**TERMS OF REFERENCE (TORs)**

**Terms of Reference (ToR) for hiring of a Consultant to conduct documentation of project impact, results and successes in three districts of Kasese, Kyenjojo and Kakumiro**.

1. **Assignment Background**

SNV is a not-for-profit international development organization headquartered in the Netherlands. SNV has been involved in the development sector since 1965. Its core business involves working with local partners to provide technical expertise in Water, Sanitation and Hygiene (WASH), Agriculture, and Renewable Energy sectors. To achieve impact at scale, SNV through its programmatic approach works with local partners to build around a strategic framework of local and international priorities ensuring a shared understanding of the required change is embraced and roles are defined with governments, private sector and civil society. Within these programs. SNV implements various projects across Asia, Africa and Latin America. In Uganda, a number of projects are being implemented, among these is the Sustainable Nutrition for All (SN4A) project. SNV intends to engage a consultant that will undertake a **documentation of project impact, results and successes in three districts of Kasese, Kyenjojo and Kakumiro.**

1. **Project Background**

The aim of Sustainable Nutrition for All (SN4A) is to improve nutrition outcomes through adoption of agro biodiversity and improved dietary diversity and hygiene practices at intra-household level. Phase 1 of SN4A was implemented in four districts in Uganda and Zambia, reaching 4,900 households in Isoka and Chinsali in Zambia and 12,310 households in Kasese and Kyenjojo in Uganda. Phase 1 was successful in increasing both the average dietary diversity score (DDS) and minimum dietary diversity for women of reproductive age (WRA) in the 4 targeted districts. For women of reproductive age consuming an inadequate diet (food from less than 5 groups) dropped from 70% to 31% in Chinsali, from 78% to 30% in Isoka, and 79% to 15% in Kasese and Kyenjojo. The minimum dietary diversity for children 6-23 months also improved (mean IDDS of 3.3 improved to an IDDS of 4.7 at the End line). The number of children consuming an inadequate diet dropped from 68% to 21% in Chinsali, from 45% to 15% in Isoka, 46% to 7% in Kasese and 63% to only 3% in Kyenjojo.

In Phase 2, a focuses on improved nutrition in four existing districts and improved dietary diversity in two new districts, and on the sustainability, scalability and replicability of the model. SN4A is being implemented in 4 old districts and 2 new districts, Kasama in Zambia and Kakumiro in Uganda. The new districts were selected based on the criteria that they are different to the existing areas (i.e. more remote in Uganda and closer to an urban/town setting in Zambia).

SN4A addresses four critical pillars simultaneously;

1. Demand creation through triggering
2. Social and behavior change communication
3. Nutrition sensitive agriculture
4. Strengthening governance.

Recognizing that improvement in nutritional outcomes are affected by gender roles within households, SN4A engages both men and women within the community to review and address intra-household decision making on food production, expenditure, consumption and allocation; access to resources and women’s time and workload that can often affect care practices Phase 2 will involve further integration of WASH, gender and market linkages (NSA) where relevant.

In Uganda, the project is being implemented in Kakumiro (new) District and two existing districts of Kasese and Kyenjojo. Most of the project deliverables are disseminated to households through district nutrition coordination committees, sub county nutrition coordination committees and Nutrition action groups (NAGs). Now that the project is coming to an end there is need to conduct a comprehensive documentation of project impact, results and success stories. These will complement the project reports, baseline and end line study reports to write end of project report to be shared with the donor. The information obtained here still can be used by the organization for future business development in nutrition.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of the Consultant will be to

* 1. To document two project impact stories in line with project goal and objectives.
  2. To record and produce high quality video footages about the project success and results
  3. Write and submit 4 quality success stories for sharing in national and international fora.
  4. Generate and submit high resolution photos about key project activities

1. **SCOPE OF WORKS**

The specific tasks related to the Consultant are to:

**Task 1:** Prepare and submit an acceptable inception report

**Task 2:** To document two project impact stories in line with project goals and objectives.

. -Thee will involve review project documents, and hold consultative meetings with key stakeholders and visiting project sites

**Task 3:** To record and produce high quality 4 video footages five minutes maximum about the project success and results

**Task 4:** Generate and submit high resolution photos about key project activities in 3 districts

There will be needed to organize good sites which will produce required high resolution photos required by the project.

**Task 5: Preparation and submission of final report**

The final report will be reviewed by the project team, but must be detailed including all the deliverables as per the contract as indicated in the terms of reference project components.

