



Technical Rapid Response Team

Technical Rapid Response Team (Tech RRT)¹ Terms of Reference (ToR) In-Country Support

Post Title	Social Behavior Change (SBC) Adviser
Supervisor in country	TBD
Duty station/location	TBD
Duration	<ul style="list-style-type: none"> • Up to 6 weeks for planning assessment(s) and providing technical support • Up to 8 weeks if Adviser is also implementing assessment while in-country • Deploy ASAP

1. BACKGROUND

Provide a contextual and humanitarian analysis of the crisis. Explain the current situation relevant to the crisis with details on how this situation developed and extent of expected deterioration. Provide any cultural, demographic or infrastructure details pertinent in understanding the complexity of the situation. Elaborate the ongoing intervention by your organization and explain how it fits within the response. Include any assessments done or key reference documents.²

2. PURPOSE

Briefly explain what purpose the Technical Advisor will fulfill. What would be the general goal of the Technical Advisor personnel? What role is the Technical Advisor expected to perform? The

¹ The Tech RRT is a project led by International Medical Corps in consortium with Action Against Hunger and Save the Children funded by USAID/OFDA, Irish Aid and SIDA. The Tech RRT project works in close collaboration with the Global Nutrition Cluster (GNC) and UNICEF Nutrition Program Division and comes under the Global Technical Assistance Mechanism for Nutrition (GTAM). For additional information, please visit our website <http://techrrt.org>

² The grey/italics is the instruction that has to be completed for each section. The black writing is examples of potential job duties/deliverables that the Technical Advisor can complete. NOTE: The host must be specific when completing the ToR and NOT include all of the examples written in black. It will be different for each deployment.



purpose represents the impact you are seeking to achieve through the Technical Advisor personnel. The purpose should be tailored for each deployment and context of intervention.

The SBC Advisor will be responsible for strengthening nutrition response through the provision of senior leadership, technical support and capacity building for social and behaviour change approaches (including formative research, strategy development and coordination support) during an in-country / remote support deployment to governments, nutrition clusters, the Global Nutrition Cluster (GNC) and / or local and international non-governmental organizations.

3. SCOPE OF DUTIES AND RESPONSIBILITIES: Technical Adviser

Enlist and specify all tasks that the Technical Advisor is expected to perform.

1. Providing technical advice and operational support on Social and Behaviour Change relating to Infant and Young Child Feeding (IYCF), health, hygiene and nutrition.
2. Assess existing SBC activities, approaches and tool, and provide recommendations for improvement.
3. Integrate behaviour change approaches into CMAM and IYCF-E programming.
4. Assess capacity building needs across partners and develop a plan for meeting these; including conducting Training of Trainers (ToTs) for Ministries, train field workers/first responders or holding orientations for stakeholders.
5. Provide technical training, strategic advice, and operational support on SBC relating to IYCF-E, sanitation and hygiene, health and nutrition.
6. Conduct formative research using a justified method based on the specific research question (for example using mix methods combining desk review, barrier Analysis or human centred design and qualitative interviews or FGD) and coach partners and key actors on the use of formative research finding.
7. Support stakeholders with reporting, presentation and dissemination of research findings.
8. Design appropriate and evidence-based SBC strategies and action plans.
9. Develop communication tools, facilitator manuals and job aids that foster organisational capacity in SBC in coherence with existing national protocols and guidelines
10. Work with partners to develop integrated SBC messages to respond to evidence-based barriers to practicing behaviours.
11. Design M&E tools and indicators for SBC activities.
12. Support coordination for SBC through either establishing and leading or providing substantial support to in-country partners, Nutrition and WaSH clusters, or SBC technical working groups.

4. EXPECTED TIMELINE

Please detail a work plan/timeline in the below table.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Arrive in country, security briefing, other admin						
Meet with TWG, UNICEF, MOH and any other partners						
...						
...						
...						

Time and scheduling permitting the Technical Adviser may also be requested to XXXXXX.

The ToR and expected deliverables will be refined once the Technical Advisor is in country and the in-country supervisor will meet with the Technical Advisor within 48 hours of arrival in country, as the situation remains dynamic and requires a certain degree of flexibility.

5. EXPECTED DELIVERABLES: Technical Adviser

Provide a list of expected results from the Technical Advisor’s support by which his/her performance can be evaluated. These results can be in the form of completion reports and task related documents. The expected deliverables enlisted must be tangible and linked to the above scope of duties.

