**SCOPE OF WORK**

**Information gathering on the new areas** **Njombe, Songwe and Kigoma:**

**Conducting a needs assessment to the new regions as presented in the RFI for** **USAID/Tanzania Regional Multi-Sectoral Nutrition Activity**

**Period: November -Dec 2022**

**Overall Assignment Oversight:** Jane Mbagi Mutua (Director of Program Development and Quality) Save the Children International, Tanzania Office

**Technical oversight:** Brenda Mshiu (Health and Nutrition Specialist) Save the Children International, Tanzania Office

**Summary of the assignment:** Lead the needs assessment exercise including literature review, data collection, analysis, and synthesis consisting of conductingin-depth interviews and focus group discussions at the LGAs, service delivery, and community level in the new area.

# Background OF THE ASSIGNMENT

In July 2022, USAID release RFI for USAID/Tanzania Regional Multisectoral Nutrition Activity to Implementing partners. The purpose of this activity is to strengthen the health and food market systems that promote adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions. This purpose will be achieved by 1: Increase coverage of quality nutrition services at health facilities and community 2: Improve water, sanitation and hygiene services in healthcare facilities and community 3: Improve consumption of safe, nutritious foods 4: Increase capacity of councils to utilize data, plan, budget, and deliver quality nutrition services

Despite progress in the past decades and significant political commitment, women and children, particularly those in the first 1,000 days, continue to experience poor health and nutrition outcomes, receive poor quality nutrition services, and are unable to obtain sufficient safe, nutritious foods in Tanzania. Weaknesses in the health system cause poor quality nutrition services to be delivered. Gaps related to the food system and livelihoods opportunities hinder access to and availability of safe, nutritious foods throughout the year, particularly for women and children. Barriers exist for Tanzania Local Government Authorities (LGAs) to plan and execute nutrition commitments. Across these systems and stakeholders, existing social norms and behaviors sometimes hinder the adoption of optimal nutrition practices. Progress is variable across regions and LGAs, with some lagging further behind and key determinants less understood.

Save the Children is seeking a consultant to conduct a needs assessment in Njombe, Songwe and Kigoma to understand the barriers and determinants that could inform activities to address quality of nutrition services, challenges to food system access and availability, nutrition and WASH behaviors, and weakness in the Health system that affect women and children. Other ideas on working with private sector and innovative financing are among areas of interest. The consultant will be responsible for all aspects of the needs assessment including protocol and tool development, enumerator recruitment, training and supervision for data collection, data analysis, and report development.

# Scope of THE NEEDS ASSESMENT

## 1. Purpose and key questions

The purpose of the needs assessment is to gather information on the current status of multi-sectoral coordination for improved nutrition at local government level, what barriers prevent individuals and households from accessing health services and adopting Health, Nutrition and WASH behaviors and services, IYCF practices and challenges to food market system access and availability including household access and consumption of diverse, safe and nutritious foods in the targeted regions. This needs assessment will consist of conductingin-depth interviews and focus group discussions at the LGA level, service delivery, community and client levels.

### 1.1 Specific objectives:

1. To describe existing strengths and bottlenecks for multi-sectoral coordination for improved nutrition at local government level; including challenges facing data use for budgeting and planning for nutrition services at Council level
2. To identify barriers that hinder provision of quality of health and nutrition services, including integration of nutrition into QI processes and assessing functionality of QITs
3. To describe existing situation of nutrition services at Regional Referral hospitals; and identify factors affecting quality of nutrition services at Facility and community Level
4. To identify issues that hinder consumption of diverse, safe, nutritious foods and enablers of the same
5. To identify factors that influence household behaviors affecting nutrition outcomes including maternal nutrition and IYCF practices, health service seeking behavior, barriers to food access, and WASH behaviors
6. Identify barriers to optimal water, sanitation and hygiene services at both facility and community level and how this can be improved

Identify barriers within the food market systems that hinder access and promotion of optimal nutrition behaviors.

## 2. Scope

***2.1 Secondary data and literature review:*** The consultant will carry out a desk review of government policies, priorities, operational plans, and commitments to help identify information gaps that the primary data collection will fill.

### ***2.2 Protocol and tool development:*** The consultant will be responsible for developing the protocol and interview guides for data collection; and SC TZ and SC US, will review the protocol and tools and sign them off.

***2.3 Ethics review and approval:*** The consultant will be responsible for submission of the protocol to local IRB for approval. Save the Children will work with the consultant to obtain an expedited ethical approval from NIMR prior to the commencement of the data collectors training.

***2.4 Data Collection:*** The consultant will work in collaboration with the Save the Children country office (SCI- TZ) and Save the Children-US (SCUS) to develop a list of potential respondents for planned interviews and FGDs. The consultant will be responsible for collect qualitative data using semi-structured in-depth interviews (IDIs) and focus group discussions (FGDs) at the LGA, service delivery, community and client levels in one district per region (a total of 3 IDI MoH, TFNC and PO-RALG, 9IDI R/CHMTs, 6 villages (6FGD) and 15 facilities will be reached (3FGD)).

The consultant will be responsible for recruiting their data collection team with the appropriate skills and qualifications for this assignment; and training and supervising enumerators throughout the data collection process. All interviews and FGDs will be held in-person. In case an in-person interview is not possible, appropriate secure virtual interviews can be conducted.

The SCI-TZ team will support to coordinate with PO-RALG to confirm and organize the IDIs and FGDs.

