



NORWEGIAN CHURCH AID

actalliance

ANNEX 1

NCA SOUTH SUDAN PROGRAMME

TERMS OF REFERENCE (TOR) for Training in advocacy for the Together for Inclusion (TOFI) Project

SUMMARY OF CONSULTANCY

Locations	Juba, Kuajok and Torit
Tentative Start Date:	19 th April 2022
Duration of Assignment:	30 days

1. Background and Context

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. Based on the Christian faith, NCA works for the benefit of the poor, destitute and oppressed – regardless of gender, race, political opinion or religion.

Norwegian Church Aid (NCA) is implementing the “Together for Inclusion (TOFI)” project through the TOFI Consortium in South Sudan¹. The aim of the project (TOFI) is to strengthen the focus on inclusiveness of Persons With Disabilities (PWDs) and to make sure that PWDs are included into the already existing programmes of the participating organizations (in the TOFI consortium in South Sudan) and those of their partners. The overall development goal of the program is *Persons with disabilities in South Sudan claim their rights and exert influence on matters that affect their lives & Girls and boys, women and men with disabilities complete inclusive and equitable quality education and benefit from lifelong learning opportunities*² in South Sudan (by the end of 2024). Overall, the project will support rights holders (PWDs) and duty bearers (government) to advocate for the rights of PWDs and have an inclusive society – where human rights are upheld, with rights holders holding duty bearers accountable. The project (TOFI) started in 2019 and is being implemented across South Sudan by the TOFI consortium members and partners – the Organizations of Persons with Disabilities (OPDs).

¹ Adventist Development and Relief Agency (ADRA), Norwegian Church Aid (NCA), Strømme Foundation (SF), Y Global and Young Women Christian Association (YWCA)

² Project document

2. Purpose

NCA intends to carry out trainings in advocacy at national and state levels to scale up the inclusion of PWDs in society through upholding their rights. The advocacy trainings are intended to enlighten rights holders and duty bearers on the inclusion agenda as stipulated in the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD), the Sustainable Development Goals (SDGs) and other international and national legal frameworks. Thus, the trainings in advocacy will advance the inclusion agenda at the national and state levels.

3. Scope of Work

NCA is looking for a consultant/team of consultants/consultancy firm to carry out four trainings in advocacy in the three locations, namely, Juba, Kuajok and Torit. In consultation with NCA, the consultant/team of consultants/consultancy firm will be responsible for the development of the training materials.

4. Objectives

The main objectives of this consultancy are the following:

- a. Develop training materials for advocacy on inclusion of persons with disabilities.
- b. Present the training materials to NCA and incorporate suggestions that will be made by NCA.
- c. Plan the four trainings in the three locations and ensure sufficient time is spent in them. The consultant/team of consultants/consultancy firm will make the necessary changes as directed by NCA team.
- d. Conduct four trainings on advocacy on inclusion of persons with disabilities (two trainings in Juba – one at national level and one at state level; one in Kuajok – state level and one in Torit – state level).
- e. Present a training report to NCA.

5. Methodology

The consultant/team of consultants/consultancy firm will be required to develop and share a detailed methodology, all necessary materials, and propose the outlines/structure of how she/he/they will carry out the trainings. The consultant/team of consultants/consultancy firm is/are expected to conduct;

- a. Desk review: conduct a desk review with documents provided by NCA and documents from her/his/her own references. All references should be listed in the final training report.
- b. Trainings: The consultant(s) is/are expected to conduct the four trainings in the three locations specified above. The number of training participants should be equally distributed per location and per target groups (gender, disability, duty bearers, rights holders, age).
- c. Presentation of training report: The consultant/team of consultants/consultancy firm will be required to submit the training report in form of a draft report to NCA for review and feedback. The report will be validated through a workshop (in person or online) among key NCA staff, partners, and other key stakeholders. The consultant will make the necessary changes as directed through the feedback at the validation workshop.
- d. The consultant/team of consultants/consultancy firm will manage the execution of the trainings.

The inception report must account for ethical approaches to carrying out the trainings and dissemination of trainings report. The consultant/team of consultants/consultancy

firm shall commit to protect the rights and confidentiality of participants and abide by “do no harm” principles. The training report will be used for the purpose of the assignment only and handed over to NCA once the assignment has been completed.

NCA will provide quality assurance and approve of the advocacy training process deliverables. The consultant/team of consultants will report to NCA’s Senior Programme Officer.

6. Key outputs/deliverables

- a) Inception report within 3 days after signing the consultancy agreement with NCA. The report MUST detail the training design, methodology, training content/material/instruments and workplan/fieldwork schedule. The consultant/team of consultants/consultancy firm is/are responsible for obtaining ethical approval – when required. Further, the inception report should also include a proposal through an outline of the final report.
- b) Draft report; maximum 15 pages including annexes
- c) Final report; maximum 15 pages including annexes.
 - The consultant shall submit the final report in both hard and electronic copies with photographs and any approvals granted.
 - The lists of participants must be disaggregated by gender and persons with disabilities
 - The report will include list of duty bearers training participants in the respective training locations.

7. Timeframe and estimated working days

The timeframe for this consultancy is 30 days, from the time of signing the contract. The consultant/team of consultants/consultancy firm must commit to finish the consultancy within the specified timeframe. The proposed time is divided as follows

#	Task/Deliverable	Estimated No of Days
01	Inception Report	02
02	Preparation of schedule for field work (approvals)	03
03	Field work/trainings	18
04	Draft Report	02
05	Presentation of Findings/Validation	01
07	Consultations, Feedback, and final reporting	03
08	Submission of final report	01

Note:

- *NCA is an equal opportunity employer with zero discrimination policy*
- *NCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*