

COOPERATIVE REPUBLIC OF GUYANA
MINISTRY OF AGRICULTURE
HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL
DEVELOPMENT PROJECT
Loan No. 2000001704/ Grant No. 2000001705
TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

DEVELOPMENT OF PROJECT NUTRITION STRATEGY AND VALUE CHAIN DATA
ANALYSIS

1. Background

The Government of the Cooperative Republic of Guyana, through a financing arrangement with the International Fund for Agricultural Development (IFAD), has embarked on a USD 11.15 million, six-year project named the Hinterland Environmentally Sustainable Agricultural Development (HESAD) Project, to improve livelihood resilience through income generation, access to assets, improved nutrition and adaptation to climate variability and change. The Lead agency for the implementation of the HESAD Project is the Ministry of Agriculture through its Agriculture Sector Development Unit (ASDU). The Project Management Unit (PMU) is comprised of the office at the MOA in Georgetown and Regional offices in Region 1 and Region 9.

The Hinterland Environmentally Sustainable Agricultural Project intends to apply part of the proceeds for consulting services (“the Services”) for the development of **A Project Nutrition Strategy and Data Analysis**. This includes a clear and implementable roadmap to integrate nutrition into the HESAD Project with concrete recommendations for investments.

It is envisioned that this Nutrition Strategy will guide the HESAD Project’s implementation of its Nutrition Awareness Sub - component and allow the project to meet its targeted audience in a relevant way. The Consultant will identify the best delivery mechanisms for the Nutrition Awareness Training (such as schools and other public meeting spaces with the assistance of the Ministry of Education and the Ministry of Public Health). In addition, the strategy will guide the project implementation by clearly identifying specific opportunities for nutrition-sensitive investments in the CPDPs and VCAPs in Region 1 and 9, under a Nutrition conscious effort in ensuring that the beneficiaries of the programme have made changes to their consumption patterns for a better health.

The strategy is expected to benefit the Mabaruma and Moruca Sub- Regions of Region No. 1 and Region No. 9. The beneficiaries are men, women and youth in all the project locations. A large target for the Nutrition Awareness Training is the youth population and women of reproductive age (pregnant and lactating) as well as women with children below the age of five (5) in the beneficiary areas.

2. Objective:

The objective of the assignment is for the individual Consultant is the following:

1. Design the Training on nutrition awareness for the project
2. Identify opportunities for integrating nutrition into the project’s investments in Region 9 and Region
 - a. In Region 9: opportunities for nutrition in BP and CIP
 - b. In Region 1: support the integration of nutrition considerations in the VC studies and identify opportunities for nutrition in VCAP working in support of the Value Chain Study being conducted by the M&E Unit of MOA.

3. Characteristics of the Consultancy

- **Type of Consultancy:** Individual
- **Source of Funds:** International Fund for Agriculture Development and the Government of the Cooperative Republic of Guyana.
- **Place of Work:** The tasks will be undertaken in Regions Nos. 1,4, 9 and the Consultants Office.
- **Qualifications:** As detailed in Item 6
- **Contract duration:** As detailed in Item 7
- **Payment Options:** As detailed in Item 8

4. Scope of Services

The scope of the works for this consultancy is to develop a clear and implementable strategy for the Implementation of the Nutrition aspect of the HESAD Project. This does not only mean the development of the Nutrition Strategy but also the assistance with the development of the Value Chains studies being conducted in Region No.1 by the Ministry of Agriculture's M&E Unit and Guyana Marketing Corporation. Should the scheduling of the Value Chain Studies and this Nutrition Strategy not coincide, the IC shall update the VC Analysis Report's nutrition content based on the data collected by both the IC and the M&E Unit.

The Strategy is expected to guide the project on the execution of the Nutrition development and awareness aspects of the project. The Nutrition awareness is dependent on the present information gathered by the baseline surveys, and will also support the PMU in monitoring and evaluation of nutrition outputs and outcomes.

5. Methodology

The study will rely largely on secondary data, building on locally available information sources, databases and research studies, including the SOFA and Baseline studies for Region 9. Some limited primary data collection is expected to be carried out in Region 1 and Region 9 to validate and contextualise the findings of the desk study and fill any existing gaps.

