

Date: 16th - 03 -2026

Terms of Reference (ToR) for the Assessment of PWD, Provision of Assistive Devices, Prosthetics and Training

1. Project Background

The BMZ-funded project entitled: "**Multisectoral, Disability-inclusive Resilience Building for IDPs, Refugees, Returnees, and their Host Communities in Central Equatoria State,**" aims to enhance the resilience and self-reliance of vulnerable populations, including persons with disabilities (PWDs), in Juba, Lainya, Yei, Morobo, and Kajo-Keji counties. This initiative is designed to promote social inclusion, improve access to essential services, and empower communities to better cope with ongoing humanitarian challenges. Supported by the German Federal Ministry of Economic Cooperation and Development (BMZ) and implemented through the executing agency CBM Christoffel-Blindenmission (Christian Blind Mission e.V.), the project emphasizes a multisectoral approach that integrates health, protection, livelihoods, and community development strategies to foster sustainable resilience.

As part of the project's activities, ACROSS, with funding from BMZ via CBM, plans to hire a consultant to conduct a comprehensive assessment of persons with disabilities (PWDs) within the target communities. The assessment aims to identify specific needs related to assistive devices, prosthetics, and rehabilitation services, ensuring that interventions are tailored to individual requirements and promote independence. Following the assessment, the consultant will facilitate the provision of essential assistive devices and prosthetics, including but not limited to:

- ❖ Tricycles and wheelchairs for mobility assistance
- ❖ Crutches and white canes for walking and orientation
- ❖ Hand slings or shoulder orthoses (SEO) for upper limb support
- ❖ Eyeglasses to address visual impairments

- ❖ Hearing aids for auditory rehabilitation
- ❖ RTT prosthetics for limb loss
- ❖ Shoe raises and Ankle-Foot Orthoses (AFO) for gait correction and stability

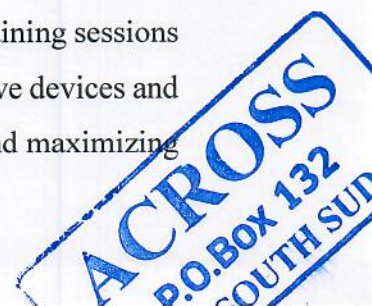
In addition to device provision, the consultant will offer training to users on the proper and healthy use of these assistive devices to maximize their benefits, promote safety, and encourage continued use. The training will also cover basic maintenance and troubleshooting to ensure durability and sustainability. This initiative reflects our commitment to fostering an inclusive environment where persons with disabilities can participate fully in community life, access services, and achieve greater independence. By integrating assistive technology with targeted training and community awareness, the project aspires to significantly improve the quality of life for persons with disabilities in Central Equatoria State.

2. Objective of the Assignment

The primary objective of this assignment is to comprehensively assess the targeted population of persons with disabilities within the five counties of Central Equatoria State. This involves identifying their specific disability needs, providing appropriate assistive devices and prosthetics, and ensuring they are equipped with the knowledge and skills necessary for the healthy and effective use of these devices. The overarching goal is to enhance their mobility, independence, and quality of life through tailored interventions that address their individual circumstances.

3. Specific Objectives of the Assignment

- ❖ **Assessment and Examination:** To technically assess and examine a total of 48 persons with disabilities across Yei, Morobo, Lainya, Rokon/Dolo, and Kajo-Keji. This assessment aims to accurately determine each individual's unique disability needs, functional limitations, and potential for improved well-being through assistive technology.
- ❖ **Provision of Assistive Devices:** To procure and deliver a total of 53 assistive devices, including prosthetics, mobility aids, and other relevant tools, to the 48 identified persons with disabilities. This distribution aims to meet their specific needs and improve their daily functioning and participation in community life.
- ❖ **Training on the Use of Assistive Devices:** To conduct comprehensive training sessions for the 53 recipients on the correct and healthy use of the supplied assistive devices and prosthetics. These training sessions will focus on maintenance, safety, and maximizing



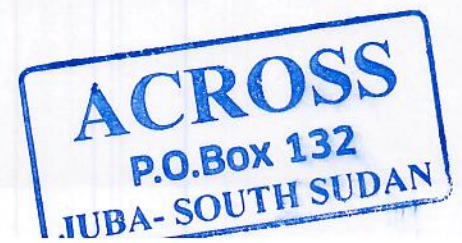
the benefits of the devices, empowering individuals to use them effectively and confidently.

