Catholic Relief Services/Niger Country Program
Scope of Work

<table>
<thead>
<tr>
<th>Consultancy Title</th>
<th>Strategic learning activities of the RFSA Niger Program</th>
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<tbody>
<tr>
<td>Location</td>
<td>Remote with partial time in Niamey, Niger preferred</td>
</tr>
<tr>
<td>Contract Duration and LOE</td>
<td>January 15, 2023 – March 31, 2023</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Brenda Lee</td>
</tr>
<tr>
<td>Questions Deadline</td>
<td>December 12, 2022, by 3:00PM EDT</td>
</tr>
<tr>
<td>Proposal Deadline</td>
<td>December 20, 2022, by 3:00PM EDT</td>
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1. **Purpose**

This Scope of Work (SOW) outlines the conditions and responsibilities to provide technical support in the implementation of Strategic learning activities of the RFSA Niger Program.

2. **Background**

USAID/BHA is currently funding three Resilience and Food Security Activity (RFSA) programs in Niger. The activities were awarded in fiscal year (FY) 2019 and are scheduled to end in FY 2023. The three prime awardees are Catholic Relief Services (CRS), Save the Children (SC), and Care International (CARE).

Catholic Relief Services (CRS) and its implementing partners are currently implementing a five-year program (October 2018 – September 2023) entitled Girma. The project will reach 898,914 direct participants in 622 communities across 11 communes in two departments of Zinder, Magaria and Dungass. Using an approach that is multi-sectoral, layered, participatory, and sensitive to gender, youth, persons with disabilities (PWD), and climate change, Girma is designed to improve and sustain food and nutrition security and resilience among extremely poor and chronically vulnerable households and communities.

The Girma project will begin its fifth year of implementation beginning October 1, 2023. A two-year extension (2024 - 2025) is pending BHA approval. Based on BHA’s Guidance, extension design will be essentially based on Girma’s Sustainability Strategy, which in turn is rooted in the selection of key intermediate outcomes to be sustained after the end of the project.

Strategic Learning Lead is a key position at Girma. The Strategic Learning Lead (SLL) promotes a culture of coordination, collaboration, and continuous learning across all activities in the Girma zone. The SLL works closely with the Food Security Technical Coordinator and Monitoring and Evaluation Lead to include active, intentional, and adaptive learning exercises within and across its multi-sectoral activities and to improve peer-to-peer learning, knowledge sharing and application, activity-based capacity strengthening, evidence and data utilization, and collaborating, learning and adapting (CLA).

3. **Objectives and detailed activities of Consultancy**

The main objective of the consultancy is to provide technical support to the project’s team in the implementation of planned activities in accordance with the Learning agenda of Girma and other key tasks under the responsibility of SLL.

Key activities for consultancy will include the details below:
Continuous/standard tasks

- Provide on-demand technical support to the SMART Couples Study project manager.
- Participate in bi-weekly calls with the SMART Couples Study team and in weekly calls with the HQ-based and CP-based project manager.
- Provide inputs on technical documents related to the SMART Couples Study.
- Provide inputs on intermediate/final reports and participate in meetings related to the Maison Familiale Harmonieuse Ethnographic Study implemented by Cabinet CRAMS for the Sahel Collaboration and Communication (SCC) project for the Girma project.
- Be the contact person for collaboration with SCC and for learning.
- Provide on-demand technical support to colleagues for learning-related activities.
- Participate in workshops and meetings related to learning/SBC/sustainability with the donor, Government, RISE II or other partners.
- Support the preparation of or questions on Girma’s quarterly report.
- If needed, participate in developing responses to donor’s issues letters.
- Develop any learning-related product requested by the CoP, including leading special studies
- If pertinent, initiate/support/finalize any relevant staff recruitment processes.

Punctual tasks (related to this specific period)

- Support the organization of a mission to Niger for the Tufts University researcher in charge of the EEP Impact Evaluation. More particularly: approve the SOW, ask all security-related authorizations, and contact colleagues in charge of organizing arrival/departure from/to airport, accommodation in CRS guesthouses, possible domestic flights and transportation in the field. Be available for at least one working session with the researcher. Comment on/approve the field trip report and on Deliverable 6 (3rd field trip report; plan for endline data collection).
- In collaboration with the PSE and the Livelihoods Leads, finalize the report of the economic analysis of Girma-supported cooperatives and develop an action plan for FY23 – 25.
- If needed, support the finalization of activities related to the Community-Led Total Sanitation Study.
- If pertinent, support the SOW development/implementation of the economic analysis of Girma’s public-private partnership model for drinking water infrastructure management.
- Perform any other task planned for this period in Girma’s FY23 Learning Agenda (Learning Action Plan)
- Develop the FY24 PREP for Learning; support the development of the SBC and PSE sections.

