

Terms of Reference/ scope of work

Consultancy on Seed Selection and Home Gardening Training

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| Project Title: | Health and Nutrition project |
| Donor: | Sponsorship |
| Project Location: | Nyaung U, Mandalay Region |
| Request for Proposal Reference | Consultancy on Seed Selection and Home Gardening Training |
| RFP launch date | 12 April 2024 |
| TOR Clarification date | 22 April 2024 at 11:00AM -12:00PM (see meeting link in submission of offer clause) |
| Deadline for submission offers | 25 April 2024 at 4:00PM |

A. Background

Plan International is an international child and youth development organization dedicated to promote the realization of children and young people’s rights, especially girl’s rights, in both development and humanitarian settings. Plan International in Myanmar is supporting a broad spectrum of initiatives designed to support integrated child development and youth empowerment outcomes that are strategically aligned with the national government’s priorities. Sectors of focus include: Early Childhood Care and Development (ECCD), Education in Emergencies, Maternal, New-born and Child Health and Nutrition (MNCHN), Water, Sanitation and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, Adolescent Development, Youth Economic Empowerment, Youth Led Peace Building and Social Cohesion, Sexual Reproductive Health and Rights (SRHR), and NonCommunicable Diseases (NCDs) Prevention among young people. Nyaung U Program Unit is one of first sponsorship office of Plan International Myanmar and it was set up from 2015 April.

B. Objective

Health & Nutrition project had provided nutrition services to the pregnant women, lactating mothers and children under 5 in the 55 targeted villages since 2019 through mobile clinics. The villages covered was expanded to 105 villages in 2022 and then to 110 villages in 2024. The project aimed to improve health and nutritional status of mothers and children under 5 in 110 targeted villages by increasing knowledge, attitudes and practices of community on infant and young child feeding through mother support groups, increasing accessing and utilizing nutritious foods through home gardens, community gardens, community workshop cooking demonstrations and social protection measures such as maternal cash transfer.

To ensure that targeted communities have increased access to nutritious and diverse foods, the project is aiming to promote home gardening activities such as seeds distribution, organic farming practices. In order to do so, the project is in need for a qualified agriculturist to identify suitable

nutritious seeds to plant as vegetable garden back home in Nyaung U region, to procure the seeds and conduct training to staff and communities on home or community garden.

C. Deliverables

The consultancy aims to carry out the following activities:

- ✦ To recommend selection of seeds and provide standardized guidelines
- ✦ To support advice and ideas on developing of IECs materials such as teaching aids and materials including presentations, handouts, and demonstration tools, and curriculum on home garden or community garden, and
- ✦ To conduct home gardening (ToT) training to specific project staff
- ✦ To develop follow-up assessment tool to monitor the progress and success of targeted communities' home gardens.

D. Scope of Work

The consultancy would need to carry out the mentioned activities during a month. The activities include:

- ✦ To host a meeting or participated in meetings to provide advice on seed selections on procurement processes
- ✦ To conduct in person training to project staff in Nyaung U City < duration of training dates can be confirmed after TOR clarifications and proposal was submitted >
- ✦ To provide the training report and service completion report to the Project Focal.

E. Project Schedule

| Milestone | Timeline (tentative) | Working days | Payment Terms |
|---|-----------------------------|--------------|---|
| Desk Review, Discussion with potential consultants and contracting | Last week of April | 2 days | The 1 st initial payment of (20%) after the contract was signed. |
| Recommend for the selection of seeds procured, and provide seed selection standard guidelines | 1 st week of May | 2 days | 2 nd payment (20%) after holding meetings of seed selection. |
| Curriculum, IECs, teaching aids, materials including presentations, handouts, and demonstration tools are developed | 2 nd week of May | 3 days | |
| Developing follow-up assessment tool to monitor the progress | 2 nd week of May | 2 days | |
| Conducting ToT training | 3 rd week of May | 5 days | 3 rd Payment (40%) after deliverable of training. |

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| Submission of Training Reporting | 4 th week of May | 2 days | Final payment (20%) after submission of final report. |
| Total Number of days | | 16 days | |

The training participants are 15 project staff.

F. Project Management

The project staff will deal with the Consultant in the seed selection process and throughout the training. Project manager will keep in touch with logistic team and consultant for the payment process, and in negotiation with consultant for any changes.

G. Safeguarding and Prevention Sexual Harassment, Exploitation and Abuse

Plan International is committed to creating a safe environment for children and programme participants, including promoting child and programme participant safe practices, approaches, interventions and environments which respect, recognize and respond to the specific safeguarding needs and the different protection risks faced by children and programme participants based on their gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion. Consultancy Service has been obliged to sign off Non-Staff Code of Conduct.

H. Expected qualifications of consultant

The Consultant is expected to have the following skills, experiences, competencies and qualification.

- Understand and knowledge on protection and safeguarding to children and programme participants especially on respected and protected their dignity, rights and safety.
- Bachelor degree in agriculture or any other relevant subject.
- Proven at least (3) years of experience in carrying out same types of deliverables.
- Proven experience of working in the project areas.
- Experiences on Plan International Myanmar's cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues.

I. List of documents to be submitted with the Request for Proposal

- Proposal
- Curriculum vitae of the consultant including example of previous work Reference
- Detailed budget, scope of work, including daily fee rates, total working days, expenses, etc.

J. How to apply

Interested candidates who meet the above requirements are required to submit all the required documents along with a comprehensive CV and details of three referees via e-mail to: Myanmar.Procurement@Plan-international.org.

Interested service providers are encouraging to contact above email address for their interest.



- a) To contact for expression of interest to above email is 19 April 2024 with CV or business profile.
- b) ToR clarification meeting will conduct with interested service provider on 22 April 2024 via MS team.

[Join the meeting now](#)

Meeting ID: 375 636 139 577

Passcode: 5y6tyb

- c) Deadline for financial proposal submission: 25 April 2024, 17: 00 PM.
- d) Selection process will conduct at 4th week of April 2024.
- e) Expected starting period of the project is 1st week of May 2024.