The IC will develop a methodology to suit his /her work programme that is to be submitted as part of the technical proposal. This methodology shall take into account the following:

- 1) Desk study
- 2) Preparation for Field work in Region 1 and Region 9
- 3) Field Work (can be done remotely where possible)
- 4) Analysis of the Data in the Development of the Strategy
- 5) Assist the M&E department on the inclusion and data analysis in the Value Chain studies to be conducted in Region No. 1. (*Residual if not possible with allotted time period*)
- 6) Training Sessions on the execution of the Strategy (Virtual)

5.1 Desk Study

The objective of the desk study is two-fold. First, to identify the **key nutrition problems** in the project's target populations in Region 1 and Region 9 based on existing literature, including an indication of major dietary gaps and most vulnerable target groups.

Second, to identify **existing approaches and materials on nutrition education, awareness raising and behaviour change communication including those specific/adapted to indigenous people.**

It is expected that the data gathered to date on the project and the existing data and other reports will be analysed. This will inform the IC on the data that needs to be collected and the methodology for that collection. The project will share the SOFA study and baseline data collected to date for Region No. 9.

This study is expected to look at the existing reports and approaches from the Ministry of Public Health, PAHO, WHO, FAO, UNICEF and other organisations working on improving the health and nutrition of the population within the project area.

Key informant interviews and scoping meetings with key stakeholders in Georgetown (MOH, FAO, UNICEF, etc.), will be used to complement the findings of the desk study, and guide the data collection in Regions 1 and 9.

The Desk Study Report summarising the findings of the desk study will be the first deliverable of the consultancy.

5.2 Preparation for fieldwork in Region 1 and Region 9.

Based on the findings from the desk review, the IC will prepare the fieldwork to be conducted in Region 1 and Region 9.

In Region 9, the fieldwork will be geared towards developing the nutrition awareness raising, education and behaviour change communication activities of HESAD, contextualised for Amerindian populations. Specifically, the IC will identify needs of Amerindian populations (major dietary gaps, and issues related to knowledge, attitudes and practices), and the initiatives that hold potential for raising nutrition awareness and changing behaviours to improve their food and nutrition security. The fieldwork will also aim to identify potential implementing partners (Government agencies, NGOs, etc. working on nutrition) as well as delivery mechanisms for the nutrition trainings (e.g. schools, extension services, community health workers, growth monitoring groups, radio, Toshaos, etc.). Additionally, the fieldwork will identify opportunities to integrate nutrition into the existing Community Production Development Plans (CPDPs) developed by the communities, both in terms of Business Plans as well as Public/Collective Investment Plans, where nutrition will feature explicitly as a potential investment area. It will also analyse the opportunities to improve the nutrition focus of school feeding programmes sourcing locally from producers in the communities.

In Region 1, the HESAD Project will commence a Value Chain Analysis for Ginger, Turmeric, Coconut, Cassava, Cocoa and Coffee. The M&E Unit of the MOA in collaboration with the Guyana Marketing Corporation will be conducting these Value Chain Analyses. These Value Chains are expected to be nutrition oriented and therefore the IC is expected to work with the M&E Unit to develop the data gathering tools and to be part of the team that collects (field visits) and analyse the data in Value chains with a Nutrition lens to ensure that the development of those chains take into account nutrition security of the beneficiaries of the chain development. Additionally, the IC will identify other potential Value Chains that hold potential to improve food and nutrition security of the target population. The integration of nutrition into VC will be carried out following IFAD's guide *Nutrition-sensitive value chains: a guide for project design*¹.

¹ Nutrition-sensitive value chains (NSVC) resources are available at:

NSVC- Volume I: <https://www.ifad.org/web/knowledge/publication/asset/40805038>

NSVC- Volume II : <https://www.ifad.org/en/web/knowledge/publication/asset/40861986>

Examples of nutrition sensitive value chain analysis in:

In Region 1, if possible, the fieldwork will coincide with the fieldwork of the M&E Unit of the MOA, where IC will provide assistance in the development of the VC Studies.

Additionally, the IC will assist the PMU in developing the tools needed for monitoring and evaluation of the nutrition outputs and outcomes of the HESAD logical framework.