4. Deliverables and Estimated LOE

Below is a list of specific deliverables under each task that the consultant will produce. In addition, is an estimated number of working days it will take to complete each deliverable:
<table>
<thead>
<tr>
<th>Specific Tasks</th>
<th>Deliverables</th>
<th>Est. Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide inputs on technical documents related to the SMART Couples Study.</td>
<td># 1 Summary of a technical document based on the requests of the technical team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal of days: 6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Subtotal of days: 12</td>
<td>12</td>
</tr>
<tr>
<td>Data analysis and report writing on the economic analysis of Para-veterinary services.</td>
<td># 3 Draft Report on the Economic Analysis of Para-veterinary services.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal of days: 12</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Subtotal of days: 12</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>42</td>
</tr>
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5. **Qualifications**
- Master’s Degree in communications, economics, agricultural/development economics, statistics, biostatistics, nutrition, applied sociology, anthropology or other relevant area required.
- Minimum of five years relevant international working experience in an advisory or management role with progressive responsibilities, ideally with an international NGO, with minimum of three years working for programming interventions in learning and coordination.
- Demonstrated application of technical principles and concepts in learning and coordination. General knowledge of other related disciplines to ensure proper cross-sectoral approach.
- Experience on innovative learning practice including Internal Change Management for CLA, Evaluative thinking and Adaptive management.
- Experience in mentoring, coaching, facilitation and training applying adult learning principles and practices.
- Experience with program monitoring and evaluation, including applying data collection tools and methodologies, data analysis, and data presentation.
- Knowledge of USAID/BHA programming and CLA requirements.
- Professional fluency in English required and in French preferred.

6. **Application Components:**
Applicants must submit the following:
- Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight the experience of the applicant in the region (West Africa, if not Niger specifically) as well as experience on USAID/BHA funded programs. (Document cannot exceed 3 pages single-spaced.)
- Compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (number of billable days) to complete the assignment.
- Resume/CV.
- Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

7. **Time Frame**

The consultancy will take place remotely (with the potential of visit(s) to Niger) in the period of **January 15th to March 31, 2023**. It is anticipated that the consultant could spend 30% of his/her time in the field to conduct activities with Girma team members based in the project intervention area. Flexibility to be a completely remote consultancy, with preference for consultants who are able to travel to Niger.

8. **Travel Component of Consultancy**

It is anticipated that the consultant could spend 30% of his/her time in Niger to conduct activities with Girma team members based in the project intervention area. There is flexibility for the consultancy to be completely remote, with preference for consultants who are able to travel to Niger. If travel is incurred, the following travel expenses would be paid by CRS: Flights, entry visa, lodging, per diem, and local travel costs in Niger. See section 9 for medical insurance and medical evacuation insurance requirements, the provision and cost of which would be the full responsibility of the consultant.

9. **Travel and Insurance Requirements**

International travel is anticipated. If international travel is planned, prior to obtaining airline tickets, the identified consultant will complete and submit an "Acknowledgement and Warranty of Insurances" form to CRS HQ/GSCM at an address to be provided and to the CRS Contact Person for the consultancy. The consultant must possess/obtain Medical insurance and medical evacuation insurance that must be valid for the country and duration of travel, and would be paid for by the Consultant in the event that international travel occurs for the consultancy.

10. **Contact Person:**

Brenda Lee

11. **Schedule of Activities**

The detailed implementation plan during the period will be developed conjointly with CoP.

12. **Proposal Deadline**

All proposals must be received by Brenda Lee to brenda.lee@crs.org no later than December 20, 2022 [3:00PM EDT for electronic submission]. The solicitation name “**Strategic learning activities of the RFSA Niger Program**” must be included in the subject line.

13. **Q&A Opportunity**

Prospective bidders may submit any clarification questions to Brenda Lee at brenda.lee@crs.org, by
December 12, 2022, by 3:00PM EDT. Responses will be provided to any known prospective bidders on December 15, 2022.

14. Terms of Payment
The consultant/s shall be compensated for provision of the deliverables outlined above. Payment shall be processed after all work is completed upon receipt and approval of an invoice. Payment will be based on days worked, for an estimated 42 days. Payment will be made according to the following schedule. All work will be considered complete once the following milestones are complete:

<table>
<thead>
<tr>
<th>Payment schedule:</th>
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<tbody>
<tr>
<td>• First payment after approval of deliverables #1 and #2</td>
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<tr>
<td>• Second payment after approval of deliverable #3</td>
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<tr>
<td>• Third payment after approval of deliverable #4</td>
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