

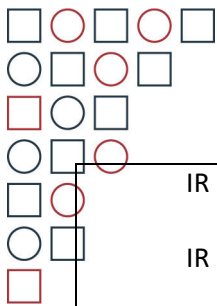
# USAID AFFORD GLOBAL SUPPORT TO LARGE SCALE FOOD FORTIFICATION PROGRAMMING

## Scope of Work for a Consultant to Assist in Developing Training Materials and Approaches for Large Scale Food Fortification Regulatory Monitoring including Industry Quality Control

### Nutrition International

1. Identification	
<b>Consultancy Title:</b>	Training and Capacity Building Consultant
<b>First Level Supervisor:</b>	AFFORD IR1 Lead, Laura Rowe / AFFORD IR1 Technical Advisor, Carol Tom, and coordinate with IR2 and IR4 Teams
<b>Second Level Supervisor:</b>	Vice President, Global Technical Services, Mandana Arabi
<b>Date Prepared</b>	January 19, 2023
<b>Duration:</b>	30 days (March – August, 2024)
<b>Interested applicants:</b>	<i>Please send cover letter, CV, and technical and financial proposal to Carol Tom at <a href="mailto:ctom@nutritionintl.org">ctom@nutritionintl.org</a>. Closing date is February 9th, 2024</i>

2. Introduction
<p>The USAID’s Advancing Food Fortification Opportunities to Reinforce Diets (AFFORD) program was launched in October 2021 and seeks to reduce micronutrient inadequacies and improve diets particularly for women and children through large scale food fortification (LSFF). The program is a five-year Leader Award with Associates Cooperative Agreement, allowing for Associates Awards (AAs) and buy-ins from USAID Missions and Operating Units (OUs). It is therefore designed to provide operational support to field Missions and other operating units of USAID thus contributing to the goals of the U.S. government Global Food Security Strategy (GFSS) through the implementation of programming aligned with USAID’s LSFF Results Framework.</p> <p>USAID AFFORD aims to increase the coverage of fortified foods to cost-effectively improve the quality of diets, and safely contribute to reducing micronutrient inadequacies among populations in the targeted countries. Its implementation approach is designed with complementary activities to catalyze integration, advance knowledge sharing, mobilize stakeholders, and foster local ownership that strengthens LSFF. Strategic engagement with public, private, and civil society actors at national, regional, and global levels will drive USAID AFFORD’s scaling and success beyond the life of the Activity.</p> <p>USAID AFFORD work seeks to fulfill four intermediate results (IRs):</p>



IR 1: Strengthened LSFF enabling environment through the public sector.

IR 2: Expanded and sustained LSFF interventions through private sector engagement

IR 3: Strengthened effectiveness of LSFF interventions and increased public and private sector accountability through civil society engagement.

IR 4: Mobilized global commitment, leadership, and investment in support of LSFF.

### 3. Background Information on the Consultancy

Globally, most countries have adopted and legislated food fortification programs to increase the intake of essential micronutrients from the diet. However, for these programs to achieve the intended goal, which is to prevent and control deficiencies of these micronutrients among the population, governments must establish and implement robust regulatory monitoring systems to ensure distribution and consumption of quality and adequately fortified foods.

Regulatory monitoring, in the context of food fortification, refers to the continuous collection, review and use of information on program implementation activities, for the purpose of identifying problems, such as non-compliance, and informing corrective actions to fulfill stated objectives. It includes internal quality control and quality assurance practices performed by the industry to ensure that they comply with government regulations and standards; government inspections and technical auditing at the food processing plants (external monitoring); inspections and sampling of fortified foods at the markets and wholesale stores (commercial monitoring); and at importation sites (import monitoring). It also includes the testing of fortified foods (either qualitatively or quantitatively) to confirm compliance with the fortification standards and regulations.

Different development partners and donors (FFI, UNICEF, GAIN, USAID-funded projects, WFP and others) have developed food quality control materials (specific to fortified foods) in form of manuals, protocols or procedures to support industry and government efforts to control and monitor the safety and compliance of fortified foods to national standards and regulations. In addition, they have developed training materials, based on these manuals and protocols, and delivered training using different approaches and methodologies, in different countries and regions in support of food fortification programs.

These quality control and monitoring materials have been observed to have some differences, especially in the technical content, which often confuse the recipients. Furthermore, some of the methodologies may not be effective as they may not promote adult learning, retention of knowledge, and facilitate sufficient skill transfer.

USAID AFFORD aims to streamline trainings for government regulators and industry by: (1) assessing existing food control and monitoring materials, including the training modules, approaches, methodologies and delivery platforms; and (2) develop standardized training manuals for food fortification regulators (government personnel), and for fortifying food industry.

