



Terms of Reference

Consultancy to develop Training curriculum and Tools for the South Sudan Council of Churches (SSCC), Capacity Strengthening Framework (CSF)

Background: The South Sudan Council of Churches (SSCC) is an ecumenical body for the churches in South Sudan including membership of the Episcopal Church of South Sudan, the Sudan Interior Church, Catholic Church, the Presbyterian Church of South Sudan, the Africa Inland Church, Sudan Pentecostal Church, South Sudan Presbyterian Evangelical Church and Coptic Orthodox Church. The SSCC structure is built based on institutional and ICCs structures with their membership drawn from member churches. The churches have long history of engaging in peacebuilding in South Sudan. In its current formation, was founded in 2013, but its history dates to the late 1960's, when Sudan Council of Churches (SCC) was established to cover both South Sudan and Sudan. SSCC creates a platform for consultation and collective action by churches in South Sudan on issues of common interest, and functions as a medium through which the church seeks to enhance the spirit of ecumenical cooperation. SSCC has a presence throughout the country and its networks reach people through the national office in Juba, regional offices in Equatoria, Bahr-el-Ghazal and Upper Nile areas, and inter-church committees (ICC). These consist of representatives from the highest to the lowest levels of the church governing system.

The church in South Sudan has had an influential role in solving conflicts, reconciling parties and building trust and confidence between communities, and this is the historical experience that it continues to build on and base its credibility on. The SSCC has a strong legacy of leading peace negotiations, reconciliation and advocacy processes, including in relief and rehabilitation throughout the Sudanese civil wars. For example, NSCC, the fore-runner of SSCC is credited as the architect of the 'people to people' peace process in Sudan that was instrumental in contributing to the cessation of violent conflict in Sudan leading up to the signing of the 2005 Comprehensive peace Agreement (CPA). Reconciliation is at the core of what the SSCC and its member churches stand for. Nevertheless, the SSCC has also had challenges in its organizational history, but through the new leadership appointed in early 2015, and the subsequent restructuring of its finance, human resource and programme departments, the ecumenical body has started to regain its operational strength and capacity. These organizational challenges have been addressed through the accompaniment of SSCC supporter's Core Group¹, which is a support mechanism consisting of ACT Alliance and Caritas Network partners. The Core Group is the decision-making body of the APP. The capacity strengthening pillar of the APP is supported by Christian Aid (CA) with funding from the UK Government.

In order to effectively fulfil its mandate, the SSCC plans to develop a Capacity Strengthening Framework (CSF), for the effective and systematic engagement with and functioning of the ICCs. This will be an important step for SSCC is to be more systematic in the way it assesses and invests in the capacity of its operational structures. There is thus need to develop a capacity strengthening framework, training curriculum and tools for the operation and realization of the goals of the above framework. Ideally, the curriculum and tools will be aligned with SSCC CSF, feasible to use with a range of different partners and can provide a

¹ The core group members are Christian Aid, Norwegian Church Aid, Finn Church Aid, Catholic Relief Services, CAFOD & Trocaire Partnership and SSCC

meaningful comparison of organisational capacity across the board and over time. It is important that the curriculum and tools focus on identifying strengths as well as gaps and is useful for both informing capacity development plans and assessing changes over time in levels of organisational capacity.

The SSCC structure is built based on institutional and ICCs structures with their membership drawn from member churches.

Objectives of the assignment: The main aim of this consultancy is to develop Capacity Strengthening Framework (CSF), Training curriculum and Tools for the South Sudan Council of Churches (SSCC). This will aim at improving the way SSCC assesses its regional and grassroots performance and progress.

Specifically, the objectives of this consultancy are to:

1. Organize and facilitate a consultative workshop with the SSCC and partners, for the development of the;
 - SSCC Capacity Strengthening Framework
 - Training curriculum for the operationalization of the CSF.
 - Tools that can be used to conduct training and monitor the organisational capacity of SSCC structures, against the elements of an organisation outlined in SSCC's CSF. This should include:
 - a. A rating scale or matrix setting out indicators of different levels of organisational capacity.
 - b. A reporting format for program officers to complete with partners, which includes space both for assessment and ratings and for recommendations of areas in need of strengthening.
 - c. Guidance for SSCC staff and partners on the use of the tool.
2. Organize and facilitate a workshop for the roll out of the CSF, proposed curriculum and tools
3. Conduct a TOT to SSCC program staff on the new capacity strengthening framework, curriculum and tools.
4. Develop appropriate reporting formats to be used at SSCC to report on capacity development work to reflect the new curriculum and tools.

