



# Scope of Work and Deliverables

## USAID Advancing Nutrition Technical Team

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<b>Date of Request:</b>	<i>September 23, 2022</i>
<b>Purpose:</b>	<i>Support USAID Advancing Nutrition to pilot a methodology to assess, diets, market, and the cost of an adequate diet to inform LSFF and broader programming to improve diets in Zambia</i>
<b>Place of Performance:</b>	<i>Zambia</i>
<b>Provider(s):</b>	<i>TBD</i>
<b>Period of Performance:</b>	<i>October 24, 2022 – May 31, 2023</i>
<b>Activity Manager:</b>	<i>Monica Woldt</i>
<b>Activity Code:</b>	<i>PY4 2.4.C.1 Draft guide for Missions on methodologies to assess diets, markets, and the cost of an adequate diet to inform LSFF and broader programming to improve diets</i>
<b>Activity Internal Project #:</b>	<i>37462.2201.0011</i>

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***SERVICES/SCOPE OF WORK<sup>1</sup>: The Contractor shall use all reasonable efforts to perform the following services in accordance with the terms and conditions set forth in this agreement:***

### **A. Background**

USAID Advancing Nutrition is the Agency's flagship nutrition project, led by JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. Launched in September 2018, USAID Advancing Nutrition implements and provides technical support to nutrition interventions across sectors and disciplines for USAID and its partners. The project's multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition (USAID AN) strives to sustain positive outcomes by building local capacity, supporting behavior change and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development.

USAID is reaffirming its decades-long commitment to reducing micronutrient inadequacies and their associated deficiencies through large-scale food fortification (LSFF). As part of this effort,

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<sup>1</sup> USAID approval is required prior to any travel and payments associated with travel, travel-related tasks/responsibilities/deliverables or payments are contingent upon receiving USAID approval. The consultant will also need to provide documentation of medical clearance.

USAID has developed an [LSFF Programming Guide](#) to support Missions and implementing partners to assess, design, and measure the effectiveness of LSFF as a key intervention to address micronutrient gaps at the population level.

At the request of USAID, USAID Advancing Nutrition has developed a draft operational guide to complement the USAID LSFF Programming Guide. The draft operational guide includes a methodology to use existing data to assess food consumption and micronutrient intake, analyze market data to assess the availability and price of fortifiable food vehicles processed at large scale, and model the contribution of food fortification to micronutrient adequacy and the cost of an adequate diet with and without LSFF. At the request of USAID and the USAID Mission in Zambia, USAID Advancing Nutrition will pilot the draft methodology in Zambia.

The main objective of the pilot is to determine the feasibility of the methodology to assess diets, markets, and cost of an adequate diet to inform LSFF and broader programming. Specific objectives include:

- Determine if the methodology is clearly understood by intended users.
- Identify if the outputs from the methodology's application are useful to inform LSFF programming.
- Identify how the methodology and the operational guide that describes it should be revised based on the findings from the pilot experience.

USAID Advancing Nutrition will provide overall management of the pilot and has developed a draft protocol for the pilot. The University of California Davis and the Global Alliance for Improved Nutrition, both USAID Advancing Nutrition partners, will support the pilot in Zambia, specifically, the implementation of the methodology using existing data.

USAID Advancing Nutrition is seeking the services of a consultant to support the pilot process in Zambia. More details regarding the consultancy objectives and activities can be found below.

## **B. Objectives**

The local consultant will support the piloting of the methodology to assess diets and markets and model fortification scenarios and the cost of an adequate diet to inform LSFF programming in Zambia. A successful pilot will achieve identification of the following outputs:

- Recommendations to improve the methodology for LSFF needs assessment and design and the operational guide that describes the methodology.
- Recommendations and next steps to improve LSFF in Zambia to decrease micronutrient inadequacy in the diet among populations vulnerable to malnutrition.

To achieve these outputs, the consultant will support USAID Advancing Nutrition by providing feedback on the protocol given her/his knowledge of the local context and support submission of the protocol for local ethics committee review. The consultant will also obtain published and gray literature to support a desk review for the pilot, conduct interviews with key informants to inform the desk review and pilot process, and lead and facilitate communication, coordination, and meetings with a small group of experts/key stakeholders on LSFF in Zambia. Note that the desk review will be prepared by USAID Advancing Nutrition.

## **C. Activities**

The consultant will provide technical support for the following:

1. Manage the research ethics review process following national guidelines. This includes reviewing the draft protocol for the pilot, preparing and submitting the application for ethics

