

TERMS OF REFERENCE

CONSULTANT SERVICES – RESEARCH ASSISTANT

Collection of baseline data for National Food and Nutrition Security Action Plans under the CARICOM Action Committee on Food and Nutrition Security Platform

1. INTRODUCTION

The Regional Food and Nutrition Security Policy (RFNSP), was endorsed and approved by the Council for Trade and Economic Development (COTED) – (Agriculture) in October 2010. To give effect to the RFNSP, the COTED (Agriculture) endorsed and approved the Regional Food and Nutrition Security Action Plan (RFNSAP). This Action Plan establishes health, nutrition, food safety and food security goals and provides a coherent set of integrated actions to be delivered by stakeholders. National Food and Nutrition Security Action Plans were then developed by Individual Member States.

Recognising the challenges posed to Regional food security, the Food and Agriculture Organisation of the United Nations (FAO) and the CARICOM Secretariat (CCS) entered into a Letter of Agreement (LOA) in December 2019 with the aim of supporting the establishment of the CARICOM Action Committee on Food and Nutrition Security (CACFNS) Platform.

Pursuant to the signing of the LOA, the COVID-19 pandemic has had a deleterious effect on regional economies, as all governments were forced to close borders, institute business lockdowns and ‘stay at home’ orders to mitigate against the spread of the virus. These measures whilst necessary for public health reasons, inadvertently exacerbated food insecurity and dietary concerns, further jeopardizing the region’s food security and nutritional status¹.

Referencing the need to preserve food and nutrition security, an initial assessment of the status of the NFNSP/AP revealed that there are gaps in the system for monitoring and evaluation as well as reporting on progress of the activities itemized in the NFNSP / AP.

In this regard, the CARICOM Secretariat is requesting the Contractor (Research Assistant) to submit an expression of interest confirming ability and availability to conduct a baseline assessment of the status of implementation of the Food and Nutrition Security Action Plan of (Country).

¹ Caribbean COVID-19 Food Security & Livelihoods Impact Survey / Round 2 Final Report, 2020 CARICOM, FAO, WFP

2. SCOPE OF WORK

The scope of work covers all activities necessary to accomplish the Expected Result as stated below.

The CONTRACTOR (Research Assistant) will execute the following main tasks/activities:

- i. Participate in a briefing / training with Representatives from the CARICOM Secretariat Team and the National Focal Point of (Country) to discuss the objectives, activities, approach, expected outputs and any other issues related to the execution of the assignment that require clarification;
- ii. Provide a brief summary of the schedule to be followed and stakeholders to be contacted to support the baseline data collection;
- iii. Under the guidance of the National Focal Point, conduct the baseline data collection following the Monitoring and Evaluation Tool provided. Data collection should include interviewees of key personnel, ministries, stakeholder organisations, desk research etc.;
- iv. Enter the data into the Monitoring and Evaluation tool;
- v. Organise and participate in a national stakeholder consultation (online / face to face) to validate the data collected; and,
- vi. Provide a final report and any close-out documentation which may be required.

3. EXPECTED RESULT

The completed monitoring and evaluation tool on the National Food and Nutrition Security Action Plan for (COUNTRY).

4. DELIVERABLES

The principal deliverables of the CONTRACTOR (Research Assistant) will be:

- i. A brief summary of the schedule to be followed and key stakeholders to be contacted within one week of contract signing.
- ii. A draft of the populated Monitoring and Evaluation tool.
- iii. Final Monitoring and Evaluation Tool and report.

5. DURATION OF CONSULTANCY AND PAYMENT

The assignment will require a maximum of six weeks for completion. Payment will be made in two parts. 50% upon signing the contract and the balance (50%) on successful completion of the services.

6. PREFERRED QUALIFICATIONS AND EXPERIENCE REQUIRED

Candidates are expected to have at least:

- A bachelor's degree Agri-Business, Business Management, Economics or any other related qualification
- Alternatively, an Associate Degree in Social Sciences with two years' experience in data collection.
- Demonstrated ability to work independently.
- Excellent communication skills.
- Computer experience with competence in Microsoft Office, Word and Excel, etc.
- Project management and or monitoring and evaluation experience will be considered an asset.

CONFIDENTIAL