Scope of work: It is expected that the consultant will undertake the following tasks: the scope of work will be done in support of the APP.

1. **Document review:** Review SSCC's strategy and Action Plan for Peace, and other strategic documents under the mandate of the SSCC
2. **Consultation:** Consult with SSCC's leadership and Programs Director and Heads of the strategic pillars and ICC regional facilitators, to discuss their needs and views on the capacity needs – which should inform the capacity development framework and development of curriculum and tools
3. **Develop:** training curriculum and tools, tailored to fit SSCC's capacity strengthening framework for advancing full operationalization of the APP.
4. **Workshop:** Conduct a workshop with SSCC staff and relevant partners, to test and discuss the clarity and feasibility of the curriculum and tools
5. **Based on the approved tools conduct a TOT with SSCC program staff**
6. **Revise/Finalise:** Finalise the curriculum and tools, in line with feedback received. Changes/refinements to SSCC's Capacity strengthening Framework may also be necessary.
7. **Train/coach:** Conduct follow up training/coaching for SSCC staff as required in the use of the tools.

Schedule: It is expected that the work will take up to approximately 20 working days, as outlined in the following schedule:

Task	Max working days	Date (tbc)
1. Document review	3 days	
2. Consultation	7 day	
3. Consider SSCC needs and draft curriculum and tools	5 days	
4. Workshop to test curriculum and tools	1 day	
5. Revise/finalise curriculum, tools and Capacity strengthening Framework	2 days	
6. Train/coach/ TOT	Up to 2 working days, TBD	

Deliverables: The following deliverables are expected from this assignment:

1. An organisational capacity strengthening Framework.
2. Training curriculum and tools that SSCC will use to assess, develop and monitor the organisational capacity of its structures.
3. A written report on any training/coaching delivered to SSCC staff on using the curriculum and tools, noting key learning outcomes, and identifying any further/ongoing training needs.

Reporting: The consultant will report to CTP Programme Manager and SSCC's Head of Programs, who will supervise this assignment.

The curriculum, tools and all reports/guidance associated with this assignment are to be written in clear, plain English and be edited and presented to a high standard, acceptable to SSCC. The consultant will provide electronic versions of all reports.

Qualifications, skills, experience of consultant

- The consultant will have the following qualifications, skills and experience:
- Relevant tertiary qualifications
- Sound knowledge of organisational development and capacity building of Faith Based Organizations in conflict and post conflict settings. Good understanding of the role ecumenical body in fostering peace
- Experience designing and/or using organisational capacity curriculum and training tools in areas of advocacy, reconciliation and neutral forum.
- Experience working with Faith Based Organizations
- Ability and willingness to travel into remote areas of South Sudan

Time frame and budget for the assignment: The assignment is expected to take place in November

2018. The draft CSF, training curriculum and tools are expected to be submitted to the SSCC by 15th

November 2018, and the final related documents, submitted be due no later than 30th November 2018.

The estimated budget for the assignment should include:

- Fees
- Travel expenses and accommodation within Juba, South Sudan (estimated)
- Communication costs (internet connection, mobile credit)
- Tax and any other relevant cost related to and required for the proper conducting of the assignment as per all the objectives and requirements detailed in the present ToRs.

The meeting for presentation of the preliminary draft documents will be organized and separately paid for.

Submission of the proposal: The proposals for this assignment will include two submissions; as electronic files submitted to southsudanjobs@cafod.org.uk (in Pdf format) with a heading 'Development of SSCC CSF' as follows:

1. A technical proposal, containing:

- The understanding of the ToR, the main goals and tasks of this assignment and of, the proposed methodology, team, detailed timetable, and steps to be undertaken.
- The CV of the proposed evaluators (education background, expertise and experience in relation with the scope of the evaluation and the geographical location); with a description of why experience is relevant to the task and **using a matrix** indicate how the proposed team complements each other as well as how they correspond to the profile.
- The proposed structure of the final CSF.

2. A financial proposal for the provision of the services.

For details, please refer to the consultant selection criteria below, for the SSCC CSF development.

All proposals must be submitted to the following address: CTP office, Plot 19, Block XIII, Hai Malakal P.O.BOX 7, Juba South Sudan; no later than **October, 30th 2018, 17:00hrs** East African Time.