

January 17, 2017

## RFQ FOR INDIVIDUAL OR REGISTERED FIRM

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### 1. Organization Background

Help - Hilfe zur Selbsthilfe e.V. is a German globally operating humanitarian organization, dully registered according to the laws of South Sudan as an International NGO to render services to the vulnerable communities in this Country. Help is a main implementer of German government funds in South Sudan. Help is active in Western Bahr el Ghazal, Warrap, Lakes, Central & Eastern Equatoria states with main components such as WASH, FSL, Nutrition, and distribution of food and non-food items.

### 2. Objective of the assignment

The broader objective of this training is to provide an overview on key project management, logistics handling & basic skills in finance for Help South Sudan staffs.

### 3. Targeted participants

This training will be for all key Help project staffs, close to 20 participants will be attending the training. These comprises of Managers, coordinators, field officers, accountant, project assistants and project admin. The training is for 5 days and will be conducted in Juba by successful consultant who meets selection criteria set by the organization.

### 3. Specific task & responsibilities

- I. Prepare & submit a detailed work plan/time table for 5 days training to Help Country Director
- II. Outline clearly training methodologies that would be applicable or he/she intends to use during this training
- III. Responsible to control & manage the participants during the stipulated periods
- IV. To request training materials he/she may need from Help management for the training

### 4. Deliverables/expected output from the consultant

- I. Training guide/modules
- II. Detailed training report

### 5. Consultancy/nature of work

It's part of the proposal for the consultant to indicate

- I. His/her daily rate in USD including travel expenses
- II. Number of days (if h/s may not be comfortable with the above timeline)

III. Availability for the job

## 6. Qualifications/special skills or knowledge required

The consultant should have advance degree in Project management, business administration, public administration, social sciences, and or other relevant field of studies in developing countries.

In addition, the consultant needs to have the following experience;

- I. A minimum of 10 years professional experience specifically in East African region and or South Sudan in particular
- II. Substantive & in depth knowledge as well as experience in training and presentations in big institutions like government, companies, NGOs, UN agencies, etc.
- III. Proven ability to write & present complex but important project components to non-technical audience in simplified English for easy understanding

## 7. Application process

Interested individuals or firms are invited to apply & to submit the following documents;

- I. Detailed Curriculum Vitae (CV) in English only
- II. Comprehensive training guide or modules (in other words a proposal)

Please submit the above package electronically to Country Director on e-mail: [mandiamy@help-ev.de](mailto:mandiamy@help-ev.de) and M&E Manager [aciga@help-ev.de](mailto:aciga@help-ev.de) latest 5<sup>th</sup> of February 2017.

### IMPORTANT TO NOTE:

- I. All communication & queries related to this call can be addressed to Country Director and M&E Manager on the above e-mails addresses.  
**Gentle reminder! No phone calls, only e-mails unless requested for.**
- II. Any document submitted after the deadline will not be considered