- ❖ **Technical Advisory and Liaison:** To provide ongoing technical guidance and coordination by liaising with the national Ministry of Gender, Child and Social Welfare to ensure compliance with regulatory standards and policies. Additionally, to collaborate with CBM's Buluk eye care center for specialized services, follow-up, and sustainability planning, ensuring a holistic approach to disability support.

4. Scope of the Work

The service provider will undertake comprehensive activities to support persons with disabilities within the designated regions, including Yei, Morobo, Lainya, Rokon/Dolo, and Kajokeji. Specifically, the scope of work will include:

- ❖ **Assessment of Needs:** Conduct detailed assessments for a total of 48 individuals with disabilities, evaluating their specific needs related to mobility, vision, hearing, and other functional impairments. The assessments will be carried out at designated offices of local organizations working with persons with disabilities in each of the specified regions.
- ❖ **Supply of Assistive Devices and Prosthetics:** Based on the assessments, the service provider will supply a total of 53 assistive devices and prosthetics tailored to meet the identified needs. These may include wheelchairs, crutches, hearing aids, prosthetic limbs, eye glasses, white canes, and other relevant assistive technologies.
- ❖ **Training and Capacity Building:** Provide comprehensive orientation and training to beneficiaries on the correct use, maintenance, and care of the supplied devices and prosthetics. This will ensure that beneficiaries are able to utilize their devices effectively and independently, thereby enhancing their quality of life.
- ❖ **Coordination and Liaison:** The service provider shall liaise closely with the national Ministry of Gender, Child and Social Welfare, specifically engaging with physiotherapists and orthopedic technicians to ensure compliance with national standards and guidelines. Additionally, the provider will coordinate with CBM, which will assign an ophthalmologist to support eye-related assessments and needs.
- ❖ **Consultation and Guidance:** Engage with the Central Equatoria State Union of Visually Impaired Persons to obtain guidance on white cane use and other specialized needs. This collaboration aims to ensure culturally appropriate and effective interventions.



- ❖ **Reporting:** Prepare and submit detailed reports on the assessment findings, device distribution, training sessions, and beneficiary feedback. The reporting process will include interim updates during implementation and a comprehensive final report upon project completion.
- ❖ **Timeline:** The entire scope of work, including assessment, procurement, distribution, training, and reporting, is expected to be completed within 40 days from the date of contract signing with ACROSS. The service provider must ensure timely execution to meet this deadline.

5. Competence and Qualifications

ACROSS emphasizes the importance of engaging a highly qualified and experienced service provider capable of delivering high-quality services that meet national and international standards. The chosen company must demonstrate:

- ❖ **Proven Experience:** A minimum of three (3) years of experience in providing assistive devices and prosthetics within South Sudan or similar contexts. Evidence of previous successful projects, references, and client testimonials will be required for qualification.
- ❖ **Technical Expertise:** In-depth knowledge of disability guidelines, policies, and standards issued by the South Sudanese Ministry of Gender, Child and Social Welfare. Familiarity with best practices in assistive technology provision, rehabilitation, and community-based rehabilitation approaches.
- ❖ **Qualified Personnel:** A team comprising licensed physiotherapists, orthopedic technicians, and other relevant health professionals with valid certifications and proven experience in assistive device fitting, training, and rehabilitation.
- ❖ **Partnership and Coordination Skills:** Ability to effectively liaise with government agencies, local organizations, and community stakeholders, including CBM and the Central Equatoria State Union of Visually Impaired Persons.
- ❖ **Capacity for Quality Assurance:** Demonstrated ability to ensure quality control throughout the assessment, procurement, and training processes, adhering to national and international standards for assistive devices and prosthetics.
- ❖ **Compliance and Ethical Standards:** Commitment to ethical practices, including respecting beneficiaries' dignity, obtaining informed consent, and maintaining confidentiality.



6. Financial Proposal

It is expected that the company provides a comprehensive and detailed financial proposal covering all costs associated with the service provision. The proposal should include, but not be limited to, the following components:

I. Total Cost of Assistive Devices and Prosthetics

- ❖ Break down the cost per device/prosthetic for all (53) assistive devices and prosthetics, including unit prices, quantities, and total amounts.
- ❖ Include costs for procurement, customization, and any applicable taxes or duties.

II. Cost of Assessments

- ❖ Itemize expenses related to assessment activities, including personnel fees, assessment tools, transportation, and other logistical costs.

