



TERMS OF REFERENCE (TOR) ON TRAINING OF WOMEN AND YOUTH ON ENERGY EFFICIENT STOVES PRODUCTION IN NZARA COUNTY WESTERN EQUATORIA STATE, REPUBLIC OF SOUTH SUDAN.

Project Title: Natural resources for enhanced agricultural production and nutrition (NRM for SAProN)

Activity: Training on Energy Efficient Stoves Production for Empowering Women and Youths in Yabua, Nzara County of Western Equatoria.

Client: Catholic Organization for Relief and Development Aid (CORDAID)

1. Background:

Cordaid South Sudan is a registered international non-governmental organization (NGO) under the Ministry of Justice and the Relief and Rehabilitation Commission, with registration number 097. Cordaid has been operational in South Sudan for over 20 years, providing humanitarian assistance and development programs focused on building community resilience. For the past seven years, Cordaid has worked in Yambio and Nzara Counties, Western Equatoria State, providing healthcare services, improving livelihoods, and enhancing access to safe drinking water.

As part of its climate resilience initiatives, Cordaid promotes sustainable, climate-resilient practices across all its programs. Given the growing challenges posed by climate change, such as deforestation and the overuse of charcoal, Cordaid aims to provide communities with the skills and knowledge to produce energy-efficient stoves and engage in sustainable charcoal production. These interventions are designed to mitigate environmental degradation, improve energy efficiency, and foster climate change adaptation.

2. Objectives of the Training:

The main objectives of this assignment are to:

- To train community members on climate-resilient design, construction, and usage of energy efficient stoves.
- To raise awareness on the benefits of energy-efficient stoves and sustainable natural resource management practices.
- To enhance business skills related to energy-efficient stoves production and how to improve livelihoods.

3. Scope of Work

The company will be responsible for conducting a **comprehensive training program** covering the following key areas:

A. Energy-Efficient Stoves Production Training

1. Introduction to Energy-Efficient Stoves

- Benefits of improved stoves (fuel efficiency, reduced smoke emissions, cost-effectiveness).
- Types of energy-saving stoves (mud stoves, rocket stoves, ceramic liners).

2. Materials and Tools for Stove Production

- Identification of locally available raw materials (clay, metal sheets, sawdust, sand, etc.).
- Tools required for stove construction and maintenance.

3. Stove Design and Construction:

- Step-by-step hands-on demonstration of stove production.
- Proper air circulation and combustion chamber design for efficiency.

4. Installation and Maintenance:



- Proper positioning and installation of stoves in households.
- Best practices for stove durability and repair.
- 5. Entrepreneurship and Market Linkages**
- Business opportunities in energy-saving stove production.
- Pricing, marketing strategies, and access to financing.
- B. Sustainable use of renewable and non-renewable energy resources**
- 1. Energy efficient use practices or technologies**
- Impact of traditional charcoal-making on deforestation and climate change.
- Alternative sources of charcoal or energy sources (agricultural waste, bamboo, coconut husks).
- 2. Selection of Raw Materials**
- Identification of fast-growing trees and sustainable biomass sources.
- Use of agricultural residues (e.g., maize cobs, rice husks) for charcoal production.
- 3. Carbonization Techniques**
- Traditional vs. improved carbonization methods.
- Use of efficient kilns (earth mound, drum kiln, brick kiln) to reduce emissions.
- 4. Briquette Production from Waste Materials**
- Introduction to charcoal briquettes as an alternative to wood charcoal.
- Hands-on demonstration of briquette production (mixing, moulding, drying).
- 5. Packaging and Marketing Strategies**
- Branding and packaging for better marketability.
- Linking producers to potential buyers and distributors.

4. Deliverables

The company is expected to deliver:

- Pre-training assessment to evaluate participants' knowledge.
- Ability to present sufficient training materials and detailed training plan
- Practical demonstration of energy efficient stove production and production.
- Training curriculum and materials including the basic business start-up kit to be provided tailored to the South Sudanese context.
- Training sessions conducted adapting theoretical and practical methodologies
- Submit a detailed technical training plan and inputs required
- Post-training evaluation to assess skills acquired and knowledge gained.
- Final report summarizing training activities, participant feedback, and recommendations.

5. Methodology

Cordaid is seeking a company (local or international) that is fully compliant with South Sudan's legal requirements to deliver training on energy-efficient stoves production and sustainable resource management. The selected company must demonstrate significant experience in these areas and possess a deep understanding of the South Sudanese context. The methodology for this project will be structured in three main phases: Training Preparation, Training Delivery, and Post-Training Evaluation and Follow-up.

5.1 Training Preparation

- The selected company must provide its own training materials. These materials must be shared with Cordaid (the client) for review and approval prior to the training. The timely submission of these materials will be a key criterion in the selection process.
- The company will invoice Cordaid for training consultancy services, which should include all associated costs for travel, accommodation, and any other relevant expenses. The invoice must be submitted as a single, consolidated invoice or as a lump sum summary of costs.

