

TERMS OF REFERENCE

Facilitate the Development of PINGS Year Three Annual Workplan

1.0 PROJECT OVERVIEW

Nutrition International (NI) in partnership with World Vision and the National Nutrition Development Council (CNDN), is implementing the Integrated Nutrition and Gender Project in Senegal (PINGS) in five regions of the country – Kolda, Kédougou, Kaffrine, Sédhiou and Tambacounda.

PINGS funded by the Government of Canada through Global Affairs Canada (GAC). The project has a duration of seven years, with activities completed by May 2028. Total funding from GAC is CAD 35 million.

PINGS is designed in alignment with Canada's Feminist International Assistance Policy, the Emerging Senegal Vision 2035 and the National Strategy for Gender Equality and Equity 2016-2026. The project aims to improve the reproductive health and nutrition of women and adolescent girls by tackling the structural barriers and gender norms that restrict their access to health, nutrition and livelihoods support services.

The project has three pillars, each led by one of the implementing partners: (1) Women's Empowerment (Nutrition International); Systems Strengthening for Multisectoral Programming (CNDN); and Changes in Behaviour and Practices (World Vision).

The first pillar aims to increase the empowerment of women and adolescent girls to address the socio-economic barriers that limit their access to nutrition and reproductive health (RH) services by a) improving their readiness to take on leadership roles in nutrition and RH at community, regional and national levels; b) strengthening the capacity of women and youth-led organizations to advocate for better nutrition and RH services; and c) enhancing the capacity of women to manage micro, small and medium-sized environmentally sustainable enterprises.

The second pillar aims to improve the institutionalization of gender in the multisectoral approach to nutrition and reproductive health policies, plans and services to better meet the needs of women and adolescent girls, by enhancing the capacity of six key ministries to implement a gender-response multisectoral strategic plan for nutrition.

The third pillar aims to increase adoption of behaviours and practices by the community that support gender equality and equitable access to nutrition and RH services for women and adolescent girls, by improving the attitudes of key community influencers on the equitable sharing of power and responsibilities in nutrition and RH between women and men.

The third year of PINGS will start in April 2024. Nutrition International and partners, based on the experience and lessons learned to date, will develop the year three annual workplan and budget as well as update/revise elements of the Project Implementation Plan (PIP) that will also be included in the annual workplan.



PINGS implementing partners will come together in a planning workshop scheduled for 15 April 2024 to work on the year three workplan, which will be reviewed by the PINGs Technical Committee and then endorsed by the Project Steering Committee. The workplan will be submitted to GAC for approval by 31 May 2024.

Nutrition International seeks a competent and highly experienced individual consultant to facilitate the PINGs annual planning process and development of the PINGs year three annual workplan.

3.0 CONSULTANCY OBJECTIVE

To ensure PINGs has a high-quality third year annual workplan that will improve planning, coordination and implementation of the project.

4.0 SCOPE OF WORK

1. Develop a workplan

- a. Develop a detailed workplan that clearly outlines the key steps and timelines for completion of deliverables as outlined in the Terms of Reference, including engagement with project stakeholders and draft facilitation plan for the PINGs Planning Workshop.

2. Review of key PINGs documents and implementing partner consultation

- a. Review of the project logic model (LM) and performance measurement framework (PMF), PIP, previous annual workplans as well as operational and annual results reports to gain a good understanding of PINGs.
- b. Meeting with implementing partners – Nutrition International, CNDN and World Vision – to gain an understanding of the planning and coordination challenges and good practices of the project to date.
- c. Develop a brief report with recommendations to improve project planning and coordination and inform updates to elements of PIP e.g., governance and management considerations.

3. Lead and coordinate a systematic process to develop the Year 3 Annual Workplan

- a. Review existing workplanning templates and guidance and develop complimentary material that will help implementing partners prepare for the planning workshop.
- b. Facilitate meetings with each of the implementing partner staff/specialists to draft further refine implementations strategies of each project pillar, informed by the PINGs plausible impact pathway and theory of change. These implementation strategies will provide partners guidance on the selection of activities for year three and subsequent years of the project.



