



## **TERMS OF REFERENCE (TORs)**

### **TO DEVELOP SIMPLIFIED GUIDELINES TO MAINSTREAM AND INTEGRATE NUTRITION AND SAFE FOODS PROGRAMS IN THE PARISH DEVELOPMENT MODEL (PDM).**

#### **Background**

Food Rights Alliance (FRA) is a coalition of over 40 members comprised of local and international NGOs working on issues of agriculture, food, and nutrition security at household, community, and national levels. FRA envisions a “World free from hunger and malnutrition” and works to promote sustainable access and consumption of adequate, safe, and healthy diets for all. The Alliance achieves her mission through building a formidable and diverse network of members and stakeholders that influence policy and practice at different levels; profiling and engaging champions on critical issues on the realization of the right to adequate food, and equipping stakeholders with credible knowledge and information to flag the right to food agenda in policy and practice. FRA contributes to democracy and good governance by upholding the key tenets of participatory democracy; inclusiveness, responsiveness, consciousness, mutual accountability, collective action, and participation in decision-making. The Alliance organizes civil society into issue-focused influencing groupings and enhances collective planning, knowledge and information sharing, and collective action.

FRA is implementing a five-year CASCADE project that is designed to improve food security and contribute to the reduction of malnutrition of at least 1 million women of reproductive age and children in Uganda. Particularly, FRA contributes to Domain 1 of CASCADE on improving the implementation of existing nutrition-related policies and supports Domain 5 on promoting synergies between relevant actors on data sharing, learning, and strengthening coordination and linkages. The long-term outcome of the project under domain 1 is to improve the food environment and food system and the intermediate outcome is: government bodies effectively implement nutrition-related policies promoting year-round consumption of healthy diets, particularly for women of reproductive age and children. In a bid for FRA to be able to contribute to the aspirations in Domains 1 and 5, the alliance intends to train planners and economists from nutrition implementing Ministries Departments and Agencies (MDAs) on nutrition planning and programming

#### **Rationale for the assignment**

Access to and consumption of nutritious diets are the building blocks for optimal nutrition status and a core element of food and nutrition security. However, in many developing countries, nutritious diets are not accessible because they are not affordable and/or available. Such is the case with Uganda where malnutrition and food insecurity are highly prevalent.

With seven years remaining to achieve 2030 SDG 2 on zero-hunger, there is need to adopt high-impact strategies to improve food security and nutrition among Ugandans. One such



strategy is to mainstream nutrition programs in priority government delivery systems among which is the Parish Development Model (PDM). PDM is the last mile strategy by the Government of Uganda for improving the incomes and welfare of all Ugandans at the household level. The PDM is framed under seven pillars which include Production, processing, value addition, and marketing; Infrastructure and other economic services; Financial Inclusion; Social Services delivery; Re-establishment of the Community Information System; Parish Governance and Administration; and Mind-set Change. Using the PDM, the government aims to restructure its service delivery systems to specifically target households that are currently stuck in the subsistence economy using the Parish as the lowest unit for planning, budgeting, and delivery of interventions for socio-economic transformation. Hence, PDM provides a strategic system through which food security and nutrition can be scaled up in communities and households for better nutrition outcomes. However, most Parish Development Committees (PDCs) which govern the PDM program lack the capacity to effectively integrate and promote nutrition programs through the PDM. It is therefore crucial that PDCs and related PDM governance structures have adequate capacity to plan for, integrate, and promote nutrition in the PDM if nutrition is to be scaled up in communities and households all over Uganda

### **Objective of the Assignment**

The main objective of the assignment is to develop simplified guidelines that can guide Parish Development Committees to integrate nutrition and safe foods programs in the PDM programs.

Specifically, the assignment seeks to;

- To develop simplified guidelines to mainstream and integrate Nutrition and safe foods programs in the Parish Development Model
- Engage technical experts in the review of the guidelines during the development process
- To facilitate the validation of the simplified guidelines on the integration of Nutrition and safe foods programs in the PDM

### **Expected Outputs**

- A final copy of simplified nutrition guidelines for PDM.
- Reports on the meetings held to review and validate the guidelines.

### **Role and responsibilities of lead consultant**

- Produce a clear outline of the work plan for carrying out the assessment;
- Produce the first draft and amended draft (incorporating comments from relevant reviewers) of the guidelines;
- Facilitate a validation workshop with the relevant stakeholders
- Produce the final draft of the guidelines according to agreed timelines.

### **Responsibilities of the Contracting Organization**

- FRA will be responsible for commissioning and managing the consultant/s and contract and finalizing details of the work schedule.



- FRA will provide supervisory support to the consultant/s.

### **Contact person**

The contact person for the consultancy shall be the Food Governance Manager, FRA.

### **Duration**

The consultancy will be for a maximum period of 20 working days, which must be strictly adhered to.

### **Time Frame**

1. Submission of EOI by 3<sup>rd</sup> May, 2023
2. Review of EOI by FRA – 4<sup>th</sup> May, 2023
3. Signing of contract with Consultant by – 5<sup>th</sup> May, 2023

### **Qualifications for a lead consultant**

A suitable consultant shall have the following qualifications;

1. Minimum of a Master's degree in nutrition, economics, social sciences, or any other relevant field of study;
2. Demonstratable knowledge of government delivery systems, particularly PDM
3. Demonstrable experience in assignments of similar nature, including understanding the nutrition planning and governance architecture in Uganda;
4. Professional experience in conducting research;
5. Good analytical skills;
6. Excellent documentation and writing skills, attested by past written papers;
7. Capacity to meet deadlines.

### **Contents of the bid**

Information that is needed while submitting expression of interest includes;

1. Letter of interest.
2. Inception report (clearly showing the methodology, plan of action, and interpretation of Terms of Reference).
3. Any comments/suggestions in relation to this consultancy
4. Financial implication of the undertaking of the assignments of the bid.
5. Detailed profile of the applicant, indicative of previous relevant experience.

### **Statement Of Safeguarding:**

According to FRA's organizational value of accountability, it is our policy to safeguard all individuals involved in FRA's work against risks of exploitation and abuse. FRA will not tolerate exploitative or abusive behaviors by anyone associated with the implementation of FRA's work.

### **Submission of proposal**



Interested consultants (individuals and firms) with experience in executing similar assignments are invited to submit their expression of interest/bids by close of business on 3<sup>rd</sup> May, 2023 with the subject field “Expression of Interest – **Development of simplified nutrition guidelines for PDM**” addressed to; Executive Director Email: [fra@frauganda.org](mailto:fra@frauganda.org). **Only complete bids submitted by mail will be considered.**