**TERMS OF REFERENCE**

**PROCUREMENT OF TEAM BUILDING FACILITATOR FOR SAMARITAN’S PURSE SOUTH SUDAN**

**JUBA OFFICE**

**BACKGROUND**

Samaritan’s Purse, South Sudan (SPSS) is an international NGO that helps meet the needs of people who are victims of war, poverty, natural disasters, disease and famine. Samaritan’s Purse has been operating in South Sudan since the 1990’s and currently has projects operating in Upper Nile, Unity State, Northern and Western Bahr el Ghazal and Maban, focused on water and sanitation, healthcare facility rehabilitation, nutrition, NFIs, and continuing partnerships with local churches.

**PROJECT OBJECTIVES**

SPSS seeks to engage a consultant to carry out team building sessions with the below main aims:

To improve staff productivity and performance at the work place by conducting various fun, challenging and engaging activities to strengthen team spirit.

**ACTIVITIES/DELIVERABLES**

* Provide a professional resource person to implement the activities. Additional assistants will be at own cost.
* Prepare and conduct fun and productive outdoor activities involving all staff that promote team spirit and encourage an understanding of the role of teams in the work place.
* Provide the required training materials, props etc. required for the team building. Game prizes and awards are encouraged.
* Provide transportation for the professional resource person
* Prepare and submit a team building report with follow up activities/recommendation
* Staff/Team morale boosted

**DURATION AND MANAGEMENT**

The consultancy will be for 2 days, under the supervision of the Director of Human Resources.

|  |  |
| --- | --- |
| Deliverables | Estimated Duration |
| Assess the team’s working dynamics | 0.5 days |
| Facilitation of the retreat | 1 day |
| Preparation and presentation of final report including assessment results and recommendations | 0.5 days |

**QUALIFICATION AND EXPERIENCE**

* Proven experience of team building
* Demonstrate knowledge and advanced skills and at least 3 years of previous experience in the preparation of Team Building for NGO’s
* Excellent facilitation and communication skills in English
* Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
* Excellent interpersonal skills
* Professionals from South Sudan are strongly encouraged to apply

**SPSS RESPONSIBILITY**

1. Cover the cost of professional fees
2. Participate in the team building activities

**SUBMISSION PROCEDURE:**

Firms/Individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send copies of the following:

1. **Technical Proposal that will include:**
* Interpretation of the TOR.
* Methodology to be used in undertaking the assignment.
* Programs, Time and Activity Schedule.
* Organizational and/or Personnel Capacity Statement.
* Relevant experience related to the assignment. Must submit a list of clients/events handled. At least three professional references should be provided.
* A brief profile of the firm/individual and Curriculum Vitae of the Team Leader. and any other senior team members.
1. **Financial proposal**
* Consultant’s daily rate in USD.

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| --- | --- | --- | --- | --- | --- | --- |
| **Item#** | **Qty** | **Unit** | **Part #** | **Item Description** | **SSS Unit Cost (USD) ONLY** | **SSS Total Cost (USD)** |
| 1 | 1 | Head | Day | Person to facilitate 2019 Team Building |   | 0.00 |
|  |  |  |  |  |  **TOTAL**  |  **-**  |
|  |  |  |  |  |  **Currency**  |  **USD**  |

Send the specific documents above to:

Procurement department.

**DEADLINE:**

All proposals are expected to be submitted by **30th June, 2019 at 5:00 pm** to below email address. buyinjuba@samaritan.org

**CONDITIONS:**

1. SPSS reserves the right to accept or reject proposals
2. Only shortlisted candidates shall be contacted
3. Full payment shall be upon completion