

Call for Consultant for Business Start-Up Trainings

for the South Sudan Programme of Caritas Switzerland, South Sudan

Job Title	Consultant for Business Start-Up Trainings
Section /Department	International Cooperation, Country Group II, Country Programme South Sudan
Work Quota	The consultancy shall be conducted between October 2021 and March 2022 and shall have a duration of around 50-70 days (around 10 days per month).
Start / End	October 2021 - March 2022
Job location	Eastern Equatoria State, South Sudan
Tasks / Requirements	See detailed Terms of Reference in attachment
Deadline for applications	<p>September 30th 2021</p> <p>Applications should be submitted via email to the Caritas Switzerland Country Director: Julian Jekel jjekel@caritas.ch</p> <p>With CC to:</p> <ul style="list-style-type: none"> - Joyce Sebit jsebit@caritas.ch - Brigit Zuber bzuber@caritas.ch

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South Sudan

Terms of Reference

For a Consultant to Implement Business Start-Up Trainings for the South Sudan Programme of Caritas Switzerland

September 15th 2021

1. Introduction

Caritas Switzerland (CACH) has been working in former Eastern Equatoria State since the early 1970's. CACH is currently engaging in a project “**Restoration of Livelihoods for rural and semi-urban Communities in Eastern Equatoria State**” with the overall aim to strengthen the resilience of the vulnerable population. The project is co-financed by the Swiss Agency for Development and Cooperation (SDC).

One of the three main project outcomes is to diversify income opportunities and to support farmers and small-scale business holders with improved market access. It is planned that ecologically produced, diverse and fairly priced products are placed on local markets, thereby enhancing income and job opportunities for the poor. The provision of farm inputs will be carried out through existing market producers and suppliers in order to create sustainable linkages and to reduce the dependence of the communities on external aid. Linkages to local agro-dealers, traders and Village Savings and Loan Associations (VSLAs) shall support the farmers and small business holders in optimizing the marketing of their produce and products.

In order to support inclusive and sustainable businesses, 150 selected vulnerable households will be supported to improve their livelihoods through conditional cash grants to generate alternative and if possible non-agricultural income sources. Individual Businesses as well as business groups (of more than one household) will be encouraged, with a special focus to include women and especially vulnerable groups as business owners. It is also encouraged that the trainings and the business start-up support is specifically designed for illiterate and semi-literate entrepreneurs in fragile settings.

The support of CACH to the Business Start-Ups will be provided in 10 bomas in Ikwoto County and will be implemented as follows:

- Interested candidates in the respective boma can take part in a 2-day **Business Idea Development Training** (ca. 20 - max. 30 candidates per training; 10 trainings in total)
- **Selection Process:** Individual candidates / Business Groups fill out a Business Idea Template; Based on the submission of the filled-in template, an **Evaluation Committee** (2 CaCH staff / 1 County Authority staff / 1 consultant) selects the best candidates for support (ca. 15 persons / boma).
- The selected candidates / business groups take part in a 3-day **In-Depth Business Start-Up Training** (taking place in Ikwotos / in Isohe / or in the boma – to be decided); ca. 15-30 persons per training, ca. 5-10 trainings in total.
- After successful completion of both trainings, selected candidates / business groups are supported with a start-up grant (in two instalments, in total ca. 600 USD) as well as continuous monitoring support for 8 months.

CACH is looking for a consultant to implement the tasks outlined in chapter 2 below.

2. Objectives / Specific Tasks / Deliverables

The Consultant for Business Start-Up Trainings is expected to perform the following tasks:

Task	Deliverables	Number of Days (estimate)
Prepare the 2-day Business Idea Development Training	<ul style="list-style-type: none"> - Training Plan & Time Plan - Training Materials - Simple Business Plan template (basis for selection process) 	= 3 days
Lead the 2-day Business Idea Development Training	<ul style="list-style-type: none"> - Implementation of 10 2-day trainings (based in the 10 project bomas) 	= 20 days
Taking part in the Evaluation Committee	<ul style="list-style-type: none"> - Input to the Evaluation Matrix - Participation at the 10 Evaluation Committee Meetings (one meeting for each of the 10 bomas) 	= 10 days
Prepare 3-day In-Depth Business Start-Up Training	<ul style="list-style-type: none"> - Training Plan & Time Plan - Training Materials - Simple tools for Business Management - Training Certificate 	= 5 days
Lead 3-day In-Depth Business Start-Up Training	<ul style="list-style-type: none"> - Implementation of 5 to 10 (tbd) 3-day trainings (based in Ikwoto, Isoke or in the project bomas) 	= 15-30 days
Total		53 – 68 days

3. Duration, Place of Execution and Methodology

The consultancy shall be conducted between October 2021 and March 2022 and shall have a duration of around 50-70 days. The consultant is expected to travel to the 10 project bomas (in the project area Ikwotos in Eastern Equatoria State). Travel to the area will be organised by the Caritas Switzerland office in Torit. The Consultant will report directly to the Country Director in Torit and will be expected to work closely with the field staff in Ikwoto (especially with the Income Generation & Market Linkages Manager and Officer) to ensure sustainable learning and networking effects for the project team.

CACH will provide:

- Relevant project and context documents;
- Guidance throughout the process;
- Logistical arrangements for all field travel;
- Key background resources identified;
- Facilitation with required key stakeholders;
- Comments and feedback on, and approval of, all deliverables within agreed timeline.
- While in the field, the consultant will be provided with security briefings from the field security focal person.

The consultant will be responsible for:

- Review of documents
- Regular progress reporting to the Country Director, including responding to any comments or technical inputs;
- Production of deliverables within agreed timeline and in accordance with standard quality requirements;
- The Consultant will be required to abide by CACH security procedures and rules in place for staff.

4. Consultant Skills Requirements

The Consultant must meet the following requirements:

- Based in South Sudan and good knowledge of the South Sudanese context
- University degree in a relevant field (Economics, Business Administration, Agricultural Economics, Rural Development, and or related field)
- At least 4 years professional working experience in the field and/or in the area of international cooperation / development
- Proven strong experience in implementing Business Start-Up Trainings, business plan development, fostering of inclusive and sustainable value chains. Added value is work experience with female entrepreneurs and illiterate / semi-illiterate business holders.
- Experience in setting up small-scale businesses in rural, conflict-affected areas
- Excellent writing skills
- Proven experience of cooperating with people from different cultures. Sensitivity for political, social, intercultural and security issues
- Analytical thinking and openness for innovative solutions
- Fluency in English
- Experiences of working under volatile circumstances and flexibility to cope with operational challenges

5. Technical and Financial Offer

Submitted bid documents have to fully comply with this Terms of Reference (TOR) and must contain the following documents:

- Up-to-date CV detailing the consultant's profile and relevant experience
- Application letter
- Short technical (max 3 pages) and a financial offer: The financial offer shall include the proposed consultancy rate per day in USD (including all costs related to the consultancy). No detailed cost break is required, as CACH will organise field travel, etc.

6. Liability, safety and security

The Consultant must adhere to all CACH policies concerning safety and security as well as to the Caritas Switzerland Code of Conduct.

Interested applicants must submit their proposal and financial offer (daily consultancy rate) until **September 30th 2021** per email to the Caritas Switzerland Office in Torit (see e-mail listed on overview page).

CACH reserves the right to fully or partially cancel this call for consultancy service.