- committee review and approval, managing communications with the ethics review committee through the point of determination, obtaining the determination letter, and any final documentation and communication with the review board upon completion of the pilot.
2. Obtain published documents and gray literature on the Zambia country context to support a desk review, including but not limited to:
    - a. Micronutrient deficiencies in Zambia
    - b. Micronutrient intake in Zambia
    - c. National programs to address micronutrient deficiencies and inadequate micronutrient intake, including LSFF, but also including other interventions, for example, any national programs that provide specialized fortified food products for pregnant and/or lactating women and children under 5 years and national micronutrient supplementation programs.
  3. Conduct interviews with about 10 to 12 experts/key stakeholders, as needed, to obtain information for the desk review, including gaps in information from activity #2, and data availability for the pilot, for example, options regarding available data, steps to access the data, feasibility of accessing the data, and data quality. Share interview recordings, transcriptions, and notes with USAID Advancing Nutrition. USAID Advancing Nutrition will develop the interview guide and the consultant will review and provide inputs to the interview guide.
  4. Identify data sources, for example food consumption surveys such as household food consumption surveys, national food consumption surveys; micronutrient intake surveys; market data (availability and price of fortifiable and fortified foods), among others, as needed.
  5. Obtain the actual data/datasets, following the necessary protocols and procedures.
  6. Lead/facilitate communication, coordination, and meetings with a small group of experts/key stakeholders on LSFF in the country.
    - a. Identify stakeholders that should be included in and consulted during the pilot process.
    - b. Participate in calls with USAID Advancing Nutrition, USAID/Washington, the USAID Mission in Zambia, and/or USAID Advancing Nutrition partners to understand the activity needs and then apply her/his understanding of local actors to connect with relevant stakeholders, such as technical working groups or experts related to LSFF, government officials, or other entities with related interests and work.
    - c. Facilitate about 3 meetings (hybrid in-person and virtual) of about 2 hours each with the group of experts/key stakeholders and engage with the group as needed via email updates or phone communication. The 3 meetings are envisioned as follows:
      - i. First meeting (November 2022): Kick off meeting, introduce the activity and obtain input and feedback on the activity and plans.
      - ii. Second meeting (late January/early February 2023): Update meeting to provide the group with findings to date and share and obtain inputs/feedback for the modeling of fortification scenarios.
      - iii. Third meeting (late April/early May 2023): Final meeting to share and discuss findings and obtain inputs/recommendations regarding the methodology.

## D. Deliverables and Schedule

*The Contractor is responsible for the timely submission of the following deliverables, as part of the SOW:*

<b>Del. No.</b>	<b>Deliverable Name</b>	<b>Deliverable Description</b>	<b>Due Date</b>
1	Completed application for research ethics approval	Copy of completed application for ethics approval and confirmation of submission to national ethics review body. The consultant is to turn in a copy of the research ethics determination letter once received from the ethics review board [3 days LOE includes the time to collect information and prepare and submit the application and follow up to obtain the research ethics determination letter.]	On or about October 28, 2022
2	Published documents and gray literature	Copies of published documents and gray literature on the Zambia country context to support a desk review [5 days LOE to search for documents and obtain documents from experts and key stakeholders].	On or about November 11, 2022
3	Transcribed interviews with experts/key stakeholders	Transcribed notes from interviews with experts/key stakeholders [12 days to prepare for and conduct interviews and transcribe interviews]	On or about November 30, 2022
4	List of data sources	Copy of list of data sources for food consumption, micronutrient intake, market data, among others, as needed [1/2 day of LOE to compile list from information gathered and interviews].	On or about November 30, 2022
5	Data sets	Files of data sets, food consumption, micronutrient intake, market data, among others, as needed [3 days of LOE to obtain data sets/data].	On or about November 30, 2022
6	List of experts/key stakeholders	Copy of list of experts/key stakeholders for a small group that should be included in and consulted during the pilot process pilot and a description of their relevance and preferences for how they are engaged in the process [1/2 day of LOE to compile list from information gathered and from interviews].	On or about November 30, 2022
7	Agenda, list of participants with contact information, audio recording (if feasible), and report of meetings with experts/key stakeholders	Copy of agenda, participant list with contact information (name, title institution, email address, phone number), audio recording of meetings with experts/key stakeholders and meeting report (approximately 3 meetings of about 2 hours each) [15 days of LOE, 5 days per meeting, for various meetings and calls with USAID Washington, USAID Zambia, and USAID Advancing Nutrition and preparation for the	First meeting on or about: December 16, 2022
8			Second meeting on or about: February 28, 2023

<b>Del. No.</b>	<b>Deliverable Name</b>	<b>Deliverable Description</b>	<b>Due Date</b>
9		meetings, holding the meetings and writing the meeting reports.	Third meeting on or about: May 17, 2023
10	Final paperwork and submissions to research ethics committee, as needed	Copy of letter confirming completion of final paperwork and submissions to the research ethics committee, as needed [1 day of LOE].	May 31, 2023

*\*To be completed by the Contracts Manager.*

The total LOE is approximately equivalent to **[40]** days per person (40 days LOE total).

All required deliverables shall be submitted to the JSI Activity Manager listed on Page 1.

### **E. Consultant Qualifications**

The consultant will have the following minimum qualifications:

- Minimum Bachelor of Science degree in nutrition, food processing, or related field, Master's degree or PhD preferred.
- Experience working in LSFF and/or nutrition and/or food processing in Zambia, and familiarity with the relevant actors in this space.
- Background in one or more of the following technical areas: LSFF, markets and market data availability and use, dietary assessment methods.
- Expertise in facilitating meetings and group coordination/communication, and familiarity with analysis of data to assess markets, nutrition, and/or diets in LMICs.
- Preferred: Excellent English language skills (verbal and written).