**SCHEDULE FOR COMPLETION OF TASKS**

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| **TASK** | **Schedule for Completion from the date of award of contract** |
| **Task 1**: Prepare and submit acceptable inception report | 28th -29th June 2021 |
| **Task 2:** To document two project impact stories in line with project goals and objectives | 30th -13th July 2021 |
| **Task 3**: To record and produce high quality 4 video footages about the project success and results | 14th -29 July 2021 |
| **Task 4**: Generate and submit high resolution photos about key project activities in 3 districts | 30th July to 10th August 2021 |
| **Task 5:** Preparation and submission of final report | 11th – 14th August 2021 |
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1. **Deliverables**

The main deliverables of the assignment are:

1. An Inception report outlining the proposed work plan, timing, locations for research, methodologies proposed to conduct the assignment presented within 3 days of contract signature
2. Two key impact stories in line with project goal and objectives
3. Four success stories cutting across the 3 districts of project operational areas
4. Video clips about project activities
5. Quality photos about key project activities
6. Detailed end of contract report
7. **Location of Service**

The Consultant will implement the assignment in 3 districts of Kasese (Kisinga sub county), Kyenjojo (Nyabuharwa sub county) and Kakumiro (Nkooko sub county). Where possible will interview project implementation team in the region and country office level.

1. **Period of Contract**

The Assignment timeframe is 30 working days: 25th June 2021 to 14th August 2021. All the activities within this contract must be finalized by August 14th, 2021. Therefore, the scopes of works described above need to be completed as stipulated above.

1. **Reporting Requirements**

The Consultant will be directly accountable to Phomolo Maphosa (SNV – Uganda Country Director, SNV Uganda whilst, SN4A project Manager will be responsible for ensuring that the necessary arrangements are in place to ensure the assignment is executed according to plan. The project Manager will also render the day to day support to ensure the field work progresses smoothly.

1. **QUALIFICATION AND EXPERIENCE**

The Consultant must have the following qualifications and experience:

1. A proven track record of professionalism and ethical conduct.
2. Relevant technical knowledge, skills and extensive work experience in project documentation with INGOs.
3. Experience in providing Consultancy and excellent track record of completion of tasks according to timelines.
4. Experience with donor-funded projects
5. Excellent reporting and writing skills with experience in projects of a similar nature, of at least a minimum of 5 years.
6. Prior experience working in Uganda

**Additionally the consultant should possess the following qualifications:**

1. Key personnel must have at least a degree / equivalent qualification in relevant field like –Agronomy, Agriculture, Agribusiness, communication, Monitoring and evaluation, social sciences and communication or related fields.
2. If the Consultant is a firm, they will ensure that all proposed key personnel work directly in the assignment. Substitution of staff after contract award is discouraged and will have to be approved by the client.
3. Knowledge of English is a must and that of local languages such as Luganda, Rukonzo, Runyoro/Rutoro is essential for field work.
4. Prior experience in working with the project will be an added advantage.
5. **Evaluation criteria**

The consultant with be evaluated based on the following criteria

1. Technical capacity 35%
2. Financial proposal 20%
3. Qualification of team personnel 15%
4. Related past experience 30%
5. **Payment Terms and schedules for payment**

The Consultant will be contracted for an agreed fee for a total not exceeding 30 working days. Where applicable, for instance for DSA and mileage, current SNV rates will be used.

Invoices. Payment to the consultant will be based on the invoice submitted to SNV for the attention of SN4A Project Manager for the SN4A Project activities. Invoices will contain an itemized statement of the services performed and any expenses incurred. All individual expense claims over Euro 25 will be supported with original receipts attached to the invoice. The invoice shall be submitted in accordance with the payment terms outlined in the contract and indicated below.

In consideration of the services to be provided by the Consultant, SNV shall make an initial down payment on the contract amount of 40% of the total contract sum and the final payment of 60% made after:

1. Submission of approved final assignment report
2. After reconciliation of the initial down payments,

All payments will be done in Ugandan shillings (UGX) by bank transfer

1. **Submission of proposal:**

All submissions should be sent via:

1. Email to [ugandatenders@snv.org](mailto:ugandatenders@snv.org) , the subject line should read “***Consultancy for* conducting Documentation for Sustainable Nutrition for All Project in Kasese, Kyenjojo and Kakumiro districts”*.***
2. Deadline for submission is 18th June 2021 at 5:00 PM.