**Scope of Work for Documentation & Knowledge Management Consultant**

**Period of Performance**: November 15-December 15, 2022

**Level of Effort**: 20 workdays

**Location:** Dar Es Salaam, Dodoma, Iringa, Rukwa, and Morogoro Tanzania

**Supervised by:** Lishe Endelevu Chief of Party (CoP)

**Technical leads:** Lishe Endelevu Chief of Party and SCI ACCM Manager

**Background**

Lishe Endelevu is a five-year cooperative agreement funded by USAID to contribute to the Government of Tanzania’s commitment to reduce stunting in children under age 5. Lishe Endelevu (Swahili for “sustainable nutrition”) will reach over 1.63 million women of reproductive age, 1.16 million children under age 5, and 364,735 adolescent 15-19 years of age in Dodoma, Iringa, Morogoro and Rukwa regions. Planned outcomes for the activity include: 1) Strengthened multi-sectoral coordination for improved nutrition at local government level; 2) Improved health, nutrition, caregiving and water, sanitation and hygiene (WASH) behaviors; 3) Increased access and availability of diverse, safe, and nutritious foods. Lishe Endelevu works directly with CSOs, LGAs, the health care system and communities and families to improve nutrition behaviors and outcomes.

USAID Lishe Endelevu implements high impact nutrition specific, nutrition sensitive and nutrition governance interventions in 23 councils in Dodoma (7 Councils), Morogoro (all 9 Councils), Iringa (3 Councils) and Rukwa (all 4 Councils). The project achieves its objective by delivering nutrition specific, sensitive livelihoods and agriculture activities, nutrition governance, social behavior change (SBCC and community engagement). Localization is a USAID priority and a major component of Save the Children’s implementation under Lishe Endelevu. As a result, the first four years of implementation Save the Children has intensely assessed and strengthened the capacity of local organizations to perform better and deliver.

To successfully capture lessons learned from Lishe Endelevus’s capacity strengthening effort, and inform organizational practices going forward, Save the Children is establishing a series of learning activities to comprehensively document the process of working with and providing capacity strengthening to local entities as a key component of localization and further understanding of the process, challenges, lessons learned and outcomes.

**Justification**

In an effort to develop, document and disseminate Lishe Endelevu’s local capacity strengthening efforts, Save the Children will engage a consultant who will lead, develop and coordinate key activities aimed at taking stock and assessing both organizational and system-level impacts of capacity strengthening activities. The consultant will facilitate the documentation and dissemination of knowledge generated working in close collaboration with Save the Children staff.

**Objective**:

The objective is to tease out and package the lessons learnt on working with Private Sector and Local Civil Society Organizations, and identify what could be done differently or expand on for even greater results in the next program; and provide recommendations.

**Key Activities**

The consultant is expected to undertake the following activities:

* Conduct interviews with project staff in Dar Es Salaam and four implementation regions and desk review of relevant project documents to gather lessons learned on working with government, local CSOs, and private sector
* Conduct analysis situating capacity strengthening activities, and their documented outcomes, within the broader nutrition landscape and assessing the impacts Lishe Endelevu strengthened capacities of targeted actors have/will have on that system.
* Identify challenges, remaining gaps and recommendations to overcome these in future programming efforts.
* Provide overall quality control and technical assistance for writing, editing, and packaging of key knowledge products to be agreed upon with the MEAL Manager.
* Manage and support project-related visibility efforts, including but not limited to the organization of brown bag presentations, webinars, etc.
* Develop documentary and other visibility materials

**Assignment Design and Methodology**

The consultant is expected to initiate this assignment by conducting literature review of relevant Lishe Endelevu project documents. He/she will then conduct work sessions/interviews with relevant Save the Children staff, selected partner staff and any other entity involved in the broader nutrition landscape as identified by the Lishe Endelevu COP in consultation with H&N Specialist, Lishe Endelevu Technical team, and Save US. The consultant should be able to state the methodology that he/she will take to achieve the above objectives including the establishment of the status of outcome related measures such as condition prior to the project intervention.

**Specific Deliverables**

* A report containing key lessons learned, best practices & recommendations to improve further capacity strengthening efforts
* Additional short KM and visibility materials
* One short documentary
* 2 external visibility activities implemented, such as a brown bag presentation and a webinar on Lishe Endelevu efforts.

**Roles of Save the Children**

Save the Children will provide applicable USAID Lishe Endelevu project documents to the consultant in support of the stated objectives. Lishe Endelevu project leadership, Health and Nutrition Specialist and if needed the Partnership Manager team will help to facilitate internal and external meetings in support of the stated objectives. The consultancy will be supervised by Lishe Endelevu Chief of Party (CoP).

**Responsibility of the Consultant**

* Prepare and present an inception report to the Lishe Endelevu team. The report should demonstrate the consults’ understanding of the assignment and should detail a breakdown of activities, timelines, and methodology/approach to be used.
* Undertake primary and secondary data collection through qualitative and quantitative approaches.
* Analyze and interpret data and thereafter prepare a draft report and share with the Lishe Endelevu Team and the key stakeholders for review.
* Discuss any gaps in the draft with the Lishe Endelevu Project team and come up with ways of addressing the gaps if any
* Prepare documentary and other visibility materials
* Prepare and implement external visibility activities, including a brown bag presentation and a webinar on the Lishe Endelevu efforts

**Requirement for Position**

* Fluency in Swahili and English
* Minimum of ten (10) years professional experience in international development and/or global health
* Experience conducting systems analysis.
* Ability to work in Tanzania
* Experience in facilitation of key informant interviews
* Strong analytical, written and oral communication skills
* Knowledge of Tanzania preferred
* Previous organization capacity strengthening experience preferred
* Previous experienced with USAID funded projects strongly preferred
* Minimum of 5 years’ proven experience in documentation of programmed learning, project management, lessons learn with substantial ability to produce, high quality reports, case studies or policy briefs in a simple & accessible manner.

**Additional requirements:**

All applications should include the following information:

A proposed activities schedule/ work plan with a corresponding timeline.

A copy of the CV of the consultant who will undertake the assignment.

Examples of previous similar assignments/work conducted including both writing sample and visibility material

**All applicants should participate and submit their e-tenders to Save the Children Tanzania not later than 11th November 2022 by 1700hrs via Ariba Network. If applicants is not on SAP Ariba Network, they should send emails requesting Ariba Network’s registration documents to** **tanzania.tenders@savethechildren.org**

**Applicants won’t be able to participate or submit their proposals via the network if they are not registered with Save the Children’s Ariba Network.**

**Applicants are required to submit via the network both financial and technical proposals as two separate attachments. Only shortlisted applicants may be asked to prepare a brief presentation for discussion and clarification (if required).**