



Background

CARE South Sudan is an international humanitarian organization dedicated to fighting poverty and social justice with a special emphasis on women and girls. CARE South Sudan is part of CARE International whose vision is to seek a world of hope, tolerance, and social justice, where poverty is overcome, and people live in dignity and security. CARE has been present in South Sudan since 1970. CARE South Sudan’s head office is in Juba with operations in Jonglei, Unity State, Western Bahr El Ghazal, Upper Nile, and Eastern Equatorial. CARE South Sudan’s Strategic Programmatic areas are broadly grouped into three areas: i) Gender Equality ii) Food and Economic Justice and iii) Health and Nutrition.

CARE South Sudan would like to invite competent and reputable Consultancy Companies/Firms/Individual Consultants for submission of “Expression of Interest (EOI)” along with the consultancy fee per day (including 20%government tax) to deliver various types of consultancy services listed below.

Lot No.	Categories	Consultancy fee in USD per day (Including 20% government tax)	Based in (Location)
1	Rapporteur-note taker		
2	Proof reading		
3	Proposal writing		
4	Translation (English to local languages and local languages to English)		
5	Interpreter (English to local languages and local languages to English)		
6	Data entry, data collection, data analysis and report writing		
7	Facilitation support for training/workshop/meeting		
8	Facilitator-Moderator on Women, Peace, and Security (WPS) discussion		
9	Report writing, validation and dissemination workshop		
10	Development of training manuals		
11	Preparing and editing of video documentary		
12	Photography		
13	Design, develop, print photo catalog and photo story		
14	Develop IEC materials		
15	Publish, post, broadcast/telecast IEC messages		
16	Design and develop audio-visual materials		
17	On -line survey development, training, and execution		
18	Development of ICT based information management system		
19	Vocational training		
20	Psychosocial Support (PSS) skills building training (example: training on the production of reusable pads, quality bags made from beads etc.)		
21	Strategy/Strategic plan development and training		
22	Leadership training		
23	Accounting and audit training		
24	Team building training		
25	Data visualization training using Power -BI		
26	Training in energy serving stoves and fuel efficiency stoves		
27	Training on Women Peace and security peace building		
28	Advocacy training		

EXPRESSION OF INTEREST (EOI) FROM ELIGIBLE CONSULTANCY COMPANIES/FIRMS/INDIVIDUAL

Lot No.	Categories	Consultancy fee in USD per day (Including 20% government tax)	Based in (Location)
29	Training women lead organizations (WLOs) on National Policy review and analysis		
30	Training young women on Leadership		
31	Training on the production of reusable pads, quality bags made out of beads etc.		
32	Training on women peace and security feminist principle and development of Women Peace and Security materials		
33	Facilitator-Moderator on Women Peace and Security discussion		
34	Income Generating Activities-(IGA) training on bread making, bedsheet and beads making		
35	TOT (Training of Trainers) on Village Savings and Loan Association (VSLA) methodology, develop bookkeeping & numeracy		
36	Developing policies and strategic plan of women led organizations		
37	Develop outreach and communication strategy		
38	Gender conflict analysis		
39	Rapid gender analysis		
40	Policy development		
41	Develop program management toolkit		
42	Legal services		
43	Audit services		
44	Human resource Services		
45	Geographic Information System (GIS) Mapping and updating		
46	Salary survey		
47	Knowledge altitude and practice (KAP) survey		
48	Baseline Survey		
49	Midline survey		
50	Mid-term evaluation		
51	Endline survey		
52	Endline evaluation		
53	Monitoring and evaluation		
54	Standardized Monitoring Assessment for Relief and Transition method (SMART) survey		
55	Feasibility Study		
56	Assessment and mapping, women participation, and inclusion study		
57	Localization study		
58	Masculinity, conflict, and gender-based violence (GBV) study		
59	Psychosocial support		
60	Protection risk assessment		
61	Data analysis		
62	Resources mobilization		
63	Construction supervision services including design supervision, inspection and independent third-party verification and certification for all types of construction		
64	Financial management and taxation		

Eligible consultancy company/firms must submit the following documents: -

1. Filled consultant application form for company/firms (Annex A)
2. Company profile
3. Tax identification number
4. Tax clearance certificate
5. Membership certificate from the responsible body where the company operates. (If applicable)
6. Registration certificate
7. Operation license (if applicable)
8. Reference letters from at least three clients

Individual consultants must submit the following documents: -

1. Filled consultant application form for individual (Annex B)
2. Updated resume
3. Passport biographical page or national ID
4. Reference letters from at least three clients

Please note that the consultancy fee per day must be valid for a minimum period of twenty-four months.

