



## **CARE INTERNATIONAL IN SOUTH SUDAN**

### **TERMS OF REFERENCE FOR GRANT MANUAL DEVELOPMENT FOR PRODUCER GROUPS AND STAFF TRAINING ON SMALL GRANT MANAGEMENT TRAINING**

#### **Introduction and Overview**

Founded in 1945, CARE is a leading international humanitarian organization fighting global poverty. In more than 80 countries, CARE's work in Sudan began in 1993. Responding to the context, throughout the 1990s CARE's work in the South has largely been humanitarian response, with little longer-term programming. CARE works with the poorest communities, local and international partners to address the underlying causes of poverty through improving livelihoods and food security, increasing access to clean water and sanitation, expanding economic opportunity for small producer groups, helping vulnerable people adapt to climate change and providing lifesaving assistance during emergencies.

CARE is currently implementing a FAO funded Food security and Livelihoods project in Torit County of Imatong State. The aim of the project is to strengthen resilience of communities through improved management and equitable access of water sources for livelihood activities, establishment of farmer associations and Agro-Pastoral Farmers Schools (APFS) and support GBV services to the communities in Imation State.

As part of the LOA with FAO, the service provider, CARE South Sudan shall establish a mechanism for preservation and marketing support to the county level targeting producer groups, Small and Micro Enterprises (SMES), and marketing associations or cooperatives based on a need assessment and close scrutiny of their business plans. In order to successfully discharge these responsibilities, CARE shall develop a tailor-made small grant management manual and deliver training to FAO, CARE and other staffs from stakeholder offices to enhance their grant management skills.

To achieve these and other activities as specifically detailed below, CARE South Sudan is seeking to recruit an experienced consultant in the field of small grant management.

#### **Specific Responsibilities and Tasks include:**

1. Conduct need assessment, community mobilization, group formation, development of bylaws to enable engagement of small producer groups in to commercial activities
2. Support organization of a functioning management committee
3. Development of business plans which includes identification of commercial viable farm and non-farm enterprises, planning of production activities/services, identification of inputs and technical assistance requirements and group marketing strategy
4. Support management techniques/modalities including determination of appropriate grant size, disbursement mechanisms, record keeping, monitoring and evaluation
5. In line with agreed standards and procedures, develop a tailor-made small grant management manual and deliver training to FAO, CARE and other staffs from stakeholder offices including extension workers to enhance their grant management skills, IGA and cooperative management and fishing processing training.

**Scope of the Assignment:**

The assignment shall be limited to assessing the communities and Government Ministries in Torit County of Imatong State only. The three primary producer groups to be benefited from the manual development, business planning development and technical service are as follows:

| Name                             | Location/Boma |
|----------------------------------|---------------|
| 1. Enyif Farmers Producer Groups | 1. Torit      |
| 2. Torit Black Smith Association | 2. Torit      |
| 3. Farmers Market Cooperative    | 3. Torit      |

The Consultant is expected to submit a detailed plan for how the assignment will be carried out. The plan will outline the tools and detailed work plan.

**Deliverables and timeline**

The following products are to be delivered in the course of consultancy assignment:

1. **A work plan** in preparation of the field work, in which the consultant establishes:
  - a detailed work plan/schedule for review by CARE during the beginning of the assignment
  - Training topics and methodologies for the staff capacity building for review of CARE staff
2. **Draft small grant management manual**
  - The consultant shall share a soft copy of the draft manual with relevant CARE staff (project manager and area manager) in particular as per the detailed schedule
3. **Final small grant manual**
  - The manual shall be written in English not exceeding a length of 50 pages using Time New Romans font typed and spaced in 1.5 on standard-sized A4 paper size (29.7mm x 21mm)
  - The consultant shares training report not more than 5 pages including photos
4. **Training report**

The assignment should be completed within 1 month beginning from 22nd June to 21st July 2018 as detailed below.

**Table:** Timeline for the consultancy service

| Activity   | Timeline           | Est. # of days |
|--|--------------------|----------------|
| Work plan/schedule development and designing the training                                      | 20 to 22 June      | 3              |
| CARE feedback on the work plan and training topics/schedules                                   | 23 June            | 1              |
| Conduct assessment, develop business plans, bylaws and staff capacity building training        | 24 June to 10 July | 15             |
| Submit draft grant management manual   | 11 July            | 1              |
| CARE feedback on the draft manual  | 12 July            | 1              |
| Finalize the grant management manual and submit the final version both in soft and hard copies | 19 July            | 1 month        |
| Brief validation meeting with CARE field staffs  | 19 July            | 2 hours        |

**Consultant profile**

The consultant is expected to have the following qualifications:

- Master's degree in relevant field (e.g. Financial management, International Development with solid experience in Food Security and Livelihood, Agric Economics);

- Proven training skills and manual development experience;
- Extensive field experience in implementing Agricultural activities related to formation of farmers groups, crop production, agribusiness, cooperatives or related preferably in South Sudan
- Strong communicative skills and cultural sensitivity;
- Able to demonstrate standard of professionalism;
- Fluency in English

#### **Work Relations:**

The consultant will work under the supervision of the Torit Area Manager and FAO Project Manager. More support shall be provided by the rest of the project team and Program support teams at Torit Field Office. The consultant will also from time to time coordinate with State and County authorities on key issues that are relevant to this assignment.

#### **Contractual Relationship:**

The consultant/ Consulting firm selected to perform the services describe herein, or others as may be required, will enter a contract with CARE South Sudan for the stipulated period. However, S/he will be expected to maintain a close working relationship with the local and traditional authorities, relevant State/County departments for coordination and guidance. It will be the consultant's role to ensure successful completion of the assignment as specified in the section on tasks and responsibilities. CARE's role will be to provide coordination with Juba office and local authorities on the ground.

#### **Logistical Support**

CARE provides printing, photocopying of tools and vehicles for field work. CARE also reimburses air-fare 2 time return trips from Juba to Torit up on valid receipt.

#### **Note:**

The consultant shall be responsible to pay for assistant (s) if S/he needs to have one.

#### **Guiding Principles and Values:**

Adherence to CARE Code of conduct, Child Safeguarding practices and confidentiality when interviewing or photographing children.

#### **Application process**

Interested Parties are requested to submit a proposal both financial and Technical explaining their comprehension of the proposed consultancy, previous experience and how S/he would approach this assignment.

The deadline for submission of application from interested parties is **22nd June 2018**. Proposals should contain a brief work plan and budget. Proposals can be submitted to [Alex.Anyik@care.org](mailto:Alex.Anyik@care.org) and CC [demelash.habtie@care.org](mailto:demelash.habtie@care.org)

The financial proposal will be subject to negotiation. Care reserve the right to accept or reject whole or part of the offer without showing any reason whatsoever.