- c. Work with NI staff/specialists to develop sections of the year three annual workplan that will be presented to partners at the planning workshop i.e. updated LM and PMF, governance and management structures, risk register, gender equality and social inclusion (GESI) strategy.
 - d. Review draft outcome-based schedules of implementing partners and work with NI staff/specialists to ensure the workplans are aligned with the PINGS LM and donor guidance on results-based management e.g., output, activity and sub-activity syntax, and the integration of cross-cutting themes i.e., gender equality and environmental sustainability. The outcome-based schedule will be submitted by implementing partners prior to the planning workshop for review.
- 4. **Conduct planning workshop with PINGS implementing partners**
 - a. Facilitate a 5-day workshop to discuss: 1. the implementation strategy for year three and subsequent years of the project; 2. proposed activities in the year three outcome-based schedule (timing and sequencing); 3. execution of the gender equality and social inclusion strategy and environmental action plan; 4. MEAL plan and communications plan; and 5. governance and project management considerations.
 - b. Develop a report that captures stakeholder discussions on key elements of the year three workplan, recommendations and actions to be followed-up to finalize the workplan.
- 5. **Support compilation of the Year 3 Annual Workplan**
 - a. Consolidate final year three narrative and outcome-based schedules of implementing partners and work with NI programme and finance staff to ensure the workplans and accompanying budgets reconcile.
 - b. Coordinate with NI staff/specialists to pull together all the sections and annexes of the year three workplan including but not limited to: changes made to LM and PMF, updated implementation strategies and outcomes-based schedule for subsequent years of the project, updated risk register, updated gender equality and inclusion strategy and environmental action plan, updated project management and governance structures.
 - c. Develop pre-reads and presentation materials on PINGS and the AWP that will facilitate validation and endorsement of the year three annual workplan by the Project Technical Committee and Project Steering Committee.

5.0 DELIVERABLES

1. Workplan.
2. Brief report on implementing partner consultations.
3. Guidance, PowerPoint presentations, and information collection tools for the planning workshop.
4. Planning workshop report
5. Compiled Year 3 Annual Workplan
6. Pre-read and presentation materials for the Project Technical Committee and Project Steering Committee



All deliverables should be submitted in French.

6.0 TIMELINE

This work is expected to be completed between March-May 2024, for a maximum of 30 working days.

Activity	Deliverable	Timeline and indicative level of effort
Workplan development	Workplan	5 days
Review of key PINGS documents and implementing partner consultation	Implementing partner consultation report	
Lead and coordinate a systematic process to develop the Year 3 Annual Workplan	Guidance, PowerPoint presentations, and information collection tools for the planning workshop.	10 days
Conduct a Planning Workshop with PINGS stakeholders	Planning workshop report	8 days Workshop to be held from April 15-19.
Compilation of Yr 3 Annual Workplan	Compiled AWP for Year 3 with annexes Pre-reads, powerpoint presentations for Project Technical and Steering Committees	5 days (to be submitted by May 15 th) 2 days (pre-reads to be completed by May 3 rd and May 17 th)

7.0 QUALIFICATIONS OF THE CONSULTANT

Education:

- At least Master's Degree or graduate level qualifications in International Development, Public Health, Nutrition, Public Administration or any other relevant fields

Experience

- 8-12 years experience in the design, management and implementation of complex projects of similar size
- Proven experience in managing multi-sectoral health/nutrition programs and working with government ministry stakeholders and civil society networks in program implementation.
- Proven experience in leading and facilitating project design and planning processes.
- Working experience in the Senegalese context and knowledge of the Senegalese health and nutrition landscape and government stakeholders.
- Technical expertise in nutrition, health systems strengthening, gender and related areas
- Excellent oral and writing skills in French. Strong English language skills.



8.0 Application Process

Interested candidates are invited to submit the following by email to bidssenegal@nutritionintl.org by **Tuesday March 12, 2024**.

- Technical proposal: describing the consultant's understanding of the tasks and key responsibilities, how their qualification match the requirements and their approach to executing the deliverables
- Up-to-date curriculum vitae (CV).
- Financial proposal: including daily fee rate, and any other expenses required to fulfill the terms of the consultancy (trips, meetings, materials, etc.).

Please mention **'Application to Facilitate the Development of PINGS Year Three Annual Workplan'** in the subject line of the email.

