

TERMS OF REFERENCE (TOR)

Consultancy for Developing Community-Level Peacebuilding and Conflict Transformation Training Resource Pack

1. SUMMARY OF CONSULTANCY

Location :	Juba and Pibor
Application Deadline Extended :	14 November 2019, 5:00 pm - South Sudan Time
Type of Contract :	Consultancy Firms and consultants
Post Level :	Open (National and International Consultancy Firms)
Languages Required :	English Language (Advanced language skills level)
Starting Date :	20 November 2019
Duration of Assignment :	30 30 days

1. Background of the FCA operational context in South Sudan

South Sudan attained independence from Sudan on July 09, 2011, after a referendum, becoming the newest country in the world. The oil-rich country faced an enormous setback with the civil war which began in December 2013. This conflict has resulted in a substantial loss of lives and the displacement of over 2.3 million people from their homes. Currently, 1.7 million people have been displaced from their homes while 640, 000 live in neighboring countries as refugees. Besides, there are almost 200,000 IDPs currently being hosted at the UN Protection of Civilian (POC) sites in Juba, Bentiu, Melut, Malakal, and Bor. The conflict has also resulted in massive destruction of property and infrastructure. International communities, including the Inter-Governmental Authority for Development (IGAD), has made a significant attempt to support the warring parties to reach a peaceful agreement and restore stability in the country. The R-ARCSS that was signed in September 2018 in Addis Ababa rejuvenated hope among the people of South Sudan. The formation of the Transitional Government of National Unity in November 2019 is expected to take place as planned to materialize the peace agreements signed among the parties.

FCA implements the Right to Peace, Right to Livelihoods, and Right to quality education in the country.

In terms of peacebuilding work, FCA has been supporting the facilitation of community-level peace processes, conducting capacity building in peacebuilding and conflict transformation processes, developing skills of the target population in dealing with conflicts effectively and non-violently.

To streamline and enhance its work in peacebuilding and conflict transformation at the community level, FCA intends to develop an integrated resource pack. The training material targets the youth, women, traditional chiefs, interchurch committees, and peace actors at the target locations where FCA is operational.

2. Rational, purpose and priority objectives of the resource pack development for conflict transformation and peacebuilding

The purpose of an integrated resource pack (peacebuilding and conflict transformation) development is to have a standardized training material that is tailored to the needs of the target population (youth, women, traditional leaders, people of faith and duty bearers). The resource pack will be designed in a way that ensures the development of capacities and skills needed to transform the conflict in the area where FCA operates.

FCA and peace actors will use the standardized resource pack in South Sudan in community conflict transformation processes.

3. **Scope of the assignment**

The resource pack includes the following key modules

- Module I: Conflict early warning and rapid response systems
- Module II: Conflict prevention and management, transformation processes, and skills.
- Module III: cross-cutting issues and conflict (Gender, Climate change, Environment, and Conflict)
- Module IV: Youth, women, Entrepreneurship and Sustainable Peace
- Supplementary module: Trainer's facilitation guide.

The content of each module should include but not limited to, the following:

- Introduction
- The objectives and learning outcomes for each module and session.
- Key concepts that should be covered in each module.
- The modules are divided into manageable lessons/ sessions.
- Practical context-specific examples, role plays, and exercises for each lesson/session and
- Training Facilitation/ learning guide for each lesson
- Checklist for planning each session

4. **The methodology required & available data**

In line with FCA's right based approach, the consultant will conduct consultations with the target users of the resource pack and carry out desk review on existing secondary sources outlined in the modules section. Specifically:

- The consultant will conduct desk-review on the existing community-level peacebuilding and conflict transformation, and the above-mentioned module topics, training materials, and approaches.
- Conduct local community level consultations with women, youth, interfaith groups, and traditional leaders on the best approaches for training in the modules mentioned above and translate the consultation outcomes into curriculum design.
- Develop target beneficiaries tailored training resource pack as outlined in section 3 above. The module should be developed taking into consideration adult learning methodology (experiential learning) which is more of the practical method with classroom exercises, participatory reflections, and practical examples.
- Plagiarism should be avoided 100% and the consultant should acknowledge all sources used in the resource pack development.

5. **Deliverables and timeframe**

Deliverables

- An inception report on how to approach the development of an integrated Peacebuilding and Conflict transformation resource pack.
- Develop a draft integrated peacebuilding and conflict transformation resource pack after consulting the target communities in the field.
- Conduct a one-day validation workshop on the resource pack with key stakeholders.
- Deliver a 4-5 days Training of Trainers level training on the resources pack for selected community level trainers.
- Revise and submit the final resource pack on an Integrated Peacebuilding and Conflict Transformation after incorporating the inputs from the validation workshop and ToT level training.
- Develop a checklist for planning training on each module.

