



Madagascar Refine and Implement (R&I) Inception Workshop Facilitator SOW

Purpose:

The role of the workshop facilitator is to ensure effective overall delivery of the R&I inception workshop, including: ensuring the smooth flow between event sessions; maximizing participation; keeping plenary discussions on track in terms of time and topic; and ensuring that participant contributions and ideas are acknowledged and valued.

Dates:

January 6 – March 31, 2020 (R&I Inception Workshop, March 2-6, 2020, in Madagascar)

BACKGROUND

In 2018, USAID's Office of Food for Peace (FFP) awarded the Implementer-led Design, Evidence, Analysis and Learning (IDEAL) Activity, which is implemented by a consortium of Save the Children (lead agency), the Kaizen Company (Kaizen), Mercy Corps and TANGO International (TANGO). IDEAL's goal is to strengthen food and nutrition security among FFP-target populations through the promotion of systems-level approaches to improving the design, implementation and overall effectiveness of emergency and development food security activities.

Since FY 2016, the Office of Food for Peace (FFP) has awarded some development food security activities (DFSAs) under a collaborative model known as Refine and Implement (R&I). The model is designed to allow implementing partners the opportunity to improve activity design, fit to context and implementation planning after receiving the award and in partnership with FFP.¹

USAID/FFP/Washington requested IDEAL's support in the design, operational planning, and facilitation of the five-day Refine and Implement (R&I) inception workshops for newly-awarded DFSAs in Malawi and Madagascar. Per FFP's R&I guidance document, the inception workshop is a learning event with two broad objectives: 1) Implementing Partners (IP) and USAID examine the DFSA theory of change (TOC) to develop a mutual understanding of the activity's intended results, how the various activity components contribute to the overarching goal, and identify knowledge gaps; 2) identify key questions and develop formative research plans based on the knowledge gaps, and 3) help IPs prepare and refine plans to carry out additional key tasks during the refinement year, including stakeholder engagement (e.g., community consultations), TOC refinement, and operational preparation for implementation (e.g. staff capacity strengthening).

¹ USAID Office of Food for Peace Refine and Implement Overview for Implementing Partners. (2019)

DUTIES AND RESPONSIBILITIES OF THE INCEPTION WORKSHOP FACILITATOR

The facilitator will work in consultation with the IDEAL points of contact for respective in-country R&I planning. The primary duties and responsibilities of the facilitator are geared towards the effective delivery of content in French and maximizing the participatory nature of the R&I inception workshop.

Specifically, the facilitator will carry out the following activities:

- Assist the designated IDEAL points of contact in finalizing the structure, processes and outputs of five-day inception workshop;
- Participate in planning sessions with IDEAL, USAID/FFP/Washington and other stakeholders when appropriate;
- Develop a facilitation script (run-of-show) for the workshop;
- Assist IDEAL to provide guidance to event presenters when necessary;
- Facilitate the five- day workshop in French;
- Review IDEAL’s detailed agenda session plans and coordinate with the IDEAL point of contact on logistical aspects of the workshop to ensure smooth operations of all session;
- Assist USAID and the IDEAL point of contact and knowledge management support staff to produce an event report in English and French (if the latter is requested). The scope, content and parameters of the report shall be determined by USAID;
- Participate in end-of-day debrief sessions and a post-workshop after action review (AAR) with IDEAL to share best practices, lessons learned, and adjustments needed for future R&I inception workshops; and,
- Other workshop preparation and execution tasks as determined by IDEAL.

LOE: a total of 20 days is estimated for this consultant (facilitator) role.

Task	LOE	Projected Timeframe
Workshop preparation including background reading and planning calls with IDEAL and USAID/FFP	8 days	January 10 – 31
Travel to country	1.5 days	Feb 25-26
In-country final workshop preparation	2 days	Feb 27 - 28
Inception workshop facilitation	5 days	March 2 – 6
Return travel	1 day	March 7
Post-workshop AAR and workshop report	2.5 days	Second half of March
Total LOE	20 days	Final workshop report submitted to IDEAL @ not later than 2 weeks after the workshop concludes.

FACILITATOR KNOWLEDGE, SKILLS AND ABILITIES

Along with a background and/or recognized expertise in food security program/DFSA implementation, strong familiarity with USAID/FFP guidance, experience with theory of change development/review, application of learning and adaptive management approaches, and fluency in French, the facilitator shall:

- Be an exceptional communicator and understand professional (adult) learning processes;

- Effectively convey workshop instructions and food security terminology in French;
- Be responsive to and able to help adjust workshops sessions based on participant feedback;
- Demonstrate confidence in linking research and practice;
- Effectively capture and consolidate diverse inputs in order to produce concrete outputs; and
- Possess sound planning and task management skills.

TO APPLY:

To apply for this consultancy, please submit a CV and 1-page statement of interest to Emily Marshall:
emarshall@savechildren.org