**TERMS OF REFERENCE**

**FOR COST OF THE DIET CONSULTANT**

**Background**

Save the Children (SCI) is a leading independent organisation creating lasting change for children in need around the world. With its headquarters in London, SCI works in over 120 countries globally, helping children survive and thrive by improving their health, nutrition, education, protection and economic opportunities, and in times of acute crisis, mobilising rapid life-saving assistance to help children recover from the effects of war, conflict and natural disasters.

SCI has been working in Nigeria since 2001 and is a recognised and respected voice for children’s rights and has been a key player in nutrition since 2010. In 2021, SCI started the implementation of the Accelerating Nutrition Results in Nigeria (ANRIN) programme in Oyo and Kogi States.

**Project Description**

The Accelerating Nutrition Results in Nigeria (ANRIN) programme delivers nutrition services in an equitable and sustainable manner and through a mix of counselling and service delivery, promoting increased access to and utilization of the following services:

1. Infant and young child feeding counselling
2. micronutrient powders for children 6-23 months to improve the quality of complementary feeding.
3. iron-folic acid (IFA) tablets for pregnant women during ante-natal care
4. intermittent preventive treatment for malaria during ante-natal care
5. zinc/oral rehydration solution (ORS) for treatment of diarrhea among children 6-59 months of age
6. semi-annual vitamin A supplementation among children 6-59 months of age
7. semi-annual deworming among children 12-59 months of age

As part of the ANRIN programme an “innovation proposal” will be implemented. In this, we will use the "Cost of the Diet (CotD)" approach and software to identify locally available nutritious foods to meet young children's nutritional needs at the lowest possible cost. This will be applied to test, improve and develop, in collaboration with stakeholders, a set of culturally acceptable low-cost, nutritious recipes for complementary feeding (for children aged 6-23 months), which can be promoted through existing Mothers Support Groups (MSGs) alongside MNP distributions.

**Purpose of the Study**

Through a Cost of the Diet study the consultant will identify the nutrients hardest to obtain from locally available foods in the selected LGAs in Oyo State as well as provide options of food items that are the least expensive sources of energy and nutrients. This information be the basis to develop a set of complementary feeding recipes that are locally acceptable and nutritious. The recipes will be then promoted during mother support groups and beyond and are ultimately expected to become a resource for the whole State.

**Objectives and Specific Tasks to be undertaken**

The consultant’s overall objective is to carry out a Cost of the Diet study in selected livelihoods zones of Oyo State.

The following are the major tasks consultant is expected to undertake:

* Supported by the Innovation Coordinator, lead on the preparation of the CoD assessment
* Conduct literature review
* Train SCI staff and enumerators
* Prepare and carry out the data collection
* Data entry into data analysis software
* Data analysis and interpretation
* Document findings
* Present findings to relevant stakeholders at the State level
* Support the development of locally acceptable, nutritious and affordable recipes

**Deliverables**

* Inception report with detailed methodology, assessment tools and workplan;
* Draft assessment report including data set;
* Power point presentation of key findings;
* Final assessment report;
* Inputs into recipes’ booklet, including analysis of cost and nutritional value of selected recipes and other necessary modelling

Final payment is dependent on the submission of a good quality, well-written final report and completion of all agreed deliverables. A digital copy of all reports will be required at the end of the piece of work. All data sets generated will be handed over to Save the Children together with the final reports.

**Location and official travel involved**

The consultant will be based in Oyo State to carry out the assessment, while preparatory work and report writing may be able to be done remotely (in agreement with SCI). Travel to LGAs outside the State capital may be necessary.