III. Cost of Accommodation, Feeding, and Two-Way Transport

- ❖ Provide detailed costs for accommodation and feeding arrangements for the duration of the service delivery at each of the five counties.
- ❖ Include transportation costs from Juba to each county and return, covering vehicle hire, fuel, driver allowances, and any other related expenses.

7. Activity Deliverables

Following the completion of the service, the consultants are expected to submit comprehensive reports and documentation, including but not limited to:

I. Assessment Report

- ❖ A detailed report documenting the assessment process, findings, beneficiary profiles, and initial needs analysis.

II. Training and Support Documentation

- ❖ Signed attendance lists of all persons with disabilities who participated in the training sessions and received assistive devices and prosthetics.
- ❖ Photographic evidence of training sessions and device distribution.

III. Technical Recommendations and Action Plan



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- ❖ A set of clear, actionable recommendations for each beneficiary regarding the use, maintenance, and follow-up of assistive devices and prosthetics.
- ❖ Suggested timelines and responsible personnel for follow-up activities and ongoing support.

Additional Requirements

- ❖ The reports should be submitted in both hard and soft copies (preferably in PDF format).
- ❖ All documentation should be clear, concise, and professionally presented to facilitate future reference and monitoring.

8.0 DELIVERABLES

- Detailed report covering topics covered, disaggregated attendance for participants, achievements and recommendations.
- Signed attendance sheets for each group in the two Counties.
- Certificates of registration with State Ministry of Rural Development and Cooperatives.
- Copies of by-laws developed with each group of farmers.

9.0 DURATION OF THE ASSIGNMENT

The assignment is expected to take within **21 days** commencing from the day the contract is signed by parties.

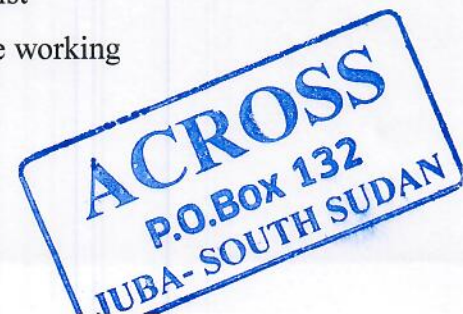
10.0 PAYMENT MODALITIES

The Consultants shall be paid the consultancy fees upon completion of the following milestones.

11.0 SUBMISSION AND EVALUATION OF EXPRESSIONS OF INTEREST

Consultants meeting the above criteria are invited to submit an Expression of Interest. The main body of the EOI should be a maximum of 10 pages and should include the following:

- ❖ A (2-page max) cover letter including:
- ❖ Rehabilitation and Assistive Technology Expert, Disability and Assistive Devices Specialist, and Multidisciplinary Rehabilitation Specialist
- ❖ Orthopedics practitioner ,Diploma in -related field or experience working in PRC center with at least two year's Professional experience.

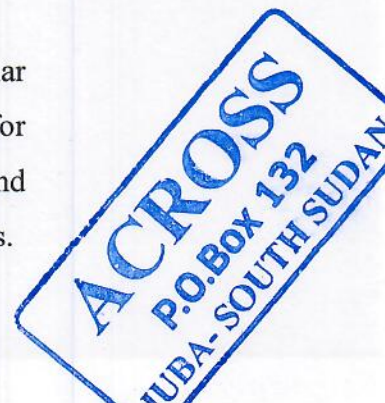


- ❖ A technical proposal with brief description of clear methodology, on how the firm will approach and complete the assignment, part of the technical proposal will be the workplan for executing proposed activities.
- ❖ Financial Proposal that indicates all-inclusive fixed total contract price, supported by a breakdown of all the costs.
- ❖ Consultancy work shall attract 20% withholding tax to be remitted to South Sudan Revenue Authority (SSRA) this must be factored in the financial offers.
- ❖ CV of the Consultant, outlining previous Consultant experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfil the requirements of the TOR.
- ❖ List of 3 referees who can attest to Consultant's experience and expertise as it relates to this Organization,

ACROSS will review the EOI closely against this recommended outline in combination with the preceding sections.

Qualified and interested firms are hereby requested to apply by submitting their proposals in hardcopy, sealed envelope to ACROSS Juba Office/Kajo-Keji/Yei/Lainya Field Offices clearly labeled **“the Assessment of PWD, Provision of Assistive Devices, Prosthetics and Training”**. Please ensure your Proposal is accompanied by the documents listed below.

