

Terms of Reference (ToR)
for
The Development of Resource Toolkit on Home-Grown School Feeding (HGSF) Facilitation

1. Shanti Volunteer Association (SVA) Nepal

Shanti Volunteer Association (SVA) is a Japan based NGO, registered to Japanese Ministry of Foreign Affairs, which was founded in 1981 to provide education support to Cambodian refugees who fled to Thailand. SVA currently has been supporting education and cultural development projects in 6 countries and region: in Myanmar, Laos, Cambodia, Afghanistan, Myanmar Thai Border and Nepal. After the devastating earthquake in 2015, SVA has been working in Nepal for various projects such as emergency response to community schools, Strengthening Resilience of Earthquake Affected Schools in Nuwakot and Rasuwa District, Improvement of Community Library in Lalitpur, Syangja, Solukhumbu and Sunsari Districts and Promotion of Local Subject in Makawanpur” and recently responded to COVID 19 Pandemic in Dhading and Nuwakot providing equipment to five hospitals. Similarly, SVA Nepal is working for the Social Behavior Change and Communication (SBCC) component of National School Meals Programme in Nuwakot in partnership with WFP since 2020.

2. Project Introduction

School Meals Programme (SMP) has been considered to be one of the most effective programmes in order to improve children’s nutritional status, health and also have a significant impact on school enrollment and performance. Currently, WFP Nepal is providing technical assistance to the SMP cash based model in Nuwakot district. SVA Nepal Office is implementing SBCC component of SMP in agreement with WFP Nepal and partnership with local NGO, which will target entire 440 public schools and communities in all 12 Palikas of Nuwakot district. The particular component of the project aims to increase awareness, literacy skills and change behavior related to food and nutrition among school children, parents and communities. This will be achieved through the application of community based comprehensive SBCC materials such as Resource Toolkit (RT) on Home-Grown School Feeding (HGSF). Resource Toolkit is a tool/reference material for the sensitization and mobilization of the mothers group for improving efficiency of school meals in Nuwakot.

3. Purpose of Assignment:

SVA Nepal is looking for a national consultant(s)/teams/firms/academia for design and develop Resource Toolkit. The consultancy service will design and develop a Resource Toolkit on the Home-Grown School Feeding implementation along with other supportive messages such as advocacy materials at mass regarding collaboration between farmer and teachers (school), food festival on local agricultural productions and cycle of field to mouth as reference materials for sensitization, capacitation and mobilization of the mother group for improving efficiency of school meals in Nuwakot.

4. Rationale of the Assignment:

Guided by the findings of Knowledge, Attitude and Practice (KAP) and Baseline Survey, 2020 findings undertaken of Nuwakot District and within the spirit of the national education policy, and MoEST guidelines on midday meals programme (cash-based programme), the following gaps and recommendations were made:

KAP Survey

- Awareness about nutrients is inadequate among both students and parents; SBCC content should focus on sensitizing communities about the importance of all nutrients and its benefits.
- Awareness regarding HGSF is required as study findings pointed out that consumption of junk food and packaged food is rampant. Study findings revealed that, a vast majority of students consume biscuits for breakfast and instant noodles for snacks.
- Awareness regarding WASH activities should be promoted, with focus on six steps of handwashing, critical times of handwashing and water purification methods that are feasible and cost-effective for the community.
- The notion of minimum diet diversity is inadequate/insufficient, and the practice of consuming less than the required four groups is prevalent, in this context, it is important to sensitize parents of the community about the need to consume at least minimum recommended number of food groups.

Baseline Survey

- Form the mother groups in each school for providing necessary guidance and support for implementing the mid-day meals programme in the schools.

This assignment is necessary to design and develop a concise package for the community/parents awareness on HGSF. The toolkit will be used and helpful to address gaps as shown above.

5. Core Contents:

Core Contents
I: Introduction (Use of Toolkit): Define Toolkit and its significance to increase understanding and knowledge about core component of the toolkit reading and how it can be contributed to mother's group sensitization in a broad sense;
<ul style="list-style-type: none">• Why this toolkit is important or helpful for Social Mobilizers for knowledge building, skills development, behavior change of parents (mother groups) and other stakeholders?• Tips for use during mother groups sensitization/other concern stakeholders sensitization
II: Balance diet and basis of school feeding menu development: To increase basic understanding about nutrition and WASH among parents(mother groups)/other concern stakeholders
<ul style="list-style-type: none">• Nutrients and its benefits• Balance diet, dietary diversity and minimum number of recommended food groups• Calorie chart with pictorial message• Junk food/package food and harmful effect to human health• Handwashing techniques and water purification methods that are feasible and cost

