



Life Institute Center (LIC), Republic of South Sudan

Terms of Reference (ToR)

Short Term Consultancy – Developing LIC Policy Manuals

1) Background

Life Institute Center (LIC) is a registered National NGO in South Sudan. LIC is a non-profit and non-political organization with a mandate to help bring relief (as the name suggests!) as well as to protect the lives of those threatened and or affected by natural disasters, conflicts or poverty (in its widest sense!). LIC works with diverse local communities taking into account cultural diversity, conflict sensitivity and without any distinction of origin, religion or gender.

2) Purpose of the assignment:

LIC would like put in place a considerable number of policies required for various organizational functions. In order to address this need, LIC intends to hire consultant/ consulting agency to aid preparing generic set of policy reference manuals in key management functions adapted to internal organizational culture, values, context and structure. With an aim to strengthen the management of NGOs, the policy reference manuals/ guide book developed as result of this assignment will be made available to NGOs openly for public good.

These reference manuals will be developed in English and will cover key the management functions such as - Financial Management, Human Resource Management, Project Management, Monitoring and Evaluation, Procurement Management and Communication and Outreach. The reference manuals should be able respond to the known trends in gaps against International best practices and South Sudan law as captured by LIC's analysis of certification outcomes.

LIC is hiring consultant/ consultancy firm for a short-term consultancy to develop organizational policy reference manuals for LIC, edit and finalize an additional manual that has already been drafted, and develop LIC Governance Guide Book. Comprehensive and updated policy reference manuals and Guide Book shall cover the following topics:

a) Reference Manual:

- I. Financial Management Policy and Procedure
- II. Monitoring and Evaluation Policy and Procedure
- III. Communication and Outreach Policy and Procedure
- IV. Project Management Policy and Procedure
- V. Procurement Management Policy and Procedure
- VI. Human Resource Policy and Procedure (i.e., employee handbook) for same
 - ✓ volunteer policy;
 - ✓ complaints policy;
 - ✓ confidentiality policy;
 - ✓ recruitment policies; and
 - ✓ equal opportunities policy.





- VII. Fixed Assets Policy and Procedure
- VIII. Travel/Transport and Per Diem Policy and Procedure

b) **Guide book:**

- LIC Governance

c) **Main duties and responsibilities of consultant(s)/ consultancy firm:**

While working in close collaboration with the LIC Certification Department, the consultant/ consultancy firm is expected to:

1. Review local South Sudan laws related to NGOs, including but not limited to - the NGO Law, The Labor Law, The Income Tax Law, The Associations Law, The Custom Law and norms of International best practices such as International Financial Reporting Standards, etc.
2. Organize meetings with the certification staff including LIC management, certified NGOs, etc. to identify the needs of the NGOs in management functions
3. Review International best practices and standards governing finance, procurement management, monitoring and evaluation, communication and outreach, project management and NGOs governance
4. Conduct mapping and research on the NGOs sector weaknesses to better understand their operational needs including reviewing past LIC reports and certification data analysis
5. Prepare initial draft of the Policy Reference Manuals/ Guide Book and present to LIC management for review and feedback
6. Incorporate feedback and present a final version of the Policy Reference Manuals/ Guide Book for LIC management. Each Policy Reference Manuals and Guide Book should range between 25-30-page text (Small booklet size).
7. Provide related up to date researches and background documents to LIC along with the manuals as Annexures

3. Scope of the assignment, deliverables and timelines:

The consultancy is expected to **begin from July 21, 2022** and successfully **completed by September 6, 2022**. The main expected results are:

Output/ Deliverables	Timeline/ Working Days
a) Review and document existing laws, government regulations/ manuals/ tools and related documents b) Ensure understanding related to functioning of the NGOs sector in South Sudan and their related institutional needs c) Submit detailed work plan and inception report d) Interact with LIC certification staff to understand their needs and agree upon the scope of work and assignment related timelines	5 days
a) Present first draft of the NGO Governance Guide Book for review b) Incorporate recommendations, comments and changes suggested by the LIC c) Present the second draft of the LIC Governance guide book for finalization d) Finalize the NGO Governance guide book	7 days





