



TOR No: EKTA/SAMAHITA/2024-02

TERMS OF REFERENCE FOR CONSULTANTS AND CONTRACTORS

Background and Purpose of assignment :

SAMAHITA is a project which is launched in 6 districts of Odisha - Puri, Ganjam, Gajapati, Koraput, Rayagada and Mayurbhanj. It is a collaborative initiative being implemented by Handicap International along with SMRC, EKTA and SADHANA supported by European Union.

One of the main activities will mobilize multi – actors CSOs networking to collect and document 35 to 40 good practices that are identified at communities by using the making it work (MIW) methodology¹. Besides, good practices collected and documented are then used to support stakeholders, service providers, or the community to change attitudes and practices to become more inclusive of and accessible to all people and their unique diversities. Presenting good practices which are identified using an evidence-based approach would be valid and effective in action for changes activities and messages as it has the key elements that contributed to the success of each practice, such as context, process, stakeholder involvement, and challenges. This qualitative documentation goes beyond just stating the outcomes—it also explains the how and why behind the success of each practice. It also highlights the most important success factors for each practice while maintaining consistency in the documentation across all practices. Good practices shall be documented and published in various formats such as narrative documents, short videos, photo books etc to make it more attractive and convincing.

Collection of information about a good practice involves field investigation, interviews and /or workshops and for a good practice to be declared so, it must meet evidential criteria including demonstrable impact, replicability, sustainability, efficiency, person / CSO centered confirming the general principles of the intersectional inclusion.

Within the project, the MIW committee is already established with a diverse group of stakeholders and this committee established criteria and topics for identifying the good practices. Further this committee will be reviewing and shortlisting the identified list of good practices which need to be documented which need to be disseminated further at international and national level.

¹ MIW offers a set of tools to guide actors through the process of identifying, documenting and analysing good practices that contribute to advancing the rights of persons with intersectional diversities.

Objective of the assignment :

The consultancy's objectives are:

- 1) In collaboration with Project management unit, coordinate with MIW committee to review, shortlist and validate the nominated good practices from the field staff.
- 2) To document the pre-identified 35 to 40 good practices in a qualitative manner based on predefined criteria is to create a comprehensive, objective, and evidence-based resource that highlights the key success factors and challenges of each practice which also serves to provide actionable insights for replication, improvement, and scaling, while also fostering learning, decision-making, and policy development.
- 3) To prepare and submit a report that serves as a comprehensive knowledge base for capacity-building efforts, enabling the project team to adopt and implement effective practices based on predefined criteria that highlight what works best.

Major tasks to be accomplished :

- 1) Compilation and cleaning of the primary information received from the project team about the identified good practices as per the tool and gathering the missing information from the field team in coordination with Project management unit.
- 2) Collaborate with Project management Unit, Coordinate with MIW committee, facilitate one day workshop to review, shortlist and validate 35 to 40 good practices
- 3) Conduct field visits to qualitatively document the pre-identified 35 to 40 good practices, using predefined criteria through field investigations, interviews, and/or workshops.
- 4) Ensure the documentation meets the criteria of evidence-based, contextually relevant, and replicable good practices.
- 5) Facilitate a session to present and disseminate the validated good practices to project stakeholders
- 6) Submit the final report document enabling the project team to adopt and implement effective practices based on predefined criteria that highlight what works best.



Deliverables :

1. An inception report that includes the detailed work plan and methodology
2. Coordination with PMU, Facilitation of one MIW committee meeting to review and short list the validated good practices
3. Document 35 to 40 good practices in diverse formats, such as narrative reports, case studies, short videos, and photo books, ensuring high-quality storytelling and presentation
4. Incorporate visual elements (e.g., photos, infographics) to enhance engagement and accessibility of the materials
5. Final report of the process and recommendations

Estimated duration of contract :

3 months

Official travel involved (itinerary and duration) :

Regarding the project locations, in coordination with the Project team

Qualifications or specialized knowledge/experience required :

Having experience in documenting good practices, success stories, or lessons learned, particularly in a qualitative manner

A background in communications or a related field provides the consultant with a strong foundation in storytelling, content creation, and effective communication strategies.

A master's degree in communications, public policy, international development, or a similar area may be preferred for complex projects, particularly those involving detailed analysis.

Have a track record of writing and presenting case studies, ideally in a similar field or industry. They should be adept at translating complex information into compelling narratives.



The consultant must be skilled at conducting interviews with key stakeholders, extracting valuable insights, and capturing qualitative data.

To be comfortable and experienced in conducting field visits, interacting with diverse stakeholders, and gathering contextual information on the ground.

Be proficient in editing and refining content to ensure accuracy, clarity, coherence, and professionalism and should be capable of adapting the tone and style of writing depending on the audience

The consultant should have skills in incorporating visual elements, such as photos, charts, or infographics, and other multimedia components into the documentation to enhance storytelling and make the content more accessible.

Sharing Evidence of previous work that led to tangible outcomes, such as improved practices or the adoption of new strategies.

Deadline for technical & financial proposal: **16th December 2024** to apply the following email: ekta.hrdteam@gmail.com

Contact person: **Sonu Patra - + 91 6371194799**
