**TERMS OF REFERENCE (TORs)**

**Development of a training manual on nutrition planning and programming for planners and economists**

**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.

The current high levels of malnutrition and food insecurity in Uganda are primarily attributed to policy challenges. Uganda has a proliferation of policies on food and nutrition security that are not mutually reinforced or not well implemented at both national and sub-national levels due to capacity constraints to the delivery of government programs. Notably, the government adopted a multi-sectoral approach to planning for nutrition through the Uganda Nutrition Action Plan. However, most nutrition-implementing Ministries Departments and Agencies (MDAs) as well as local governments do not adequately plan, budget, implement, and/or report on nutrition outcomes as guided by the UNAP due to capacity gaps among duty bearers, particularly planners and economists, on how to integrate nutrition in government planning and programming. This exacerbates food insecurity and malnutrition at all levels in the country. It is therefore crucial that government planners, economists, and other relevant government actors have adequate capacity to plan for, budget, and integrate nutrition programs into government plans and programs at all levels to guide implementation for improved nutrition outcomes in Uganda. Today, the National Planning Authority (NPA) has developed National Consolidated Planning Guidelines for Cross-cutting issues among which is nutrition, gender, and climate change. However, NPA has not been able to develop a dedicated nutrition planning and programming manual from the consolidated guidelines to help train and guide planners and economists in planning for nutrition at national and Local government levels.

**Objective of the Assignment**

The main objective of the assignment is to develop a training manual on nutrition planning and programming from the current National Consolidated Planning Guidelines for cross-cutting issues that can be utilized to train and guide planners, economists in planning, budgeting, and integrating nutrition issues MDA, and Local government plans.

Specifically, the assignment seeks to;

1. To align all examples and demonstrations in the planning guidelines to nutrition
2. To clearly outline key Nutrition related indicators and tagets to be achieved by each of the MDAs in line with NDP III and UNAP
3. Outline facilitation methods and tools required to achieve the necessary skills in the planners and economists
4. Participate and facilitate in all meetings and processes including but not limited to expert reviews, engage stakeholders in validation and dissemination of the manual.

The manual should conform to the following principles/standards

1. It should be written in an easy-to-understand and use language.
2. It should be gender inclusive in its entirety
3. It should align with the current food and nutrition security context as well as legislative, policy, and institutional frameworks.

**Responsibilities of the Consultant/Expected Deliverables**

* Produce a clear outline of the work plan for carrying out the assessment;
* Submit the first draft of the nutrition planning and programming manual
* Facilitate technical reviews and engage technical experts to review the drafted manual
* Submit the mended draft, incorporating comments from the technical reviewers
* Present the amended manual in a validation workshop for stakeholder review
* Incorporate comments from the validation workshop
* Submit the final nutrition planning and programming manual according to the 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 25 working days which must be strictly adhered to.

**Time Frame**

1. Submission of EOI by 5th/07/2023

2. Review of EOI by FRA - 6th /07/2023

3. Signing of contract with Consultant by - 7th/07/2023

**Qualifications for a lead consultant**

A suitable consultant shall have the following qualifications;

1. Minimum of a Master’s degree in public health, nutrition, economics, social sciences or any other relevant field of study;
2. Post graduate training in project planning and management and M&E is an added advantage
3. Demonstrable experience in assignments of similar nature, including understanding the nutrition planning and governance architecture in Uganda;
4. A working and practical knowledge of Gender mainstreaming will be an added advantage
5. Professional experience in conducting research;
6. Good analytical skills;
7. Excellent documentation and writing skills, attested by past written papers;
8. Capacity to meet deadlines.

**Contents of the bid**

Information that is needed while submitting expression of interest includes;

1. Letter of interest.

2. Technical proposal (clearly showing the methodology, plan of action, and interpretation of Terms of Reference).

3. Any comments/suggestions in relation to this consultancy

4. Financial Proposal for undertaking of the assignment.

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 before 14th July 2023 with the subject field “Expression of Interest – **Development of a training manual on nutrition planning and programming**” addressed to; Executive Director Email: [fra@frauganda.org](mailto:fra@frauganda.org). **Only complete bids submitted by mail will be considered.**