The Training and Capacity Building Consultant will complement this initiative by providing recommendations on how knowledge transfer and retention can be assured during the trainings, how



the trainings can be delivered without external support in a sustainable way, and incorporate best practices in adult learning into the training methodology.

**4. Overall Purpose/Broad Function of the Consultancy:**

The overall purpose of this consultancy is twofold:

- i) Establish criteria for best practices in adult learning, training delivery, and tracking retention of knowledge and a given skill set; and
- ii) Support the incorporation of the above criteria and best practices into the training manuals on regulatory monitoring for food fortification programs.

**5. Key Duties and Responsibilities:**

Working closely with the IR1 and IR2 teams, and the consultants recruited to develop the training manuals, the Training and Capacity Building Consultant will be expected to carry out the following responsibilities:

- i) Conduct a desk review of the existing trainings that are known to utilize approaches that promote knowledge retention and continued use of acquired skills in an adult learning context.
- ii) Conduct consultations or Key Informant Interviews (KIIs) with different stakeholders such as implementing partners involved in food fortification and regulatory monitoring, selected industry personnel, and selected food regulators from government (if possible from different regions) to gain views on what training approaches and delivery methodologies can be effective and more sustainable.
- iii) Develop criteria for best practices in adult learning, training delivery and tracking retention, and propose an approach on how to regularly deliver the training modules without external support.
- iv) Ensure that all the aspects under (iii) above are incorporated in the training module for regulatory training for large scale food fortification programs.

**6. Supervisory Responsibilities:**

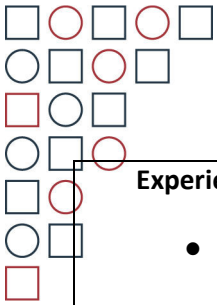
None.

**7. Education/Professional Designations/Experience:**

**Education:**

The consultant will have the following minimum qualifications:

Master’s degree in communication, education, extension, or related field. An undergraduate degree with demonstrated experience in trainings within adult learning context and capacity building strengthening will also be acceptable.



**Experience:**

- At least 5 years of experience in developing training modules and delivering trainings to adults or program staff.
- Knowledge in capacity building concepts and approaches that promote learning and knowledge retention.
- Demonstration of prior involvement in training practices that have been effective and sustainable.
- Ability to work well with teams, stick to tight deadlines, and produce high quality deliverables.
- Ability to work proactively and independently under fast-paced, complex, and dynamic working conditions.
  
- An understanding of government food regulatory systems, though not necessary, will be an added advantage.

**8. Language Skills**

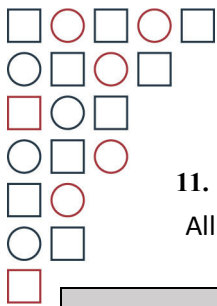
- Fluent written and spoken English essential.

**9. Travel, Location, and Duration**

- This will be a remote consultancy. No travel is expected within the consultancy period. However, should the need arise, travel and duration will be discussed and will be in accordance with the NI travel rules.
- The consultancy will be conducted between the month of March and July, 2024. The LoE of effort will however be 30 days.

**10. Other Specific Skill Requirements:**

- Excellent writing, speaking, editing, presentation, and communication skills in English.
- Excellent attention to detail.
- Proven organizational skills.
- Ability to work well with minimal supervision.
- Strong and effective interpersonal skills, tact, and discretion.



## 11. Deliverables and Payment Schedule

All payments will be attached to timely submission of deliverables.

Deliverables	Expected Due Date	Submitted By
Deliverable 1a: <b>A summary report outlining desk review findings</b> on the trainings that are known to utilize approaches that promote knowledge retention and continued use of acquired skills in an adult learning context.	March 15, 2024	Consultant
Deliverable 1b: <b>A list of stakeholders to consult with a clear schedule of interviews.</b> This will be based on the outcome of 1a above.	March 22, 2024	Consultant
Payment 1	Within 30 days of NI review and acceptance of deliverables 1a and 1b with submission of invoice	NI
Deliverable 2: <b>A criteria for best practices in adult learning, training delivery, and tracking retention approaches that can be implemented without external support</b>	May 17, 2024	Consultant
Payment 2	Within 30 days of NI review and acceptance of deliverable 2 with submission of invoice	NI
Deliverable 3: a) <b>Training Modules on FF regulatory monitoring</b> with adult learning, training delivery, and tracking retention approaches incorporated.  b) A <b>summary report</b> documenting the support provided in development of the LSFF regulatory monitoring training module and approaches, detailing how the above criteria on promoting knowledge retention and continued use of acquired skills in an adult learning context has been incorporated and assured in the module.	August 02, 2024	Consultant
Payment 3	Within 30 days of NI review and acceptance of deliverables 4a and 4b with submission of invoice	NI

This posting can and will be amended as required from time to time.