



ANNEX: 01

# NORWEGIAN CHURCH AID

## actalliance

### NCA SOUTH SUDAN PROGRAMME

#### TERMS OF REFERENCE (TOR) for Training in advocacy for the Together for Inclusion (TOFI) Project

#### SUMMARY OF CONSULTANCY

<b>Locations</b>	Juba, Wau, Kuajok and Torit
<b>Tentative Start Date:</b>	29 <sup>th</sup> August 2022
<b>Duration of Assignment:</b>	35 days

#### 1. Background and Context

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. Based on the Christian faith, NCA works for the benefit of the poor, destitute and oppressed – regardless of gender, race, political opinion or religion.

Norwegian Church Aid (NCA) is implementing the “Together for Inclusion (TOFI)” project through the TOFI Consortium in South Sudan<sup>1</sup>. The aim of the project (TOFI) is to strengthen the focus on inclusiveness of Persons With Disabilities (PWDs) and to make sure that PWDs are included into the already existing programmes of the participating organizations (in the TOFI consortium in South Sudan) and those of their partners. The overall development goal of the program is *Persons with disabilities in South Sudan claim their rights and exert influence on matters that affect their lives & Girls and boys, women and men with disabilities complete inclusive and equitable quality education and benefit from lifelong learning opportunities* in South Sudan (by the end of 2024). Overall, the project will support rights holders (PWDs) and duty bearers (government) to advocate for the rights of PWDs and have an inclusive society – where human rights are upheld, with right holders holding duty bearers accountable. The project started in 2019 and is being implemented across South Sudan by the TOFI consortium members and partners – the Organizations of Persons with Disabilities (OPDs).

#### 2. Purpose

NCA intends to carry out trainings in advocacy at national and state levels to scale up the inclusion of PWDs in society through upholding their rights. The advocacy trainings are intended to enlighten rights holders and duty bearers on the inclusion agenda as stipulated in

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<sup>1</sup> Adventist Development and Relief Agency (ADRA), Norwegian Church Aid (NCA), Strømme Foundation (SF), Y Global and Young Women Christian Association (YWCA)

the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), the Sustainable Development Goals (SDGs) and other international and national legal frameworks. Thus, the trainings in advocacy will advance the inclusion agenda at the national and state levels.

### **3. Scope of Work**

NCA is looking for a consultant/team of consultants/consultancy firm to carry out four trainings in advocacy in the four locations, namely, Juba, Wau, Kuajok and Torit. In consultation with NCA, the consultant/team of consultants/consultancy firm will be responsible for the development of the training materials.

### **4. Objectives**

The main objectives of this consultancy are the following:

- a. Develop training materials for advocacy on inclusion of persons with disabilities.
- b. Present the training materials to NCA and incorporate suggestions that will be made by NCA.
- c. Plan the five trainings in the four locations and ensure sufficient time is spent in them. The consultant/team of consultants/consultancy firm will make the necessary changes as directed by NCA team.
- d. Conduct four trainings on advocacy on inclusion of persons with disabilities (two trainings in Juba – with one at national and the other at state levels, one in Wau – state level, one Kuajok – state level and one in Torit – state level).
- e. Present a training report to NCA.

### **5. Methodology**

The consultant/team of consultants/consultancy firm will be required to develop and share a detailed methodology, all necessary materials, and propose the outlines/structure of how she/he/they will carry out the trainings. The consultant/team of consultants/consultancy firm is/are expected to conduct;

- a. Desk review: conduct a desk review with documents provided by NCA and documents from her/his/her own references. All references should be listed in the final training report.
- b. Trainings: The consultant(s) is/are expected to conduct the five trainings in the four locations specified above. The number of training participants should be equally distributed per location and per target groups (gender, disability, duty bearers, rights holders, age).
- c. Presentation of training report: The consultant/team of consultants/consultancy firm will be required to submit the training report in form of a draft report to NCA for review and feedback. The report will be validated through a workshop (in person or online) among key NCA staff, partners, and other key stakeholders. The consultant will make the necessary changes as directed through the feedback at the validation workshop.
- d. The consultant/team of consultants/consultancy firm will manage the execution of the trainings.

The inception report must account for ethical approaches to carrying out the trainings and dissemination of trainings report. The consultant/team of consultants/consultancy firm shall commit to protect the rights and confidentiality of participants and abide by “do no harm” principles. The training report will be used for the purpose of the assignment only and handed over to NCA once the assignment has been completed.

NCA will provide quality assurance and approve of the advocacy training process deliverables. The consultant/team of consultants will report to NCA’s Senior Program Officer.

**6. Key outputs/deliverables**

- a) Inception report within 3 days after signing the consultancy agreement with NCA. The report MUST detail the training design, methodology, training content/material/instruments and workplan/fieldwork schedule. The consultant/team of consultants/consultancy firm is/are responsible for obtaining ethical approval – when required. Further, the inception report should also include a proposal through an outline of the final report.
- b) Draft report; maximum 5 pages excluding annexes
- c) Final report; maximum 5 pages excluding annexes.
  - The consultant shall submit the final report in both hard and electronic copies with photographs and any approvals granted.
  - The lists of participants must be disaggregated by gender and persons with disabilities
  - The report will include list of duty bearers training participants in the respective training locations.

**7. Timeframe and estimated working days**

The timeframe for this consultancy is 35 days, from the time of signing the contract. The consultant/team of consultants/consultancy firm must commit to finish the consultancy within the specified timeframe. The proposed time is divided as follows

#	Task/Deliverable	Estimated No of Days
01	Inception Report	02
02	Preparation of schedule for field work (approvals)	03
03	Field work/trainings	21
04	Draft Report	03
05	Presentation of Findings/Validation	01
07	Consultations, Feedback, and final reporting	04
08	Submission of final report	01

**8. Desired Profile and Qualifications of the Lead Consultant (firm)**

The consultant/team of consultants/consultancy firm must have expertise and grounded experience in carrying out trainings, especially on advocacy. She/he/they must be able to demonstrate a very good experience on participatory training methods. She/he/they should have the following academic qualifications and experience.

- The Lead Consultant should have a minimum post-graduate degree (Masters) in Human Rights, Social Sciences, or any other related development field with minimum 5 years’ experience in undertaking similar type of trainings.
- In-depth knowledge on Human Rights and the Inclusion Agenda for PWDs.
- At least five years of experience in conducting trainings (especially on advocacy) with National Governmental Organizations (NNGOs), International Non-Governmental Organizations (INGOs), United Nations (UN) agencies and/or other institutions.
- Knowledge of and familiarity with South Sudan context
- Comprehensive understanding of training materials development and analytical report writing skills.

- Excellent training, communication, and interpersonal skills.
- Excellent written and spoken English, good understanding of Juba Arabic and local languages.
- Excellent report writing analysis skills.

Note:

- *NCA is an equal opportunity employer with zero discrimination policy*
- *NCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*