If you qualify, please submit your Expression of Interest (Eoi) along with all documents listed above to ssd.procurement@care.org by Friday, 23 June 2023, 4 pm. Hard copies of EOI can be dropped in the tender box after registering at the CARE reception.

CARE South Sudan reserves the right to accept or reject all or any EOIs fully or partially without stating any reasons whatsoever.

Annex A

CONSULTANT APPLICATION FORM FOR COMPANY/FIRMS:

(I) RELEVANT EXPERIENCE IN THE PAST TWO YEARS, PREFERABLY NGO'S IN SOUTH SUDAN – (MOST RECENT FIRST)				
S. No.	Dates (From/To) Day/Month/Year	Organization name and address	Type of consultancy	Consultancy fee per day/per assignment including taxes
1				
2				
3				
4				
5				
6				
7				

(II) MEMBERSHIP OF PROFESSIONAL BODIES								
Are you registered with a professional body?					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Registration 1: (if applicable)			Registration 2: (if applicable)					
Registration type:	Full	<input type="checkbox"/>	Registration type:	Full	<input type="checkbox"/>			
	Provisional	<input type="checkbox"/>		Provisional	<input type="checkbox"/>			
	Limited	<input type="checkbox"/>		Limited	<input type="checkbox"/>			
Name of body:			Name of body:					
Registration/ Reference Number:			Registration/ Reference Number::					
Date of expiry:			Date of expiry:					

(III) EDUCATION & PROFESSIONAL QUALIFICATIONS OF THE PROPOSAL STAFF

Include in this section all relevant qualifications and attach the updated CV.

Subject/Qualification	Place of Study	Grade/Result	Duration (Years/months)

MENTION YOUR “(A) AREA OF EXPERTISE” AND “(B) THE TYPE OF CONSULTANY” YOU ARE INTERESTED (IN
DETAIL). PLEASE ALSO INDICATE THE “LOT NO”.

Annex B

CONSULTANT APPLICATION FORM FOR AN INDIVIDUAL CONSULTANT

(I) RELEVANT EXPERIENCE IN THE PAST THREE YEARS, PREFERABLY NGO'S IN SOUTH SUDAN- (MOST RECENT FIRST)				
S.No.	Dates (From/To) Day/Month/Year	Client's name and address (location)	Type of consultancy	Consultancy fee perday/per assignment including taxes
1				
2				
3				
4				
5				
6				
7				

II) MEMBERSHIP OF PROFESSIONAL BODIES

Are you registered with a professional body? YES NO

Registration 1: (if applicable)			Registration 2: (if applicable)		
Registration type:	Full	<input type="checkbox"/>	Registration type:	Full	<input type="checkbox"/>
	Provisional	<input type="checkbox"/>		Provisional	<input type="checkbox"/>
	Limited	<input type="checkbox"/>		Limited	<input type="checkbox"/>
Name of body:			Name of body:		
Registration/ Reference Number:			Registration/ Reference Number::		
Date of expiry:			Date of expiry:		

(III) EDUCATION & PROFESSIONAL QUALIFICATIONS (HIGHEST FIRST)			
Include in this section all relevant qualifications.			
Subject/Qualification	Place of Study	Grade/Result	Duration (Years/months)

(IV) TRAINING COURSES ATTENDED			
Include in this section any relevant training courses that you have attended, or details of courses that you are currently undertaking.			
Course title	Training provider	Completion date	Duration (Years/months)

DECLARATION

I confirm that the information I have provided in this application form is correct and complete.

Full name:			
Signed:		Date:	

MENTION YOUR “(A) **AREA OF EXPERTISE**” AND “(B) THE **TYPE OF CONSULTANY**” YOU ARE INTERESTED (IN DETAIL). PLEASE ALSO INDICATE THE “**LOT NO**”.