



MUNUKI SDA CHURCH COMPOUND  
KUWAIT ESTATE RD  
PO BOX 247  
JUBA, SOUTH SUDAN

## TOR

---

### TERMS OF REFERENCE FOR CAPACITY BUILDING OF ADRA SOUTH SUDAN STAFF ON MANAGEMENT OF VILLAGE LENDING SAVINGS ASSOCIATIONS (VSLAs) USING MANAGEMENT INFORMATION SYSTEMS (SAVIX)

---

#### Background

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “To serve humanity so all may live as God intended”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA South Sudan is implementing the ACCESS Project in Upper Nile State, in Nasir and Maiwut Counties. ACCESS Project is promoting food security & livelihood and fighting GBV among the vulnerable people including women, adolescent and children. Among the project interventions include promotion of VSLA among the beneficiary groups. ACCESS project is seeking for a qualified Consultant who will train ADRA staff on VSLA - Management of Information System (MIS – SAVIX) for 5 days. The training is planned to take place in Jikmir, Nasir County, in November 2023.

#### Scope of Work

The consultancy is required for setting up SAVIX and training of ADRA Staff on how to use and manage VSLA data for improved program performance.

#### Objective

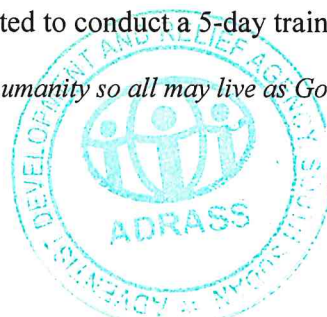
- i. Establish the Savings Group Information Exchange (SAVIX) version 2.0 MIS within ADRA systems
- ii. Train relevant ADRA staff on the following according to the Savings Group Information Exchange (SAVIX) version 2.0 or better guidelines;
  - Setting up an MIS:
  - Data collection, auditing and entry
  - Project Management reports
  - Trouble shooting
- iii. Adapt the training to empower staff with necessary skills to implement track and report on VSLA activities.
- iv. Develop and share training material for use by the staff

#### General Requirements

##### Consultant

- i. The Consultant shall use the participatory training methods which aims to foster a reflective and interactive process. Training, coaching, and mentoring to assist participants understand the system better.
- ii. The service provider is expected to conduct a 5-day training

*“To serve humanity so all may live as God intended”*





MUNUKI SDA CHURCH COMPOUND  
KUWAIT ESTATE RD  
PO BOX 247  
JUBA, SOUTH SUDAN

- iii. Evaluate training effectiveness and provide recommendations to ADRA

### **Time Frame**

The trainer/consultant will be engaged for a period of XX days over a period of a month

### **Qualifications of the Consultant/Trainer**

- i. Relevant degree in social sciences, economics, or other relevant fields.
- ii. Proof of SAVIX training and experience
- iii. At least 5 years previous experience conducting capacity building in SAVIX through implementation or provision of training
- iv. Advanced level of conducting participatory training for adult learners

### **Deliverables**

- i. Submit to ADRA SAVIX training Manual and hand-outs.
- ii. Training Material/ course schedule of training.
- iii. Submit a report for Evaluation of the training. A report after the training that includes an analysis of understanding of the participants

### **The call**

ADRA is inviting interested individual consultant/s and companies to submit BIDS for training. Expression of interest outlining how the Consultant(s) meets the technical specifications/selection criteria and their understanding of the TOR and methodology.

- o Proposed methods and activities schedule/work plan with time frame.
- o Consultant profile and CVs of the team/s who will undertake the training.
- o Details of previous similar work conducted by the contractor(s).
- o Financial proposal detailing consultant(s) itemized fees for conducting the training.
- o Tax Clearance Certificate.
- o Company registration documents.

### **Ownership and Disclosure of Data/Information**

*All documents, project designs, drawings, data, and information shall be treated as confidential and shall not be without the written approval of ADRA be made available to any third party. In addition, the contractor(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of ADRA be made available to any third party. The utilization of the designs is solely at the decision and discretion of ADRA. All the documents containing both raw data/materials provided by ADRA both soft and hard copies are to be returned to ADRA upon completion of the assignment. All documentation and reports written as, and because of the contract or otherwise related to it, shall remain the property of ADRA. No part of the designs and/or BOQs shall be reproduced except with the prior, expressed, and specific written permission of ADRA.*

---

Mr. John Taban Charles Ladu  
Country Director

*"To serve humanity so all may live as God intended"*