1. A simple work plan for the assignment, including outline of the methodology.
2. Training package including training agenda, presentation slides, handouts and other facilitator and participant materials.
3. Formative research report, with including executive summary, and assessment tools (questionnaires, data set, etc.).
4. A detailed SBC final strategy, action plan and activities including milestones and indicators to monitor and evaluate the success of the plan - no longer than XX pages (excluding annexes).
5. A set of field-tested and tailored media products, visual aid or messages related to the behaviors of interest (original files to be provided).
6. A brief report outlining activities undertaken during the mission (no more than XX pages), with few photos.

7. A Power point presentation summarizing the main highlights of the deployment for partners of the sector/nutrition cluster or any relevant stakeholders.

6. SCOPE OF DUTIES AND RESPONSIBILITIES: Host Organization & In-country Supervisor

Highlight all arrangements that you are agreeing to make to support the Technical Advisor in-country. What services will you provide for the Technical Advisor?

HOST ORGANIZATION

The hosting agency in country will be **XXXX** and commit to the following:

1. Supporting the Technical Advisor in obtaining visa.
2. Allocation of office space and access to standard office equipment including printer
3. Routine orientation upon arrival including
 - Airport pick up and include name/ of driver along with contact information for a second person from the host agency.
 - Security briefing within 48 hours.
 - Administration briefing and set up.
 - ToR briefing of host organization responsibilities.
4. Inclusion of the technical adviser under the same security and medical evacuation arrangements as other staff. In that regard (and when relevant), a Letter of Understanding (LoU) will be signed between **XXXX** and the implementing agency and a checklist outlining roles and responsibilities will be agreed prior any deployment.

IN-COUNTRY SUPERVISOR (NAME AND ORGANIZATION OF PROPOSED SUPERVISOR)

Note: On occasion the in-country supervisor may be from the same organization as the host

1. Supervisor and Technical Adviser review ToR as soon as possible and make any necessary ToR updates and agree on reporting and feedback cycles.
2. Appointment of a focal point person(s) in-country (could be the in-country supervisor) during the whole period of deployment to support the Technical Adviser in country in delivering his/her assignments.
3. Arrange for focal point person to provide any background and demographic and contextual information relevant to the assessment/survey.
4. As a means to acknowledge the support of the GTAM, Tech RRT and its donors, Tech RRT, GTAM and donor logos should be included in any or all materials produced by or with the support of the Technical Adviser, unless there is specific security reasons for not doing so. While the Technical Adviser will ensure these are in place and according to requirements, the supervisor should support these efforts.

5. Towards the end of the assignment, the in-country supervisor will provide an assessment of the Technical Adviser's work in consultation with the Technical Adviser through the Performance Evaluation Form. This should be completed within 5 days after the end of the deployment.
6. Participate in the post-deployment webinar (if relevant) – a 1½ hour remote session with interested parties globally (GNC, NGOs, UN agencies, donors, others) to foster information sharing, follow up of actions from the deployment and discussion on the situation in the country; this includes presenting one slide on the background situation in the country and the reasons for the initial request as well as participation in the discussion.
7. Complete the user-satisfaction survey and share with relevant stakeholders that were actively involved in the Technical Adviser's deployment.

7. GENERAL TERMS FOR THE DEPLOYMENT

The GTAM and implementing agency will hold the possibility to withdraw the Technical Advisor if there is not enough support and commitment from the hosting agency and/or in-country supervisor. In this respect, the responsible agency will have to reimburse all costs related to the deployment of the Technical Advisor that were covered by Tech RRT or GTAM grants.

While agreements on who covers costs for all travel, time and accommodation will be outlined in the budget section below, in case the Technical Advisor is requested to conduct an assessment or provide training using Tech RRT or GTAM resources, XXX agrees to facilitate and make payments related to aforementioned activity and will get reimbursed upon specific procedures, also outlined in the budget section below.

Any intellectual property (IP) developed during the course of this deployment will be jointly owned by both the GTAM/Tech RRT and the country and/or organization requesting the deployment. This means that the tools and resources developed can be freely used, shared and distributed without informing the other, including posting it on relevant websites (GTAM, Tech RRT, cluster, organizational, etc.). If there is any particular piece of work that cannot be treated in this way and should be entirely owned by the country and/or organization, this should be discussed during the deployment and confirmed in writing (email) to ensure the Tech RRT or GTAM does not unintentionally share the specific work.

8. BUDGET

This should detail agreements about who will cover costs for the deployment. Costs could be covered by the Tech RRT, or the requesting agency/country or a mixture of the two (as explained below) and this should be discussed with the Tech RRT Coordination Team. Briefly explain here the financial ability to contribute to deployment costs. Also specify the need for Technical Advisor to prepare/manage any budget in country for activities that they will undertake. Red section is for information purposes and can be deleted.

Cost sharing and cost recovery options are possible for the deployment of a Technical Advisor. Countries/organizations should contribute to costs when they can but this should not be an impediment to support. Countries that cannot afford to contribute can potentially access support with the costs covered by the Tech RRT/GTAM's grants.

