



Terms of Reference (TOR)

To develop capacity assessment tools and conduct need assessment of the Civil Society Alliance on Nutrition in Nepal (CSANN) members on Policy Advocacy, Budget Analysis, Monitoring and Evaluation

I. Background

Government of Nepal has given high priority to nutrition with adoption of MSNP (2013-2017). The framework on scaling up nutrition has provided the road map for multi sectoral approach on nutrition where the civil society has been recognized as a key stakeholder responsible for advocating and sustaining the political will for government action in monitoring and accountability of both public and private sector in service delivery. Potential civil society organizations, directly and indirectly contributing on nutrition specific and nutrition sensitive areas at national level, were consulted to identify their views and ideas on MSNP implementation status, on coordinated efforts required engaging civil society organizations on advocating and sustaining political determination and potential role of civil society in scaling up nutrition.

With strong recommendation from consultation meeting, Civil Society Alliance on Nutrition in Nepal (CSANN) has been established on 26 March 2014 to support on Scaling up Nutrition (SUN) movement. It is the network of civil society organizations directly and indirectly contributing on nutrition specific and nutrition sensitive areas at national level. The network includes organizations implementing the community level interventions on different sectors which include nutrition, water sanitation and hygiene, livelihood, education and urban development.

Civil society actors play a vital role to improve awareness level of community people through awareness campaign, conduct advocacy and campaigning through capacity building of CSOs and sensitize policy makers to prioritize nutrition agenda at the national level. Therefore capacity assessment is needed to identify CSOs existing capacity and their need to develop capacity development plan which helps CSOs to initiate and lead advocacy and campaign activities at the local, district, regional and central level on effective way to bring changes at the policy level and on behavior of people to have a better life.

Objectives of the Assignment

The overall objective of the consultancy will be to develop a **“Capacity Assessment Tools for Policy Advocacy, Budget Analysis and Monitoring & Evaluation”** and **“Conduct the need assessment of alliance using the tools in policy advocacy, budget analysis, monitoring and evaluation”** of Civil Society Alliance on Nutrition in Nepal (CSANN).

Scope of the work

The development of capacity assessment tools on policy advocacy, budget analysis and monitoring and evaluation will be led by external consultant team in close coordination with National Nutrition and Food Security Secretariat (NNFSS), CSANN Secretariat and Save the Children Health and Nutrition Program team. The consultant team will coordinate and collaborate with CSANN members and Executive Committee and three working committees under NPC (capacity development, advocacy and communication and M&E committee) for this purpose. The consultant team will be responsible for undertaking following tasks:

- Coordination with CSANN chairperson, its members and NNFSS
- Develop detail methodology and action plan to carry out the task in coordination with CSANN secretariat and Save the Children International
- Develop capacity assessment tools for policy advocacy, budget analysis and monitoring and evaluation
- If necessary, facilitate the workshop to consult with alliance members and finalize the tools. The final tools will be provided to Save the Children International for printing.
- Carry out capacity/need assessment of CSANN members either by individual consultation or in group once tools have been finalized and approved by CSANN and Save the Children International
- Draft the need assessment report of CSANN members with detail capacity development plan of action and share among CSANN members for their view and comments
- Identify specific role of CSANN executive committee, its members and other stakeholders on capacity development plan
- Share the capacity assessment findings with stakeholders
- Prepare final report including comments and make it publishable

2. Methods and Tools

Following methods can be used to complete the above mentioned tasks and fulfil the purpose as defined by this ToR.

1. Desk review of the relevant documents
2. Literature review
3. Consultative meetings/interview with relevant stakeholders like potential CSOs, experts, CSANN executive committee and CSANN members
4. Workshop with CSANN executive committee and CSANN members if necessary
5. Documentation, Report writing
6. Presentation

3. Key qualification, experience and skills of the consultant

The candidate should possess the following skills and competencies:

- At least post graduate degree in a public health or any other social science field
- In-depth knowledge and understanding of issues of health and nutrition in Nepal
- Engagement of candidate in MSNP formulation process will be an asset
- Extensive work experience and proven record in advocacy, policy, campaign, strategic

management

- Demonstrate experience of having undertaken similar assignments
- Good analytical and documentation/report writing skills
- Good communication and facilitation skills
- Excellent command of oral and written English
- Cultural awareness and sensitivity to gender issue

4. Duration of task completion

The assignment is estimated to commence with **no more than 30 days** and to be completed within **15 August 2014**.

5. Key deliverables

The consultant will work closely with Civil Society Alliance on Nutrition in Nepal (CSANN) Chairperson, Executive Committee, CSANN Members and H&N team, Save the Children. All deliverables will be submitted to the CSANN and H&N team, Save the Children on date as mutually agreed during the inception meeting. The developed tools and reports will be reviewed by CSANN.

All draft documents will be submitted as soft copies while the final products will be submitted as a soft copy and three hard copies.

The consultant should submit following key deliverables,

- **Inception report:** Outlining details of activities with proposed methodology and timeline/delivery dates
- **Schedule of workshop** and session plan
- **Final capacity assessment tools** (in English and Nepali) with incorporating feedback and comments
- **A final need assessment report of CSANN** (e copy and hard copy) in English and Nepali, including capacity development plan for the two years after incorporation of stakeholders comment
- **Workshop report** in English, if conducted

6. Budget for the task

The tentative budget for the capacity assessment tools development for policy advocacy, budget analysis and monitoring and evaluation has been estimated to be around NRs. 1,20,000 (One Hundred and Twenty Thousand Only). In addition, the tentative budget to conduct need assessment using the tools with development of publishable report has been estimated around NRs. 3, 20,000 (Three Hundred and Twenty Thousand Only). In total, the amount is about NRs. 4, 40, 000 (Four Hundred and Forty Thousand Only). All the works are to be done at Kathmandu level. If any workshop needs to be done, Save the Children will bear the additional financial cost (hall, fooding, per diem, stationery and other required logistics) of the workshop. The payment will be made as follows:

1st instalment – 40% (after signing the agreement); and

Final instalment – 60% (after submission of final deliverables)

Finance section will deduct tax at the prevailing tax rules.

7. Procedure for submission of expression of interest

Interested consultants should submit below mentioned documents by 5 pm on **20 May 2014**.

- An updated CV (Maximum 3 pages)
- An application letter including remuneration requirements (daily rate) and contact information for three work- related referees

Applications not including all of the above information will not be reviewed. Only short listed candidates will be contacted for further process