

# TERMS OF REFERENCE

## Short Term Consultant

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<b>Position:</b>	Individual Consultant - Development of Recipes and Cook Book for Farmer Nutrition Groups.
<b>Supervisor:</b>	PRF Head of NCD Unit.
<b>Location:</b>	Remote based work - with travels to PRF target villages (subject to COVID 19 regulations).
<b>Duration:</b>	50 working days.
<b>Expected date of Start:</b>	29 November 2021.

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### I. INTRODUCTION

A child born in Lao PDR today will be only 46% as productive as she could have been if she had complete education, good health and a well-nourished childhood. One of the reasons for the lag in human capital is the persistence of high levels of childhood undernutrition, which presents a staggering, yet avoidable, loss of human and economic potential for Lao PDR.

The Poverty Reduction Fund (PRF) under the Ministry of Agriculture and Forestry (MAF) is active since 2003 and supports coverage of agricultural and livelihood for nutrition interventions. The objectives of the PRF Project are to support the Lao PDR Government in its efforts to reduce poverty through expanding community opportunities to identify local development needs and manage small scale development projects. Currently in its third phase, PRF III AF place strong focus on nutrition and supports the establishment and activities of Farmer Nutrition Groups (FNGs) in 231 villages in 4 Northern Provinces (Phongsaly, Oudomxay, Houaphanh, Xiengkhouang) and 12 Districts. FNGs are comprised of women and children in the “1,000-day window”. Activities of the FNGs include group food processing, cooking and eating, the establishment and maintenance of Home Nutrition Gardens (HNGs), and multi-media peer learning activities for improved maternal and child nutrition. Livelihood activities include the set-up of self-help groups and producer groups.

There is the need for a consultant to support the PRF’s NCD Team in developing recipes for infant and young child feeding (ICYF) for 6-23mo and pregnant women and lactating mothers, document them and design a recipe book for training of PRF staff as well as women of FNG members most of whom are illiterate. Regarding infant and young child feeding, the development of the recipes shall be based on the technology introduced to the PRF including the milling of roasted rice-bean mixes for the preparation of ready-to-make child feeding porridges as well as fish powder from indigenous fresh water species found in Northern mountains. Aspects of storage and shelf-life shall also be considered.

### II. OBJECTIVES OF THE ASSIGNMENT

The objectives for this assignment include:

- a) To review existing recipes from the PRF (8 recipes developed during a training in 2019) but also other projects active in Laos or elsewhere in the region as well familiarization with local cooking techniques, taste preferences and local ingredients;
- b) To develop recipes including pre-mix, fish powder and/or other simple food processing methods;
- c) To document the recipes;
- d) To design a recipe book from above recipes.

### III. SCOPE OF WORK

In order to achieve the assignment objectives, the consultant is expected to perform the following:

#### *Review of existing recipes and local food culture and ingredients*

- To review recipes developed during PRF training in 2019 and by other projects (AFN, HGNDP, Nam Theun 2 Hydropower Company, UNICEF/FAO, various INGOs, etc);
- To interview local PRF staff about FNG cooking activities.

### **Recipe development**

*Recipes shall only include natural ingredients, not processed food – also sugar, coloring or MSG is not to be added. The recipes shall consider seasonal differences, the crops promoted by the PRF and LFN team and wild vegetables to the extent possible.*

- To develop 12 recipes for infant and young child feeding (including pre-mix, fish powder, mashed-up foods). All recipes shall include food substitutes and consider cultural culinary differences (e.g. khao chao versus khao niao). All recipes shall have a mentioning how to prepare for 6-11mo old children and older children (12mo onwards);
- To develop 12 recipes for maternal diets (including 3 dishes - at least one with fish powder, 3 sweets, 3 salty snacks and 3 drinks). All recipes shall include food substitutes, healthy options (e.g. brown rice versus white rice) and consider cultural culinary differences (e.g. khao chao versus khao niao). *Test if frog powder or local fresh water shrimp powder could be prepared;*
- To prepare a list of local available foods organized into six food groups and seasons which will be included in the cooking book (template is provided by the PRF team);
- Demonstrate the recipes to PRF field staff (either per video conference or during a field visit to one selected PRF target district) and include feedback.

*The recipe book will be organized by season, so that the PRF team can promote certain dishes during particular months of the year.*

### **Recipe documentation**

- To record the cooking preparation in steps (including cooking time and utensils);
- To list all ingredients in local measurements units (PRF will provide the measurement units, note: ml or gram not suitable for illiterate women);
- To photograph the cooking process (all from the same angle – side view);
- To photograph all ingredients and the final dish (all from the same angle – top view).

### **Recipe book design**

- To develop the creative design for the cooking book which need to be approved by the PRF and WB team – the PRF team will also share the recipes with the MOH for feedback;
- To lay-out the cooking book for printing with full graphic design (text, photos, etc) which need to be approved by the PRF and WB team.

## **IV. DURATION OF ASSIGNMENT**

<b>Tasks</b>	<b>Month</b>	<b># of Days</b>
Concept note and timeline		3 days
Review recipes, local food culture and ingredients		5 days
Recipe development		20 days
Recipe Endorsement		10 days
Recipe documentation		7 days
Recipe book design		5 days
	<b>Total:</b>	<b>50 days</b>

## **V. IMPLEMENTATION ARRANGEMENTS**

During the course of the consultancy, the Consultant will work under the direct supervision of PRF's NCD Head. All deliverables would also need to discuss with the World Bank team, the PRF team approves all deliverables.

The PRF team will provide one mill to the consultant, which upon completion of the contract would need to be returned. The consultant will be reimbursed for all the ingredients purchased (or you include in the rate to keep it simple).

The PRF team is responsible to provide existing recipes and other recipe books from projects in Laos to the consultant and also share photos of local kitchen and available kitchen equipment. The local PRF team will be closely involved to work with the consultant and assign 2 NYGs as focal points who will provide feedback after discussing with FNG members. The focal points and the consultant may interact on a daily basis to provide information as needed to the consultant. The PRF will also closely liaise with the MOH in order to ensure that the recipes are approved by the health sector.

## **VI. DELIVERABLES AND REPORTING**

The following deliverables shall be submitted by the consultant:

### **Concept note and timeline:**

#### ***Review of existing recipes and local food culture and ingredients***

- Briefing note on potentials.

#### ***Recipe development***

- 12 recipes for infant and young child feeding;
- 12 recipes for maternal diets;
- List of local available foods organized into six food groups and seasons.

#### ***with one folder Recipe documentation***

- Recipe documentation in text form (Lao and English) and photos per recipe (submitted cloud based r per recipe).

#### ***Recipe book design***

- Creative sketches to select best design option (can be hand-written);
- Final recipe book in full-layout (PDF file);
- Print file for printing house (in whatever format the printing house requires).

## **VII. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The following qualifications will be required:

- At least bachelor or equivalent degree in in Nutrition, Cooking, Teacher and Business Administration;
- At least 3 years work experience in the development of recipes and cookbook or similar;
- Knowledge in healthy diets, good hygiene and basics in IYCF;
- Demonstrated ability to develop creative and new recipes;
- Demonstrated ability to produce high quality graphic design work;
- Familiarity with Laos nutrition challenges in the 1,000-day window and rural livelihoods.
- Fluency in English and Lao.