5.3 Fieldwork/Consultations

The Individual Consultant will conduct meetings in all the Regions of the Project, namely Regions No. 1, 4 and 9. These meetings can be done remotely where access is not possible.

It is expected that there will be a minimum of three meetings in Region 1 and 9 with the beneficiaries in focus groups areas. (A clear methodology for this should be developed keeping the present COVID -19 situation on the ground within these regions) Meetings should also be held with other stakeholders relevant to the Nutrition Awareness Trainings of the Project. All meetings must be organised in such a way to allow equal opportunity to participate by women, men and people of different ages. Whenever necessary, affirmative actions will be undertaken to enable also more vulnerable households can participate in the meetings. Respecting local dynamics, the IC must ensure that less vocal individuals can also air their opinion, by e.g. organizing separate groups.

Advance notice must be given for participation at the meetings and a brief description of the intended topics to be discussed should also be part of that correspondence. Participatory methodologies should be applied to ensure that discussions with persons from all groups (women, youth and vulnerable households) in the community are held. Consultations with the relevant region and national stakeholders must also be done as a way of ensuring that a clear picture is presented of the state of nutrition before the strategy is developed.

5.4 Data analysis and Development of the Nutrition Strategy

The development of this strategy will take into account all the information gathered from the stakeholders of the project. The strategy will seek to develop a play book by which the HESAD Project and its execution partners can conduct public awareness exercises in Nutrition Security for the communities and producers along with other indirect beneficiaries of the project. The strategy will take into account the present dietary makeup of the meals that individuals consume in the project area along with the cost of living and revenue generation capabilities to design a strategy to be implemented. The availability of nutritious food for consumption will also be looked and the IC shall make recommendation for project interventions to improve nutrition security. The IC shall also develop meal plans based on the nutritional content of the Best Food Basket Option as developed by the Ministry of Public Health.

The restructuring proposal of the HESAD Project envisions partnering with the District Councils for implementation of project activities in Region 9, and with and NGO/Firm in Region 1. The nutrition strategy must also envision the role of these partners in the implementation of the recommended nutrition-sensitive investments and in the roll out of the nutrition training. Clear roles and responsibilities and a plan of action will be developed, to ensure the recommendations of the strategy are implementable.

NSVC in INDONESIA:

https://www.ifad.org/documents/38714170/40197148/Indonesia_brochure.pdf/9ab34286-983d-4b3c-ba85-d6950a50ab68

NSVC in NIGERIA: <https://www.ifad.org/en/web/knowledge/publication/asset/40271825>

Tentatively, the nutrition strategy will have the following structure:

1. Identification of key nutrition problems in Region 9 and 1: major nutrition problems, specifically major dietary gaps, and issues related to knowledge attitudes and practices.
2. Nutrition awareness training or behaviour change communication campaign: including
 - Key messages based on the nutrition problems identified
 - Existing materials (culturally and locally adapted, or to be adapted by the project)
 - Implementing partners
 - Target groups: although women are a key target group, involving men is also important for behaviour change
 - Delivery mechanisms and dissemination channels: training of trainers, radio, schools, extension services, health facilities, recipe development, food demonstrations, etc. These mechanisms should also take COVID- 19 as a limiting factor and be developed accordingly.
3. Identification of opportunities for nutrition in the Community Production Development Plans (CPDPs) of Region 9, including intervention options for business plans and for collective/public investment plans. Review the templates for these plans to ensure the required nutrition information is captured.
4. Identification of opportunities for nutrition in Region 1: Value chain studies
5. Monitoring and evaluation of nutrition outputs and outcomes.
6. The Nutrition Strategy shall include a detailed action plan for the activities to be undertaken to satisfy the recommendations and interventions of the Nutrition Strategy with costs attached to each activity.

5.5 Assistance to the M&E Unit for the VC Analysis

The IC will be expected to work along with the M&E Unit and GMC to determine their data collection needs for the Value Chain analysis in Region No. 1 and assist in the interpretation of that data specifically as it relates to nutrition in Value Chains. The IC is expected to be present in the field with the data collectors for both in Region No.1 and the other locations along the value chain. The information collected by the combined efforts shall be analysed by the IC to determine the relationships of nutrition and the value chains and make recommendations for other nutrition sensitive value chains to be studied.