1. Not more than 2 pages cover letter signed and stamp providing an executive summary of the service provider's strength, experience, capacity and suitability to undertake this work.
2. Financial proposal with the final total cost.
3. Valid Certificate of Incorporation (Including a copy of the updated stamp).
4. Valid business Operation license.
5. Valid Tax Clearance Certificate.
6. Implementation timetable (must indicate detailed list of activities and duration as per the requirement).
7. Previous experience, copies of PO/contracts of at least 2 similar projects to the requirements of the tender (registration for cooperative groups) implemented during the last 2 years and corresponding completion certificates awarded/recommendations.



8. Active bank account printed on Bank letter head clearly stamped and signed.
9. Tender validity of 90 days.

12.0 Submission of Tenders

All potential financial service providers are required to submit their tenders in a sealed envelope. ONLY PHYSICAL SUBMISSION WILL BE CONSIDERED (HARD COPY). Any tender submitted electronically shall not be considered. Sealed tenders should be clearly marked with the RFQ reference number and delivered to the following address:

ATTENTION:

Secretary's

Tender Committee,

ACROSS South Sudan

**Hand delivered to the below
address ACROSS Juba Head Office.**

P.O.Box 132, Juba South Sudan Office

Tenders should be submitted by or **before 7th April, 2026, 12:30 Noon South Sudan local time.**

NB: Tenders submitted by hand/courier must be recorded in the Eol receipt record form and dropped in the bid box. Unrecorded tenders and those received after the deadline for submission shall automatically be disqualified.

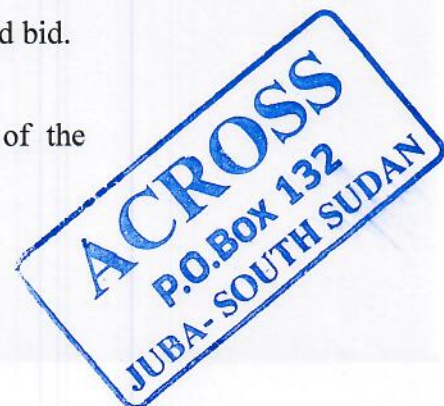
NB: Only qualified tenders shall be considered for technical evaluation

13.0 Evaluation Criteria:

In principle, the financial evaluation of complete and responsive offers from qualified service providers will be conducted based on the total cost for the requirement and award based on the lowest price technically qualified bid.

13.1 Preliminary evaluation:

Non-discretionary 'Pass' or 'fail' rating based on submission of the following documents.



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1. Not more than 2 pages cover letter signed and stamp providing an executive summary of the service provider's strength, experience, capacity and suitability to undertake this work.
2. Financial proposal with the final total cost.
3. Valid Certificate of Incorporation (Including a copy of the updated stamp).
4. Valid business Operation license.
5. Valid Tax Clearance Certificate.
6. Implementation timetable (must indicate detailed list of tasks, duration, and allocated resources per task as per the requirement).
7. Previous experience, copies of PO/contracts of at least 2 similar projects to the requirements of the tender implemented during the last 2 years and corresponding completion certificates awarded/recommendations.
8. Tender validity of 90 days

Only qualified bids shall be considered for the technical evaluation.

13.2 Technical Evaluation

- ❖ Responsiveness/full compliance to technical requirements
- ❖ Completeness of tender to the requirement
- ❖ Currency of quotation is USD

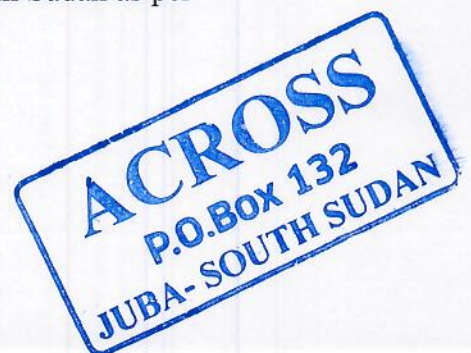
13.3 Financial Evaluation

Financial Comparison of the technically qualified bids after arithmetic analysis and award to Lowest Priced bidder.

Only successful bidders shall be contacted

Note: Successful service providers may be included in ACROSS Procurement prequalification list of suppliers.

We, the undersigned, hereby accept in full the ACROSS South Sudan General Terms and Conditions and hereby offer to provide the services listed above in conformity with the requirements of ACROSS South Sudan as per details provided in the TOR.



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