



CARE INTERNATIONAL IN SOUTH SUDAN

TERMS OF REFERENCE

Strategic Planning and Review and Development of Relevant policies of Women-Led organizations in Juba, Bor, and Torit.

Organization	CARE International in South Sudan
Project Name	Strengthening Women Right Organizations on Women, Peace, and Security agenda in three fragile countries (SWOMO) - South Sudan Egypt, and Iraq
Sector(s)	Gender and Protection – Women, Peace, and Security
Assignment Task	Facilitate workshop with Women Right Women-Led organization in Torit, Bor, and Juba to identify capacity priorities and rolls out capacity building plan to develop strategies and policies of the local and national Women-Led organization in the three project locations.
Assignment Locations	Juba, Central Equatoria State; Torit, Eastern Equatoria State; and Bor, Jonglei State
Reporting To:	WPS Project Manager
Duration	12 days.
Possible start date	12/04/2023
Possible end date	26-th April2023

Background

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the

underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE's operations in South Sudan date to the early 1980s, focusing on emergency and disaster relief to the conflict-affected populations. Currently, CARE South Sudan works in the six States of Unity, Jonglei, East Equatorial, Bahr el Ghazel, Central Equatorial, and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on four broad areas namely Gender and Protection, Food Security and Livelihoods, Nutrition and Health, and Partnership and advocacy.

With support from the German Federal Ministry of Economic Cooperation and Development (BMZ), CARE International in South Sudan is implementing the project of Strengthening Women's Movements on Women, Peace, and Security Agenda in three fragile contexts (SWoMO) in Egypt, Iraq, and South Sudan. Women's Rights Organizations and excluded groups of women and girls have increased their influence on the UNSCR 1325 agenda on Women, Peace, and Security (WPS) at the local, national, and multi-country levels. In South Sudan, the project is implemented through national Project Target (PT)-Women-Led Organizations (WLOs) including THE Young Women Christian Association (YWCA) based in Juba, Central Equatoria State. Women Agency for Progress Organization (WAPO) based in Torit and Women Empowerment Center- South Sudan (WECSS) to implement activities in Bor, Jonglie State. CARE International in South Sudan under the SWOMO project wishes to offer capacity-building training for local WLO and WRO, through facilitating workshops to identify their capacity gaps, and rollout support to develop/review strategic plans and policies for the project's WLOs.

Overall, the Program's aims and objectives are to achieve the following outcomes:

- To ensure WLOs have a well-detailed capacity-building plan in place and that they have the knowledge and skills to identify the capacity gap.
- To develop a functional strategic plan and ensure WLO which the organization will use as a guideline for their organization.
- To develop different policies and ensure their functionality.
- The staff and board members

Scope of consultancy

- To facilitate a workshop for 15 WLO in Juba, Bor, and Torit to support identifying their capacity gap and develop a capacity-building plan.
- To roll out a capacity-building development and mentorship on policy development and provide guidance on policy implementation to 3 strategic PT Women Led Organization one in Torit, Juba and Bor.
- Develop/review the organization's strategic plan that will reflect the issues of excluded women and girls for 3 PT-Women led organization partners in Torit, Bor and Juba.
- Develop a final report and develop two different reports one on the workshop organized to identify capacity gaps.
- Develop the overall training indicating the different actions and policies finalized and handed over to WLO for

Location and Timeline

The workshop with WLO to identify the capacity gap and develop the capacity building, the development/review of strategies, and provide mentorship to review and develop WLO policies will take up to 16 days starting from 11th April – 27th April 2023.

Methodology

The consultant will offer one day workshop to WLO in each location, Bor, Torit, and Juba to identify their capacity Gap, spend and do mentorship to partners' offices to support them finalize review and their policies and finalize the development of a strategic plan that represent the needs of excluded groups of women and girls.

Deliverables.

- Submit activities report to show the outcome put and outcome of the training.
- Submit a 3-5 page report on the finding challenges and a clear strategy on how that will be as a guide for WLO.
- The consultant will be expected to offer two days of training to 8 different women-led organizations in juba central equatorial within the month of April 2023.
- Develop and share a short report on the two-day workshop in three locations with a clear recommendation on the next step to be taken in order to strengthen the capacity of WLO in South Sudan in this field.
- Share any other material that is relevant to the training.

Consultancy Competency

- Must have experience in facilitating training on identifying the capacity gap and developing an institutional capacity-building plan before.
- Must understand some of the gaps and challenges existing among WLO.
- Must be ready to deliver training develop partners' policies and provide mentorship until the result of functional policies.

Additional information

- Consultants shall abide by WHO and the Government of South Sudan's COVID-19 SOPs.
- Consultants shall be required to sign and abide by the CARE Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- Consultants shall abide by EU beneficiary data privacy/management policies.

Evaluation criteria for selection of the consultant:

- Qualifications 10%
- Service proposed (Methodology of work and expected results) 30%
- Experience relevant to the scope of the project and study (CV should be included)30%
- Timeframe & commitment 10%
- Financial Evaluation 20%

Payment schedule: -

Payment will be done after completion of the work and confirmation by program team. The proposed financial budget must be inclusive of 20% government tax.

Submission

If you qualify, please send your CV, Technical and financial proposals detailing the survey methodology, work plan, and budget and vendor questionnaire. The Technical proposal with budget and CV should be sent to ssd.procurement@care.org Interested consultants should submit applications by 12 pm, Tuesday 11 April 2023



VENDOR QUESTIONNAIRE (Confidential)

Note: CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

CARE Contact Name:			
Company/Individual Name:			
Owner Name (if different from above):		Nationality of Owner:	
Contact Person:			
Full Address (Street/City, etc):			
Phone No:		Fax No:	
E-mail:		Website:	

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business			
	Name of Contact Person		Title	

	E-mail:		Phone:	
	Type of product / service provided to client			
2	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
3	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		

6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with CARE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.		

V. Certification

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE's database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.</p>		
Name of Person Completing Form (Please print clearly)		
Title:	Signature:	Date:

FOR PROCUREMENT USE ONLY

- Anti-Terrorism Check Completed
- Customer References Verified