This aspect of the output shall be considered residual if the activities of the VC analysis and this strategy development does not coincide. Should the VC Analysis be completed before this study, the IC will review the data collected and amend the report to include the nutrition analysis updates.

5.6 Training Sessions on the execution of the strategy

Training Sessions will be held with the project teams in the areas and the personnel from the MOPH that conduct training in nutrition will be done one for each area of operations i.e. Mabaruma and Moruca sub- regions of Regions 1 and Region No. 9 with the implementing partners on the ground on the collection and analysis of the data collected in the Investment plans. It is expected that the staff of the MOPH will be trained in the strategy and its implementation in a general setting and then one major training activity will be conducted by the staff of MOPH and the Individual Consultant to ensure that the way the training is conducted and how the information is put forward is analysed to ensure that the critical nutrition information is passed on the beneficiaries. Training may be done virtually however one the training days will be reserved based on the availability of participants.

6. Qualifications:

Academic Qualifications

- I. **Qualification:** University Degree or post graduate degree in Public Health, Nutrition, or similar type degree.

II. General Experience:

- A. At least Four (4) years of experience in conducting and coordinating nutrition/food security assessments, knowledge of latest technical guidelines and standards for diets and consumption, including prevention and management of malnutrition, stunting, diabetes and hypertension.
- B. Experience in the multi sectoral inter agency assessments which incorporate the underlying causes of under nutrition.
- C. Rural areas grass roots experience working with Amerindian communities in the last three years is desirable.
- D. At least two (2) years of experience with training and supporting beneficiaries in Nutrition Awareness and behaviour change communication campaigns.
- E. Proven experience with gender equality and social inclusion and knowledge and understanding of Amerindian's culture is important.
- F. Excellent interpersonal, communication, facilitation, transfer of knowledge and organizational skills are essential.
- G. Good analytical and writing skills.
- H. Experience with Nutrition in Value Chains will also be considered an asset.

7. Duration of Tasks:

Reports and Review	Reporting Timeline
Provision of Inception Report / Desk Study	7 days
Preparation of Tools and Materials for Field Work	5 days
Field Work/Consultations	10 days
Submission of Draft Nutrition Strategy	20 days
Submission of the Finalized Nutrition Strategy (including action plan)	10 days
Training	4 days
Support to the Value Chain Analysis	5 days
Total	61 days

Estimated minimum field days are 10 days for meetings, data collection, and consultations. A majority of which is expected to be conducted remotely.

During the period of the above mention activities the IC is expected to work along with the M&E Unit and GMC on the Value Chains data collection and analysis of the data gathered. A majority of this analysis is expected to be completed before the submission of the draft Nutrition Strategy since the information collected during the value chain is also expected to impact the Nutrition Strategy.

8. Payment Option:

Reports	Professional Fees Payment Option
On signing of the contract	30%
Submission and acceptance of Desk Study	00%
Submission and acceptance of Draft Nutrition Strategy	50%

Submission and acceptance of Final Nutrition Strategy	20%
Development and Execution of the Training Activities	10%
Completion and acceptance of the Analysis for the Value Chains.	10%
Total	100 %

Reimbursables are to be submitted separately from professional fees and will include transportation, accommodation, meals, production of reports (printing and binding), communication costs etc.

9. Supervision and Support to be provided

The IC will work closely with the HESAD Project team and the Ministry of Public Health throughout the process to develop the Nutrition Strategy, ensuring involvement of the Regional bodies and other stakeholders as need. The IC will report to the Project Manager HESAD Project for submission and acceptance of the reports and execution of other activities. All Reports presented by the Consultant will be analysed by the MOA and IFAD.

The IC will seek guidance from the M&E Unit and GMC in relation to activities related to the Nutrition aspect of the Value Chains. The IC will be supported by the PMU at central and Regional level wherever possible, however the IC will be responsible for all logistics and execution needs for the successful completion of this task.

10. Submission of Reports

The IC shall submit all reports in electronic formats (MS Word and PDF and excel where necessary) for comments and in the final versions. Four hard copies of each final report (each securely bounded as a booklet) are required to be submitted for distribution. All final electronic versions must be print ready.