



TERMS OF REFERENCE FOR PROJECT DESIGN, PROPOSAL WRITING & FUNDRAISING TRAINING

Juba, South Sudan (3-7 June 2019)

1. Introduction

SSRC is seeking a qualified consultant to conduct project design, proposal writing and fundraising training to project staff for Community Engagement & Accountability (CEA) project that is integrated in health improvement project, SGBV, Community Based Health & First Aid (CBHFA), Blood donation Project & other projects that also feature WASH, PSS, Disaster Management and capacity building components.

In addition, the consultant should build the training from community engagement and accountability approach with expectations of helping participants understand the need for projects development, appreciate phases in project management, develop a practical project idea and write a comprehensive project proposal. It will also equip participants with knowledge on lobbying for possible project funding sources, liaise with stakeholders in project idea initiation and develop fundraising initiatives with the aim of enhancing efficiency and effectiveness of projects as to improve SSRC services to the communities.

The training is targeting 30 participants and will take place in Juba - South Sudan

2. Organization Description

Law established the SSRC on 9 March 2012 with the SSRC Society Act, 2012. The International Committee of the Red Cross (ICRC) formally recognized the SSRC on 18 June 2013, making it the 189th National Red Cross or Red Crescent Society in the world. In November 2013, the



SSRC was admitted into the International Federation of Red Cross and Red Cross Societies. SSRC's headquarter is based in Juba with sixteen (16) branches and a growing network of sub-branches. There are currently over 200 SSRC staff members across headquarter, branches and projects, and approximately 8,000 Red Cross volunteers across the country.

The Society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by the Strategy 2020 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

3. Objectives of the Training

By the end of the training participants should be able to:

- Understand the need for projects in development.
- Appreciate the phases in project management.
- Development a practical project idea and comprehensive project proposal.
- Come up with possible project funding sources.
- Liaise with stakeholders in project idea initiation and fundraising initiatives.
- Explain the major roles and responsibilities of the project manager and other relevant staff throughout the project cycle and be proactive in creating good working relationships
- Define role of the log frame for projects.
- Put more emphasis on Monitoring & Evaluation Plan development and use.
- Define and understand the role and importance of indicators for project preparation, implementation and evaluation.
- Formulate project indicators in log frame format.
- Define elements of adequate reporting.
- Explain the process for community engagement.
- Select and use tools to improve management of projects.
- Emphasize on proposal writing and its processes.



4. Scope of Work

The training will draw participants from seven SSRC Branches (Juba including HQ, Wau, Torit, Terekeka, Bor, Raja & Rumbek). The project design, proposal writing and fundraising training is planned to take place in Juba from 3 – 7 June 2019.

5. Methodology

The training methodology depends on the consultant but should have an emphasis on practical skills and participatory with the use of the following:

- Power Point presentations
- Case studies
- Group work with the use of templates and practical tools, and discussions
- Presentations and role play/simulations

6. Duration of the Consultancy, Start Date and Work plan

The training intends to run for a period of five (5) working days from 3 – 7 June 2019. SSRC expects the consultant to provide a distant learning support to the participants as a follow up.

7. Modalities of Administration

SSRC Responsibility

- Transportation of the participants.
- Accommodation of the participants while in Juba.
- Perdiem for participants.
- Transport Refund for participants
- Conference facilities (training venue, projector, stationery etc.)
- Lunch and refreshments during the training

Consultant Responsibility

- Responsible for his/her own logistics (printing training materials, etc)
- Provide the participants who pass the post training test with certificates



8. Deliverables

- Inception report before the training based on pre-test and assessment of the participants.
- Participants notes for reference and further knowledge.
- Final training report including recommendations
- Post training test and certificates

9. Payment modalities

The payment modality will be 100% by cheque upon completion of the training

10. How to apply

Interested applicants/ firms are expected to submit **hard copies (hand delivered), and or soft copies by email to vacancy@ssdredcross.org** with your detailed CV showing previous similar experiences and a detailed technical narrative and financial proposal of not more than five pages (excluding annexes and past performance references), illustrating your competencies and clearly articulating the strategies you would use to the SSRC office, **Tongping Area, Ministries Block, Juba, South Sudan**. Please include the name and telephone number of the contact person for the application.

Applications will be reviewed on a rolling basis.

Application Deadline: 17 May 2019 at exactly 5:00pm