<p>a) Present first draft of the Financial Policy and Procedure Reference Manual, Monitoring and Evaluation Policy and Procedure Reference Manual), Project Management Policy Reference Manual, Procurement Management Policy Reference, Communication and Outreach Policy Reference Manual, edit and finalise Human Resource Policy and Procedure (Reference Manual) for LIC review</p> <p>b) Incorporate recommendations, comments and changes suggested by the LIC</p> <p>c) Present the second draft of the Financial Policy and Procedure Reference Manual, Monitoring and Evaluation Policy and Procedure Reference Manual), Project Management Policy Reference Manual, Procurement Management Policy Reference, Communication and Outreach Policy Reference Manual, and Human Resource Policy and Procedure (Reference Manual) for LIC and donor finalization.</p> <p>d) Finalize Financial Policy and Procedure Reference Manual, Monitoring and Evaluation Policy and Procedure Reference Manual), Project Management Policy Reference Manual, Procurement Management Policy Reference, Communication and Outreach Policy Reference Manual, and Human Resource Policy and Procedure (Reference Manual) for LIC review. after incorporating CPI review and comments.</p>	30 days
<p>a) Presentation and orientation to LIC certification staff on developed Policy Reference Manuals and Guide Book.</p> <p>b) Present final copies of the Policy Reference Manuals and Guide Book to LIC.</p>	4 days

4. Reporting:

The consultant(s)/ consultancy firm will report to the LIC – Director of Certifications but work closely with the Manager Certification, Manager Finance and Human Resources, Manager M&E, Communications and Outreach Specialist and Manager Operations.

5. Work location:

The selected consultant/ consultancy firm can undertake the assignment either at LIC Office, Juba, South Sudan or through distance.

6. LIC shall be responsible for:

- a. On-time payments to consultant(s)/ consultancy firm after completion all policy reference manuals and guide book
- b. Provide support required from LIC, such as stationary, printing, working desk, Internet connection, contact address(s) etc.
- c. LIC has the right to terminate the contract if its feedback or terms and references mentioned in the contract not being followed by the consultant(s)/ consultancy firm

7. Qualifications and Competencies Required:

Consultants/ consultancy firm shall provide complete details of the consultants' relevant work experience in each discipline and a complete list of undertaking similar assignments in the past. The consultants/ consultancy firm should also comply with a minimum qualification of:



- a. Master's degree in the fields related to Finance, Human Resource, NGO Management, Institutional Development and/ or International Development
- b. At least five years working experience in recognized organizations in the field of system development/ Organization Development and setting up policies and procedures in the area of institutional development and management
- c. Strong communication and writing skills
- d. Ability to work independently using initiative to complete projects and prioritize workload efficiently
- e. Ability to work in a multi-tasked and multi-deadlines environment with strong management experience

8. Interested applicants (consultant(s)/consultancy firms) should submit the following:

- a) Financial proposal
- b) Technical proposal detailing the consultants/ consultancy firms:
 - i) An understanding of the requirements
 - ii) Approach, methodology and work plan for performing the assignment
 - iii) Team composition and task assignment
 - iv) Detailed reference list indicating the scope and magnitude of similar assignments
 - iv) Registration and other relevant statutory documents



Note: Technical and financial proposals will be submitted as separate documents. Financial proposals for non-qualifying technical proposals will not be opened.

- 9. Application:** Applicants meeting the above requirements are encouraged to submit their complete applications electronically to lifeinstitutecenter@gmail.com or Hand delivering to LIC office located in Thongpiny, Kololo opposite TM Lion Hotel. For direction Please Call this number +211926669344 no **later than two weeks from the date of posting June 22, 2022 and end July 9, 2022.** Incomplete applications shall not be entertained for further processing. Only shortlisted consultant(s)/ consultancy firms shall be contacted for interview and to present work experience related to the assignment.