The table below indicates the breakdown of the number of interviews with national, sub-national level respondents, and with local service providers envisioned:

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant/data collection type** | **Number of activities per district (3 districts)** | **Total Interviews/FGDs** | **Notes** |
| National-level program managers and decision-makers | N/A | 3 IDIs | The choice is based on stakeholders that are working with SC TZ and IDIs tailored to each decision maker |
| Regional and council level | 9 IDIs | 9 IDIs | The choice is based on existing R/CHMTs who are working around MNCH, Nutrition, Health promotion and QI and IDIs tailored to each decision maker |
| Desk review |  | N/A |  |
| Supervisors for Community-based health providers | 1 FGD | 3 FGDs |  |
| Community-based health providers (CHWs) | 2FGD | 6 FGDs | Include 6-8 CHWs involved in health services |
| Facility-based providers (L&D, ANC, PNC, OPD and IPD) | 1 FGD | 3 FGDs |  |
| Community members | 3 FGDs | 9 FGDS | FGD will involve pregnant women, mothers/caregivers with children under 2 years, extension workers and farmers. |

\*numbers outlined here are approximate estimates and might undergo some change

National level and District level participants will be chosen purposely in conjunction with SCI-TZ. SC-TZ and SCUS will jointly choose the specific localities based on nutrition indicators from DHIS2. For interviewing service providers, the data collection team, with close support from SCI-T and Po-RALG will list service providers in the selected facilities and conduct one FGDs per District. Facilities will be selected purposefully in consultation with the PO-RALG and respective Regional Nutrition officers. CHWs will be drawn from those previous trained by other partners and who are involved in providing home visits to the mentioned above target audience.

### ***2.4 Data Analysis:*** The consultant will be responsible for analyzing the data from all the interviews and FGDs. The data analyst from the hired consultancy will be expected to use qualitative data analysis software (e.g., Atlas.ti, NVivo etc.) to conduct thematic analysis by using a codebook and by identifying key themes from the collected data through the interviews. Initially, using 10% - 15% of interviews (with at least 3 interviews from each respondent category), the Analyst will derive key thematic areas and will develop a standardized coding scheme for each of these themes. SCUS and SCI-T will review the findings. Findings from this exercise will inform the design of the USAID/Tanzania Regional Multi-Sectoral Nutrition Activity.

***2.5 Report Writing:*** The consultant will be responsible for developing a succinct report based on the findings that clearly documents the findings, identifies the gaps and provides recommendations and approaches to address the gaps. The report template will be agreed upon with Save the Children. SC TZ and SC US will review the report and provide comments as necessary. The consultant will be expected d to submit a summative report and a ppt with key findings at the end of assignment.

# Key Responsibilities & Deliverables

The expected deliverables along with the timeline are provided below. The timeline is provided for illustrative planning purposes and is subject to adjustments at the discretion of Save the Children. Over the period of work, the data collection team will be expected to provide debriefing sessions during the qualitative data collection period.

1. **Responsibilities of the consultant:**

* Tasks/Deliverables
* Introduction meeting and review of the protocol
* Finalizing tools
* Enumerators (data collection team) orientation
* Conduct data collection (No interview without completing consent taking process)
* Translate and transcribe all IDIs and FGDs
* Analyze data from field + desk review\*\*
* Develop one overarching summative evaluation report analyzing the results from the field - drawing conclusions, noting key gaps, and providing recommendations

1. **Responsibilities of Save the Children:**

* To coordinate with PO-RALG the confirmed interviews and FGDs
* Set appointments with respective Ministries
* To share necessary documents that will be requested by Hired consultancy for the desk review
* To review and provide inputs in the protocol
* To review findings and provide feedback
* To review the needs assessment reports and provide feedbacks

1. **Activities and Time Schedule – Proposed work plan**

The proposed time for the assignment is 5 weeks.

* Preparatory work – Desk review, appointments of the consultative meeting with MoH, MoA, Po-RALG and TFNC, Development of Tools, review NMNAP II, One Plan III and Community Health Based services operational guideline /training curriculum
* Selection and training of enumerators /data collectors
* Consultation of various stakeholders and LGAs at respective regions (Actual Data collection)
* draft report preparation – data cleaning and review, data analysis
* and report writing
* Final report

# Requirement for Position

* Experience in qualitative research, specifically in qualitative data collection by conducting in-depth interviews, focus group discussions, observation and analyzing qualitative data
* A graduate with a master’s in Human Nutrition or public health or community health.
* At least 10 years of professional experience in conducting qualitative research /International Development
* Demonstrated organizational capacity based on previous related work in the area of qualitative research (design, data collection, analysis), past experience transcribing audio files and translation experience, training and recruiting data collection teams.
* Strong analytical, written and oral communication skills
* Excellent communication and writing skills in English and Kiswahili.
* Ability to work in Tanzania
* Knowledge of Tanzania preferred
* Previous experienced with USAID funded projects strongly preferred

**Application package and procedure:**

All applications should include the following information:

1. Detailed proposal, demonstrating a thorough understanding of this Scope of Work (SoW and methodology), including:

* Estimated number of days required to complete the deliverables for the assessment
* Description of comparable experience coordinating and administering similar studies;
* Proposed steps for data analysis and report writing;
* A draft detailed implementation plan (including a Gantt chart).

1. A copy of the CV of the consultant who will undertake the assignment.
2. Examples of previous similar assignments/work conducted

**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**](mailto: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).**