



OXFAM

Terms of Reference.

Consultancy work for adapting REFLECT circle implementation guide and REFLECT methodology training modules for Oxfams Functional Adult Literacy program.

OXFAM IN SOUTH SUDAN

October 2023

P.O.BOX 239 - JUBA NA BARI AREA

JUBA- SOUTH SUDAN

BACKGROUND & CONTEXT

Oxfam in South Sudan through its *Building resilience through gender and conflict sensitive approaches to education, skills development and sustainable livelihoods in South Sudan* project a SIDA funded project in three States in South Sudan which include Central Equatoria, Lakes and Greater Pibor Administrative Area. The project is a multi-sectoral project which include Accelerated Learning Program (ALP), Functional Adult Literacy (FAL), TVET and Livelihood. The project is aimed at "supporting conflict-affected adolescents, youth, women and men to have improved knowledge and skills through safe, quality and gender responsive education and skills development."

Functional Adult Literacy as one of the key components in this project aims to support vulnerable youths, and especially women with basic literacy and numeracy skills to enable them better to participate in their livelihood activities.

Oxfam in South Sudan is therefore looking for a consultant to: 1) develop adult literacy REFLECT circle implementation guide and 2) adapt adult literacy REFLECT methodology modules (facilitators ToT module, Tutors/Teachers REFLECT methodology module and adult literacy supplementary reading materials).

PURPOSE OF THE CONSULTANCY.

The purpose of this consultancy is to conduct an adult literacy assessment in 3 states of Central Equatoria, Lakes, GPAA State to establish the context specific literacy and numeracy needs of the community in order to develop contextualized adult literacy REFLECT circles implementation guide, adult literacy REFLECT methodology training modules that are relevant to the needs of the community, tutors' lesson guide for REFLECT lessons and conduct a ToT training for the project staff. The consultant will also assist the project to develop a plan and implementation strategy to integrate adult literacy REFLECT methodology into the existing Oxfam education sector project.

OBJECTIVES OF THE CONSULTANCY

1. To assess and assess the context specific literacy and numeracy needs of the community the project target areas.
2. To develop a REFLECT circle implementation plan and guide for Oxfam Functional Adult Literacy program during the project implementation period.

3. To develop implementation strategy to integrate adult literacy REFFLECT methodology into existing resilience and livelihood project interventions.
4. To develop adult literacy, REFLECT methodology training modules (facilitators ToT module, Tutors/Teachers REFLECT methodology module and adult literacy supplementary reading materials).
5. Train the project staff on the adult literacy REFLECT methodology modules (facilitators ToT module, Tutors/Teachers REFLECT methodology module and adult literacy supplementary reading materials).

The Consultancy roadmap

This road map is premised on the appreciation that a lot must be done in a limited period. Secondly, that whereas this is a consultancy assignment, it's also a capacity building process for the Oxfam team, therefore the process time/ staff -consultant contact time is critical, and thus the approach to begin with the ToT for staff and other stakeholders so that the trained ToTs fully participate and work closely with the consultant throughout the assignment period on different activities as they concretize their learning. This roadmap therefore provides.

- a) The consultant's approach to the assignment
- b) Organizes the activities in the logical order to allow complementarities, breaks down the big activities into smaller activities for ease of execution and the participation of the ToTs.
- c) Details the schedule of activities in chronological order and gives clear scope of work and actual man days per broad activity and the time-frame.

The road map will be completed in the inception technical meeting where the logistical implications will be discussed, otherwise as of now it will be our guide till the inception meeting.

3	Conduct ToT for all project staff & partners.	<ul style="list-style-type: none"> Prepare training materials and draft ToT module. Conduct actual Training for Trainers ToT. Produce training Report. 	7	<ul style="list-style-type: none"> Team of REFLECT trainers to collaborate with the consultant in all other processes as part of capacity building. 	
	Travel	Travel	1	Travel	xxx
This will be done through remote support					
4	Produce Functional Adult literacy REFLECT methodology training Module and implementation strategy	<ul style="list-style-type: none"> Draft the REFLECT methodology for Adult Literacy for the SIDA funded Project. Draft an implementation strategy that mainstreams adult literacy REFLECT methodology into existing resilience and livelihood project interventions, structures and systems & that is gender sensitive 	5	REFLECT methodology training module and implementation strategy for the SIDA funded project	xxx
Phase 2					
	Arrival in Juba	Traveling from Juba to xxx	1	Travel from Juba to xx	xxx
		Briefing on progress on implementation on REFLECT methodology		Travel to target counties.	
5	Provide technical support for the roll out of REFLECT Methodology to facilitators in project target locations	Attend a training session of REFLECT Methodology facilitators project locations. 1. Review draft topics and facilitators guide. Review and contextualize REFLECT learning materials.	7	Trained REFLECT adult literacy Officers and facilitators. Produce a facilitators guidebook	xxx

			2. Finalize REFLECT topics and facilitators' guide and learning materials. 3. Finalize REFLECT and 4. Draft REFLECT methodology Consultancy Report			
Phase 3 consultancy						
	Arrive in Juba			1		xx
6	Conduct inception meeting with Oxfam staff & partners on progress of implementation of REFLECT methodology	Inception meeting with Oxfam staff & partners on progress of REFLECT activities. • Travel to project target locations and provide technical support on the implementation of REFLECT methodology		1	An update on the progress on implementation of REFLECT methodology.	xx
7	Provide technical support for the roll out project activities and interventions to integrate with adult literacy for greater impact.	<ul style="list-style-type: none"> • Generating and Teaching basic Literacy and Numeracy • Generating and Teaching advanced Literacy and Numeracy • Community based REFLECT management systems. • REFLECT Integration in SILC, WASH, Agric groups, etc. • Documentation of experiences and success stories. • Orientation on REFLECT Implementation strategy. • REFLECT learners' materials development. 		8	Adult literacy Officer and Facilitators Generate final consultancy report	xx

		a) Observe REFLECT circles in sessions. b) Conduct refresher ToT and Training of facilitators.			
	Departure		1		XX
	Overall total days		39		XX

Note: your proposal should be sent to JubaQuotations@oxfam.or.uk The deadline is 6th October 2023 before close of business