<ul style="list-style-type: none"> effective to the community Techniques for mother group sensitization
<p>III: Home-grown School Feeding Model: To increase knowledge of mothers/parents/farmers about home-grown feeding model in a broad sense</p> <ul style="list-style-type: none"> Concept (What HGSF means) Component of HGSF (local food basket and menu, local procurement (short/local supply chain and participation of small holder farmers) Importance and implementation modality in the mid-day meals and interrelation and facilitation techniques connecting mid-day meals with other lessons/subjects Roles, responsibilities and accountabilities of parents (mother groups)/concern stakeholders in the implementation of mid-day meals programme in the schools Advocacy materials at mass regarding collaboration between farmer and teachers (school), food festival on local agricultural productions and cycle of field to mouth Informative materials for all students during morning assembly at school
<p>IV: Supplementary Materials:</p> <ul style="list-style-type: none"> Monitoring sheet/form of HGSF and Nutrition Literacy (qualitative and quantitative) <ul style="list-style-type: none"> How often: Kamishibai and nutrition literacy activities described in the Handbook are delivered by teachers in the class? (Daily, weekly, monthly or not yet?) How well: adequate delivery of Kamishibai performance and nutrition literacy activities in the Handbook? Learning: major learning of the students by the performance measures of Kamishibai and handbook's exercises Setting up and monitoring of school kitchen garden

6. Targeted People:

Primary: Teachers, school meals focal person and Education/Health/Agriculture Officers of the LGs and Social Mobilisers

Secondary: parents (mothers group), farmers, SMC members and local governments

7. Scope of Work:

The scope of work includes literature review such as KAP and baseline survey findings, national education policies, mid-day meals guidelines (cash-based) developed and endorsed by CEHRD, MoEST, WFP and SVA. In addition, organize consultative meetings to finalize and validate toolkit contents with SVA, WFP and CEHRD.

8. Duration of the Assignment:

2months (Estimated starting date: 3rd week of February, 2022)

9. Methodology and Brief Roles and Responsibilities:

The consultant(s)/firm will be engaged to carry out the assignment, which has to propose suitable methodology to achieve objectives. The following activities could serve as guide in accomplishing this assignment:

- a. Review of following background documents, but not limited to
- b. Design and develop draft resources toolkit on Home-grown School Feeding Approach

- Training plan with detail methodology, session plan with objectives and expected outputs, appropriate time requirement
- Training materials, reference materials including relevant practical works/games, power-point slides, reading materials, exercises, pre and post training test questions
- c. Organize workshop to finalize and validate resource toolkit from the CEHRD of MoEST.
- d. Design illustrations and print procedure
 - Size: A4 (8"*11.5")
 - Page: based on content
 - Number of copy to print: 30 copies
 - Print color: Cover page in color print and other in black & white

10. Deliverables:

The terms of the assignment shall commence on effect from the date of signature by both the Parties. The consultant (s)/firm should accomplish all listed activities by end of second month of contract agreement. The major deliverables to carry out under this assignment are:

- a) An inception report, including outline of resource toolkit by two weeks of agreement;
- b) Draft resource toolkit with messages by end of tenth weeks of contract agreement;
- c) First draft of toolkit by end of first month of contract; which includes
 - Work/activity sheets for mother groups
 - Session plan, instructions of Trainers
 - Power-point presentation
 - Sample pre-test and post test questions
 - Practical work/games, case studies and other relevant pictorial exercise, etc.
 - Final print copy delivery to SVA Office by end of contract
- d) All deliverables should be submitted with workable e-copies in English.
- e) Facilitate two days training on the application of resource toolkit during mother group's sensitization in Nuwakot District.
- f) Tentative 2 consultative meetings with CEHRD for the technical input on the toolkit will be organized in coordination with WFP.

11. Human Resource:

Under the direct supervision of SVA Nepal in technical support of WFP, a team of Experts/Consultants will carry out the assignment in coordination with one another. The team should have working experience on similar assignments.

SN	Position	Min. Qualification	Preferable Experience
1	Team Leader	Master's degree in education or public health/nutrition or other relevant disciplines	10 year's general experience in relevant technical area. 3-5 years' academic experience/expertise on development and conduction of training materials on food, nutrition, WASH issues and nutrition literacy with community members.
2	Technical Officer	Bachelor degree in relevant disciplines	3 years' general experience on related issues. Experience on capacity building

			activities will be an add advantage.
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12. Implementation Arrangement:

The following agencies will be involved in carrying out this assignment:

SVA Nepal: The SVA Nepal will provide financial support for this assignment. The SVA Nepal together with WFP will be lead agency with overall technical supervision. It will coordinate with relevant stakeholders and also facilitate to make avail of all necessary materials concerning the assignment. It will support to coordinate and organize workshop and different consultative meeting as per need.

Consultant(s)/Firm: The consultant(s)/firm with relevant expertise will be selected and engaged to carry out this assignment.

WFP Nepal: Technical inputs and coordination with concerned government agencies.

CEHRD: Technical inputs and publisher,

13. Copyright:

Copyright for the documents will remain with SVA Nepal, WFP Nepal Country Office and CEHRD includes the right to distribute and use the materials or parts of it to other partners and stakeholders in Nepal and abroad.

Interested consultant/firms are requested to prepare a Technical Proposal (not to exceed 3 pages) and provide evidence of past experience with brief background of methodology, work plan with timelines. Financial Proposal (budget) for the above mentioned assignment should be submitted. Necessary legal documents, a CV or resume with reference is also requested.

Technical and Financial Proposal with other documents are to be sent by 2nd March 2022 mentioning our organization name as SVA Nepal/WFP.

Kindly submit the proposal by email at info@sva.org.np

For any further queries kindly contact at; Phone no: 01-4002006 within office hour. SVA Nepal reserves the right to accept or reject any proposal.