

**TERMS OF REFERENCE**

**PROCUREMENT OF TEAM BUILDING FACILITATOR FOR SAMARITAN’S PURSE  
SOUTH SUDAN**

**JUBA OFFICE**

**BACKGROUND**

Samaritan’s Purse, South Sudan (SPSS) is an international NGO that helps meet the needs of people who are victims of war, poverty, natural disasters, disease and famine. Samaritan’s Purse has been operating in South Sudan since the 1990’s and currently has projects operating in Upper Nile, Unity State, Northern and Western Bahr el Ghazal and Maban, focused on water and sanitation, healthcare facility rehabilitation, nutrition, NFIs, and continuing partnerships with local churches.

**PROJECT OBJECTIVES**

SPSS seeks to engage a consultant to carry out a 1 day team building session in Juba with the following main objectives.

To improve staff productivity and performance at the work place by conducting various fun, challenging and engaging activities to strengthen team spirit, sense of belonging and commitment to the organization mission.

**ACTIVITIES/DELIVERABLES**

- Prepare and deliver fun and productive outdoor team building activities involving all staff (approx. 80 nos) that promote team spirit, build trust, and encourage an understanding and appreciation of the role of teams in the work place.
- Provide a professional resource person to implement the activities. Additional assistants will be at own cost.
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- Provide the required training materials, props etc. required for the team building. Games prizes and awards are encouraged.
- Prepare and submit a team building report with follow up activities/recommendations for management action.

**DURATION AND MANAGEMENT**

The consultancy will be for 2 days, under the supervision of the Director of Human Resources.

Deliverables	Estimated Duration
Assess the team’s working dynamics	0.5 days
Facilitation of the retreat	1 day
Preparation and presentation of final report and recommendations	0.5 days

## QUALIFICATION AND EXPERIENCE

- ❖ Demonstrated knowledge and advanced skills with at least 3 years of previous experience in the facilitating teambuilding activities in cross cultural environments/international NGOs
- ❖ Excellent facilitation and communication skills in English
- ❖ Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
- ❖ Excellent interpersonal skills
- ❖ Professionals from South Sudan are strongly encouraged to apply

## SPSS RESPONSIBILITY

1. Cover the cost of professional fees
2. Provide appropriate venue and other logistical requirements.

## SUBMISSION PROCEDURE:

Firms/Individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send copies of the following:

### 1. Technical Proposal that will include:

- Interpretation of the TOR.
- Methodology to be used in undertaking the assignment.
- Programs/Games, Time and Activity Schedule.
- Organizational and/or Personnel Capacity Statement.
- Relevant experience related to the assignment. Must submit a list of clients/events handled. At least three professional references should be provided.
- A brief profile of the firm/individual and Curriculum Vitae of the Team Leader. and any other senior team members.

### 2. Financial proposal

- Consultant's daily rate in USD.

Item #	Qty	Unit	Part #	Item Description	SSS Unit Cost (USD) ONLY	SSS Total Cost (USD)
1	1	Head	Day	Person to facilitate 2020 Team Building (Approximately 80 Staff)		0.00
					<b>TOTAL</b>	<b>-</b>
					<b>Currency</b>	<b>USD</b>

Send the specific documents above to:

Procurement department.

**DEADLINE:**

All proposals are expected to be submitted by **19<sup>th</sup> March, 2020 at 5:00 pm** to below email address.

**CONDITIONS:**

1. SPSS reserves the right to accept or reject proposals
2. Only shortlisted candidates shall be contacted
3. Full payment shall be upon completion