**Ethical Considerations**

It is expected that this assessment will be:

* **Child participatory**. Where appropriate and safe, children should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the 9 basic requirements for meaningful and ethical child participation. Refer to the Practice Standards in Children’s Participation ([International Save the Children Alliance 2005](https://resourcecentre.savethechildren.net/library/international-save-children-alliance-2005-annual-report)).
* **Inclusive**. Ensure that children and adults from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
* **Ethical**: The evaluation/research must be guided by the following ethical considerations:
  + Safeguarding – demonstrating the highest standards of behavior towards children and adults.
  + Sensitive – to child rights, gender, inclusion and cultural contexts.
  + Openness - of information given, to the highest possible degree to all involved parties.
  + Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
  + Public access - to the results when there are not special considerations against this
  + Broad participation - the relevant parties should be involved where possible.
  + Reliability and independence - the evaluation/research should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

* Data collection methods will be age and gender appropriate.
* Assessment activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
* A risk assessment will be conducted that includes any risks related to children, young people’s, or adult’s participation.
* A referral mechanism will be in place in case any child safeguarding or protection issues arise.
* Informed consent will be used where possible.

The consultant will not be required to obtain approval from a Human Research Ethics Committee. Save the Children will work with the relevant agencies and provide assistance with this process.

**Timeline**

The study is expected to take 35 consultancy days and the deliverables need to be submitted by 30th November, 2021. See below the tentative schedule of activities:

|  |  |
| --- | --- |
| **Tasks** | **Duration** |
| Desk review and development of tools and inception report | 2 days |
| Study preparation (including translation of tools if necessary) | 3 days |
| Training | 3 days |
| Data collection, and entry | 10 days |
| Data cleaning, analysis & modelling to develop recipe | 5 days |
| Report writing (and reviews) | 5 days |
| Support to development of recipes | 7 days |

**Proposed payment terms**

* 30% upon signing of contract and submission of inception report
* 70% upon completion of field work, submission of draft and standard final report that meets quality criteria.

***SCI reserves the right to withhold payment if deliverables do not meet the requirements outlined in this Terms of Reference and quality standards***

In addition to the fees stated above, the followings are reimbursable costs:

* Transportation Cost: Flight cost shall be paid based on submission of flight ticket/receipts. Transportation to and from the airport shall be paid based on the submission of the invoice.
* Enumerator Fees: SCI to cover all related costs for enumerators
* Accommodation: This shall be provided to the Lead Consultant and co-consultant or reimbursement will be made to the consultant for accommodation (subject to submission of hotel receipt/invoice). The reimbursement for accommodation shall be in line with the SCI rate.
* Per Diem: This shall be provided as per SCI rate for the number of days the consultant spends in the field
* Car Hire: This shall be provided only for the number of days of fieldwork

**Essential and Desirable Experience/Qualifications**

Essential:

* Degree in Public Health, nutrition disciplines or other relevant disciplines
* Specialized training experience in nutrition and food security related surveys/specifically on Cost of Diet assessment.
* Demonstrable capacity and research experience of at least 5 years in surveys/assessment in the field of nutrition and food security.
* Proven record in conducting Cost of Diet assessments and analysis
* Proven record of research and survey report writing skills
* Good communication skills and fluency in English (written and spoken).

Desirable:

* Experience working in Nigeria or West Africa

**Expression of Interest and Application Requirements**

1. Fill out the excel file attached to the ToRs to be registered.
2. Email should be sent to Nigeria, Quotations at [nigeria.vendorreg@savethechildren.org](mailto:nigeria.vendorreg@savethechildren.org) for registration.

Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.

1. **The subject of the email should be**: **RFP/PR27075/Bidder Response/ *Your name***

**Do not attach your bid, just the excel sheet to be registered.**

Your request for registration must be received at the address below not later than *October 14tht 2021 at 06:00 pm.* ("the Closing Date").

**You will be able to submit you bid once you are registered.**

**Your bid should contain the following:**

1. **Capability Statement** – not to exceed three pages, indicating past experience in leading on similar strategy document development
2. **Samples** of similar work carried out
3. **Client list**
4. **References** – names, company or organization, contact information – of three recent (within the past 2 years) companies that you have consulted for in this capacity
5. Technical proposal describing how the requirements of the Terms of Reference will be met within the given timeframe.
6. **Budget –** detailed budget for the above scope(s) of work (broken down into labour cost or personnel costs with an explanation of how the unit costs were reached detailed travel costs and other direct costs). The budget ***must be submitted and Unit costs, the number of units and unit description must be provided. Please also indicate any overhead fees if applicable. Please provide a breakdown of costs included in the overhead charges.***