Timetable

Deliverable	Duration
Inception report & work plan	2 day
Desk review	10 days
Field assessment	5 days
Draft report	5 days
Validation workshop of the resource pack	1 day
Finalizing the resource pack by incorporating the comments from the validation workshop	2 days
Conducting (1) a 5 days TOT level training on the resource pack for selected participants. and submission of the training report	5 days
TOTAL DURATION	30 days

6. Requirements:

Qualified candidates (individuals and firms) are invited to apply for this task.

A. Academic Qualifications:

- MA in Curriculum Development, Educational Psychology, Peacebuilding and conflict studies, sociology, political science, or any other related field. Ph.D. is a plus.

B. Years of Experience:

- A minimum of 10 years of relevant experience in local-level capacity development in peacebuilding and conflict transformation, conflict analysis, negotiation and mediation, and dialogue facilitation skills.

C. Competencies:

- Demonstrated experience in curriculum development in peacebuilding and community dialogue facilitation processes.
- Able to formulate learning objectives in developing an integrated resource pack.
- Excellent analytical and communication skills.
- Ability to work under pressure, meet deadlines and show flexibility.
- The local knowledge of the South Sudan context is an asset.
- Excellent command of English.

7. Proposal Submission and Evaluation of the technical and financial proposals
Technical Proposal Submission

- The Technical Proposal shall include, but not limited to the following items:
- Introduction (including the consultant's understanding of the required assignment).
- Qualifications and relevant experience of the consultant (attach CVs of the proposed person/team).
- The proposal will include the proposed approach and methodology for conducting the assignment with the preliminary schedule.
- Include previously done two sample works.

Technical Proposal evaluation

The evaluation of Technical Proposals will be carried out according to the following criteria:

<u>No.</u>	<u>Criteria</u>	<u>Points</u>
1.	Introduction (including the consultant's understanding of the required assignment)	10
2.	Qualifications and relevant experiences of the consultant and the proposed team in similar work.	25
3.	Proposed approach and methodology for conducting the assignment with a preliminary schedule.	25
4.	Completeness and clarity of the proposal	10
	Total	70

Note: Applicants who will receive 45 points out of 70 or more in the technical proposal will be considered in the evaluation of the financial proposals.

Financial Proposal Submission and Evaluation

- The financial proposal is expected to show all the direct costs related to the implementation of the assignment.
- Please use the table below, and do NOT add any additional budget lines, to facilitate evaluating and comparing the financial offers equally.
- The financial proposal carries 30% of the total score.
- Consultants shall submit Technical and Financial Proposals in a package containing two separate envelopes or attachments as follows.
 - a. The first envelope must be marked “**TECHNICAL PROPOSAL**” and shall contain one original hard copy of the technical proposal.
 - b. The second envelope must be marked “**FINANCIAL PROPOSAL**” and shall contain one original hard copy of the financial proposal.
 - c. All those who are interested in sending via e-mail, please make sure that you send one email with technical and financial attachments together. Please note that for the financial proposal, add the password. If your technical proposal is shortlisted for further review, you will be requested to submit the password for the financial proposal only. Applications submitted without a password for financial proposal will be disqualified.
- All offers shall be signed and stamped by the consultant.
- No financial information shall be contained in the Technical Proposal; otherwise, the offer will be canceled and excluded from the evaluation process.
- Consultants shall not be entitled to compensation related to the costs of preparing the proposals.
- The consultant will provide a detailed budget for resource pack development (at VAT 0). FCA will then add the VAT according to the governing legislation.

	Unit cost (in USD)	Description/ Number of days	Total (in USD)
Consultancy Fees	(per day)		
Travel			
Incidentals			
Accommodation / DSA	(per day)		

Materials/Interpreter			
Total			

Proposals evaluation process

- The evaluation of proposals and selection of the consultant will be made using the Quality and Cost Based Selection, with a total score calculated out of 100%, of which 70% is the weight of the Technical Proposal and 30% is the weight of Financial Proposal.
- Only Technical Proposals will be opened on the submission date. Financial Proposals remain sealed until the technical evaluation is completed.
- The consultant with the highest total score (sum of technical and financial scores) will be considered as the winner of the consultancy assignment and will be invited for contract negotiations and ultimately to sign the Contract.
- The Technical and Financial Proposals of the successful bidder and negotiation minutes will form part of the Contract.

8. Reporting

- The consultant (firm) receives the necessary guidance and directly reports to the FCA peace and Reconciliation Advisor.

How to Apply

Interested consultants and consultancy firms are required to submit a technical and financial proposal marked “**Technical and Financial Proposal for the Integrated Peacebuilding and Conflict Transformation Resource Pack Development Consultancy.**” Application submission is in hard copies and at the FCA South Sudan Office, located at Juba Nabari, Thongpiny, Juba or by email: Procurement.Ssuco@kua.fi and CC worku.aymelo@kua.fi, by 14 November 2019, 5:00 pm - South Sudan Time. For inquiries regarding the advert, please contact worku.aymelo@kua.fi and CC Procurement.Ssuco@kua.fi. Incomplete and late submissions will not be considered.