

HELEN KELLER INTERNATIONAL

Scope of Work for

Consultancy service for Co-facilitator for Province Level USAID Integrated Nutrition Co-creation

August—September 2024

Background

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome long-standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries across Africa, Asia, Europe, and the United States, and together with a global community of supporters, we ensure every person has the opportunity, as Helen did, to reach their true potential. Helen Keller invites applications from individual/firms to facilitate province level co-creation of SAID Integrated Nutrition.

The primary goal of USAID Integrated Nutrition is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. This initiative will address the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children. One of the crucial activities under this project is to undertake co-creation at different levels.

Required number consultants: 1 Person/Province

Scope of Work and Deliverables

The Co-facilitators will work with the Helen Keller team in Kathmandu and Facilitator virtually and the major tasks will include:

- Review nutrition literature published at national and global perspectives and priorities.
- Familiarize the key components of USAID Integrated Nutrition.
- Meet with Helen Keller team to finalize co-creation agenda, tools, and facilitation structure.
- Facilitating one of the co-creation workshops in Madhesh, Lumbini, Karnali, and Sudurpaschim Provinces

Deliverables

The consultant shall accomplish the following deliverables during August—September 2024:

- Submit a work completion report with clear articulation of sector-wise priority of the assigned province

Timeline and Level of Effort

Total consultancy service for the Co-facilitator would be maximum 4 days.

S. N	Tasks	Days	Timeline	Location
1	Preparation	1	TBD	Helen Keller Intl Office Kathmandu/Virtually
2	Workshop preparation and facilitation	2	TBD	One of the events in Janakpur, Madhesh Province, Bhaluwang, Lumbini Province, Birendranagar, Karnali Province, Dhangadi, Sudurpaschim Province
6	Report writing	1	TBD	At own place
Total		4 to 7 days (max)	(Number of consultancy days may change depending upon the scope of work)	

Administration and Logistics Management

The Co-facilitator will be provided with a daily subsistence allowance (DSA), accommodation and travel costs as per Helen Keller Intl's policy. The focal person for this service in Helen Keller will be Director of Program and Field Operations in operations matters and technical theme lead for technical inputs. S/he will work closely with the Facilitator hired for this co-creation.

Qualifications/Evaluation Criteria

- Bachelor's degree in any discipline, preferably in health and nutrition
- Demonstrated work experience of facilitating learning events for larger and diverse audience at province and federal level
- Familiar with multi-sectoral nutrition programming; specific and sensitive, health system strengthening, nutrition activity design and implementation -focusing on women, youth, and marginalized groups.
- Experience of engaging with province and federal level governmental and non-governmental stakeholders, private sectors and community representatives.
- Ability to facilitate sessions independently by engaging participants within in given format
- Ability to comprehend discussion notes quickly summarize.
- Excellent facilitation and workshop conduction skills in Nepali is essential and local language would be an asset
- Excellent report writing skills.

Preferences

- Priority will be given to applicants from the respective province.

Selection Process

The evaluation committee will review received CVs, and only shortlisted candidates will be invited for the interview process.