Cost sharing and cost recovery arrangements will be on a case-by-case basis for each deployment, with a cost estimate provided shortly after contacting the Tech RRT Coordination Team.

Depending on the resources that a country/organization has available, the below tiered system will guide cost sharing and cost recovery:

Tier	Financial contribution of the country/organization(s)
Tier 0	No contribution
Tier 1a	Only deployment costs, i.e. flights, per diem, accommodation, visa etc.
Tier 1b	Only adviser salary/fees
Tier 2	Tier 1a plus 1b (i.e. deployment costs and adviser salary/fees)
Tier 3	Tier 2 plus program support costs

One of the following arrangements will be used according to discussions with the Tech RRT Coordination Team.

Cost-sharing arrangement: The Tech RRT and (organization) have divided the costs between them. The total fee for the deployment is estimated at \$xx,xxx to accomplish the goals and activities for this deployment. The Tech RRT will contribute \$xx,xxx to cover the costs related to (staff salary/fees, travel costs, program support costs) and (organization) will contribute \$xx,xxx related to (staff salary/fees, travel costs, program support costs). However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by (organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

Costs to be covered by (organization): All costs for this deployment will be covered at Tier (2 or 3) by (organization), with a total estimated cost of \$xx,xxx. This fee includes all travel costs, staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by (organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

Costs to be covered by Tech RRT grants: All costs for this deployment will be covered by the Tech RRT grants, with a total estimated cost of \$xx,xxx. This fee includes all travel costs, staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country.

If it is necessary for the Technical adviser to provide financial resources for activities (i.e. training/assessment) to be carried out during the deployment, this should be discussed as soon as possible (prior to deployment) with the Tech RRT Coordination Team to determine feasibility. The budget for these activities with Tech RRT resources can be prepared by the Technical Advisor once on deployment with support of Country team and MUST be approved by the Tech RRT Coordination Team, techrrt@InternationalMedicalCorps.org before any costs related to this activity are committed and incurred. A budget template is available for this purpose.

All expenditures must be reasonable, allocable and allowable subject to the U.S. Government's definition of "reasonable, allocable and allowable" as detailed in the Office of Management and Budget (OMB) Circular 2 CFR 200 Part E-Cost Principles.

In the event that the host agency facilitates payments that will be covered by Tech RRT resources, upon submission of an Invoice and all supporting documents (receipts), XXXX (the Adviser's contracting agency) shall process payment in order to reimburse XXX for incurred cost. All invoices must be submitted within 30 days of completion of the deployment. Payment of the invoice will be within net 30 from date of the receipt and XXX reserves the right to withhold payment for invoices that are 60 days past the completion of the deployment.

9. QUALIFICATIONS AND COMPETENCIES

Provide required and desirable qualifications and competencies in the Technical Advisor needed. Cover all aspects of experience, education, skills, language, travel etc.

Required:

1. Masters degree in Nutrition or Public Health, social sciences, communication or equivalent
2. Substantial experience and a track record of success in delivering high quality SBC programming or related field (health, WASH, agriculture, Food security and Livelihoods and social protection.
3. Demonstrated experience in designing and leading SBC assessments and Barrier Analysis
4. Strong skills in coordination and the ability to work effectively with a range of stakeholders, including nutrition clusters, partners and the Ministry of Health
5. Highly developed writing skills – both at a programmatic level (assessment reports, proposals) and a policy level (policy papers, guidance notes)
6. Strong communications skills (both written and verbal) at a level appropriate for high- level external representation (lobbying, presentations)
7. Ability to analyze diverse information and develop recommendations for an appropriate response to emergencies
8. Demonstrated capacity in delivering high quality training in SBC
9. Ability to travel at short notice, to potentially remote and insecure locations for 50% of work time
10. Ability to initiate and implement activities with minimal oversight and supervision

Desirable:

1. Practical experience of the cluster approach at country and global level.
2. Working knowledge of French, Spanish and / or Arabic.

10. ACCEPTANCE AND AGREEMENT

This section should be completed by organizational signatories to acknowledge understanding of the contents of the agreement and acceptance of the conditions including within it. Depending on the situation, the requesting and host organisation could be the same, and the implementing and funding organisation could be the same.

The following organizations agree on the contents and conditions of this ToR, as witnessed by the below official signatories for each organization, effective as of the day, month and year when both parties have signed this document.

[requesting organisation]	[host organisation]
By:	By:

Title:	Title:
Signature:	Signature:
Date:	Date:
[implementing organisation]	[funding organisation]
By:	By:
Title:	Title:
Signature:	Signature:
Date:	Date: