



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)  
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,  
JUBA SOUTH SUDAN  
DATE: 23<sup>rd</sup> AUGUST, 2024

## REQUEST FOR QUOTATIONS

### ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its ACCESS project is calling for quotations from reputable companies for consultancy service of training women and youth at WGFS & Youth center in Maiwut Upper Nile state.

Kindly see details of the consultancy activity on the TOR attached

### KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE RFQ ATTACHED

S/N	Item Description	Quantity	Unit
	(Specification of items/works)		
1	Theoretical Proposal	1	Lot
2	Financial proposal	1	Lot

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NOTE:

1. The successful vendor will be given two tickets (to and from) to conduct the training in Maiwut.
2. The successful vendor will also be provided accommodation (bed only)

**BID SUBMISSION DATELINE: Strictly on 30<sup>th</sup> August, 2024 at 4:00 PM local time**

**SUBMISSION AND REQUIREMENTS**

Vendors shall enclose all relevant legal company registration documents, including latest bank statement, valid Tax clearance certificate, etc in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement before you leave.

Online bids can be sent through this email: [logisticofficer@adrasouthsudan.org](mailto:logisticofficer@adrasouthsudan.org)


Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning “**Not to be open before the time and date for bid opening**”. ADRA South Sudan will not assume responsibility of any UNSEALED and UNMARKED envelope if misplaced and will be rejected by the committee.

The language for the bids shall be **ENGLISH** only.

**FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office**

Juba Munuki SDA Church Compound

  
Wani James Joseph  
Logistics and Procurement Officer  
ADRA South Sudan



1/13



**Terms of Reference for the Engagement of a consultant to train the women and the youth  
at the WGFS and the Youth centres in Maiwut County-Upper Nile State.**

**Background**

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions of people through 9 impact areas, namely: Education, Livelihoods and Agriculture, Children, WASH, Community Health, Disaster Response, Economic Growth: Hunger and Nutrition: Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts.

In South Sudan, ADRA implements programmes in six Thematic Programme Areas of; Education, Primary Health Care, Emergency Response and integrated programming, Livelihoods and agriculture, while mainstreaming HIV/AIDS; WASH and Economic empowerment and Gender.

**1. Program description**

ADRA South Sudan is currently implementing the ACCESS project in Nasir and Maiwut counties of Upper Nile State with funds from DANIDA.

The overall goal of this project is to increase the protection of vulnerable groups, especially women and girls, save lives of the most vulnerable in times of crisis and build productive assets through an integrated and multi – stakeholder approach that involves CBOs (Youth and Women groups), NNGOs, local community structures and networks, local authorities, humanitarian and development partners in Upper Nile. The proposed action will focus on three sectors of livelihood, protection and humanitarian response. The project has a very strong component of capacity building of local structures, local networks, CBOs and NNGOs and involvement of these groups in advocacy to improve access to services and positively influence social norms that will promote gender equity and empowerment of women and youth

**3. The objectives of this assignment is;**

- To impart skills and influence attitudes of the targeted participants in the commercial business practices, basic financial management, record keeping, enterprise budgeting, and marketing, how to accumulate profits and savings and gainful engagement in borrowing and share profit.





- Build capacity of the 2 enterprise groups comprising of 50 participants enrolled for psychosocial activities at the Women and Girls Friendly Space and the Youth Centre in Maiwut County in vocational life skills and development of business plan.
- To enhance the groups skills and knowledge on management of small-scale businesses, group dynamics, general investment and effective customer relations for a viable business.
- Provide technical support and mentorship for continuous skills development and success of individual and group business plans.

**Expected outcomes:**

1. To have well oriented women and youth from the WGFS and the youth center respectively who will continue running the facilities with support from the proceeds from the livelihood activities they engage in after the training in order to sustain the project beyond the lifespan.
2. Strengthened advocacy efforts with the state and national ministries of Gender, Youth and Sports for resource mobilization to run the centers beyond the project support;
3. Utilize the skills acquired to generate resources for the maintenance of the centers as an in-house source of income
4. Share the acquired knowledge and skills with other women and youth in the community to create a network of community members who are mentored on entrepreneurship skills and supported to develop and set up their own businesses;
5. Target and bring other community members to the centers to benefit from the psychosocial, peace, farming and life skills activities and become agents of change through engaging in productive activities that reduce criminality rate in the community.
6. The women and youth in the community act as role models for business skills transfer in other Payam in their county

**3.1 Outputs**

Activities/Deliverables	Person responsible	Dates
Preliminary discussion with ADRA HQ on the assignment	Consultant/trainer, EPM, PD	2/9/2024
Develop a detailed workplan and submit to the HQ for review and consideration	Consultant	3/9/2024
Organize training materials , Signing of TOR	Consultant	4/9/2024
Travel from Juba to Maiwut	Logistics, project team on the ground	5/9/2024
Training of the WGFS members on bakery & pastry.	Consultant, project staff	6-13/9/2024
Training of WGFS members on	Consultant, project staff	16-20/9/2024

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tailoring and sewing		
Training of the youth group on barber/saloon/hair dressing	Consultant, project staff	23-27/9/2024
Training of the youth group on simple mechanic (motorbike repairs)	Consultant, project staff	30/9 to 4/10/2024
Compile the reports and share with the HQ	Consultant	7-9/10/2024
Travel back to Juba	Logistics	10/10/2024

#### 4. Roles and Responsibilities of the consultant

The consultant will employ a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to strengthen and expand household and community opportunities for sustainable, locally driven livelihoods; and enhanced enterprise productivity for income generation and creation of quality job. Gender Equality, Youth, and Social Inclusion (GEYSI) are integral to the ACCESS project. The work is aimed at transitioning communities from humanitarian assistance to a phase of inclusive development assistance and economic growth. In this regard, ADRA under the ACCESS project is proposing vocational and business skills training for existing enterprises consisting of 50 participants at the WGFS and youth center in Maiwut County. On graduation, trainees will be awarded start-up kits they can use to start or improve their microenterprises.

#### 5. ADRA's Role

ADRA South Sudan will support the consultant as appropriate to deliver on this assignment including: providing working space, accommodation, feeding, transportation and facilitation fees as follows:

- Provide resources to purchase start up tools for the trained groups.
- Transport the trainers to and from the training location (Juba-Maiwut and back)
- Weekends, delays in the field due to natural weather conditions and events beyond ADRA's control will not be enumerated.

#### Note:

ADRA South Sudan Employees and partners are expected to maintain a higher moral obligation in the course of humanitarian and development services delivery aligned to ADRA South Sudan identity statement; (mission, vision, values and principles).

- Every ADRA South Sudan partner or representative must strive for outstanding performances by being dedicated to the acceptable and highest principles of ethical conduct of; integrity, transparency, excellence and accountability in their day-to-day operations
- ADRA staff/partner is expected to maintain highest standard of professionalism in discharging their duty
- Sexual exploitation and abuse: ADRA South Sudan doesn't tolerate sexual exploitation and abuse in all its forms, all our partners and staff are expected to respect and protect the vulnerable persons in the community and practice the principle of "Do no harm" while discharging duties. Any partner representative found, alleged/reported to have committed

any form of abuse against a beneficiary or harassed a fellow colleague will have the assignment stopped, investigated and if found guilty, the partnership with the institution will be cancelled.

- The partner will be expected to sign the code of conduct and safe guarding policy of ADRA South Sudan and abide by them.
- ADRA shall not be held liable, compensate and indemnify for any claims, losses, damages and expenses including reasonable advocate expenses incurred because of partners negligence act.