5.2 Training Delivery

The training will be interactive and practical, designed to equip participants with the necessary skills to effectively build and use energy-efficient stoves. The training will focus on the following key areas:



- **Introduction to Energy-Efficient Stoves:** Participants will learn about the environmental and economic benefits of energy-efficient stoves.
- **Step-by-Step Guidance on Building Stoves:** Detailed, hands-on instructions will be provided for constructing energy-efficient stoves.
- **Proper Usage and Maintenance:** Emphasis will be placed on the proper usage and long-term maintenance of the stoves to ensure their continued effectiveness.

5.3 Post-Training Evaluation and Follow-up

- **Detailed Report:** A final report must be submitted by the company, including a comprehensive evaluation of the training process, challenges encountered, and feedback from participants.
- **Mentoring and Coaching:** The company provides coaching and mentoring services for 2 months post training.
- **Follow-up Recommendations:** The company will provide recommendations for ongoing community engagement, sustainability efforts, and follow-up support. This includes identifying local leaders who can continue stove-building initiatives and ensure the sustainability of the training impact.

6. Duration, Location and Target

- **Duration of Training:** 10 working days
- **Location:** Yabua Boma, Nzara County, Western Equatoria State, Republic of South Sudan
- The training will be delivered to a total of **120 participants**, focusing on women and youths in Yabua, Nzara County. Participants will be trained in the construction and use of energy efficient stoves production.

7. Qualification and Experience

A. Company Qualifications:

- **Legal Registration:** The company should be legally registered and compliant with national laws.
- **Technical Expertise:** Demonstrated knowledge and experience in energy-efficient cooking stoves technology and sustainable use of other energy sources production.
- **Proven Track Record:** At least 3-5 years of experience in conducting similar training programs.
- **Sustainability Focus:** Expertise in eco-friendly and sustainable energy solutions, including clean cooking and alternative fuels.
- **Capacity to Train:** Availability of qualified trainers, training materials, and equipment for hands-on demonstrations.
- **Partnerships & References:** Previous collaborations with NGOs, government agencies, or international organizations in energy and environmental projects.

B. Required Experience:

- **Training & Capacity Building:** Experience in delivering practical, hands-on training for local communities.
- **Energy-Efficient Stoves Production:** Knowledge of improved cooking stoves technologies (e.g., rocket stoves, ceramic stoves) and production techniques.
- **Energy Efficient Technologies:** Experience in eco-friendly energy methods such as sustainable energy production, briquetting, carbonization, and agro-waste utilization.
- **Community Engagement:** Understanding of local context, cultural considerations, and behavioural change for clean energy adoption.
- **Monitoring & Evaluation (M&E):** Ability to assess the impact of training and provide follow-up support.

C. Legal & Administrative Documents:

- **Certificate of Registration:** Proof that the company is legally registered and authorized to operate.
- **Tax Compliance Certificate:** Verification that the company is compliant with tax regulations.
- **Company Profile:** A document outlining the company's background, areas of expertise, and key personnel.
- **Bank Details:** Official banking information for contract and payment processing.



D. Technical & Experience Documents:

- *Technical Proposal*: A detailed plan outlining the training approach, methodology, tools, and expected outcomes.
- *Past Performance & References*: Evidence of similar trainings conducted, including reference letters from previous clients.
- *List of Key Experts/Trainers*: Profiles and CVs of trainers, highlighting their expertise in energy-efficient stove production.
- *Training Curriculum & Materials*: Proposed training content, manuals including basic business start-up kit for energy saving stoves, and any training tools or materials.
- *Work Plan & Timeline*: A clear schedule detailing how the training will be conducted, including key milestones.
- Knowledge of the local language is an added advantage

E. Financial Documents:

- *Financial Proposal (Budget)*: Breakdown of training costs, including trainer fees, materials, logistics, and other expenses.

8. Payment Terms:

- The consultant's fees will be lumpsum and shall be paid in installments, upon successful completion of key deliverables as outlined in the contract.
- Payment will be made following the submission and acceptance of the final report, including all necessary documentation (invoice, bank details).

8. Application process

Interested companies/Consultants should submit the following:

- A detailed CV outlining relevant experience.
- Legal administrative documents
- A technical proposal, including a training methodology and timeline.
- A financial proposal specifying the associated costs.

9. Selection Process

- Proposals will be evaluated based on the consultant's qualifications, experience, and the quality of the proposal.
- Shortlisted consultants may be invited for an interview.
- The final selection will be based on a combination of qualifications, experience, and the overall quality of the submitted proposal.

10. Client Responsibilities

- Provide all relevant information and materials to the consultant.
- Facilitate communication between the consultant and the target group of women and youths.
- Assist with logistical arrangements for the training workshops (e.g., venue, materials).
- Collaborate with the consultant on the monitoring and evaluation plan.

11. Reporting and Supervision

The Company representative will report to the **Field Coordinator** at the Yambio field office and will coordinate closely with project staff and local community leaders.

12. Deadline for Submission

Applications should be submitted within ten working days after the advertisement to **[Email: vim@cordaid.org]**

Note: These Terms of Reference are subject to negotiation and revision before a final contract is signed.



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