep close connection with consultant
1. **REQUIRED QUALIFICATIONS & EXPERIENCE OF CONSULTANT:**

The Consultant should be experienced in Central Government Officials Engagement, and have demonstrated success in coordinating lobby and advocacy for development projects. Having backgrounds in Nutrition and MSP is highly desirable.

* Experience in lobby and advocacy related activities in development fields.
* An advanced degree in Nutrition Science /development studies/social sciences/Agriculture/ Management/ Economics or other relevant disciplines from a reputed university
* At least 4years experience in leading/ conducting similar types of role, either as assignment or occupational experience
* Having in-depth knowledge and understanding about effective negotiation, aligning interests and multi-stakeholder mediation
* Should have outstandingEnglish and Bangla writing, presentation skills
* Ability to work under pressure and to deliver in a timely manner without compromising quality standards
1. **TIME FRAME:**

This consultancy is expected to continue for8 calendar months, with potential to extend for up to an additional 12 months.

1. **COMPENSATION:** Negotiable. Consultant should put forward their proposed **Monthly or Daily** rate in their cover letter, considering tax as per government rules.
2. **CONSULTANCY APPLICATION PROCEDURE:**

Please submit your application details within four pages CV and cover letter with mentioning expected **Monthly or Daily** rate to **procurement.bd@icco.nl** . The subject line should be ''**Governance and Inclusion Coordinator at National Level”.** Only shortlisted candidates will be notified for an interview.

**Women are encouraged to apply**

Application Deadline: 30th November 2020.

***\*\* considering the COVID-19 pandemic situation, consultants are encouraged to submit soft copies only***

***\*\*ICCO Cooperation holds the authority to terminate the consultancy if the consultant’s contributions and standards are not meeting the expectations of the organisation***