



Organization for Nonviolence and Development

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TENDER FOR PROCUREMENT OF CONSULTANCY SERVICES TO DEVELOP BUSINESS CONTINUITY AND SUSTAINABILITY PLAN AND OFFER TECHNICAL SERVICES.

I. BACKGROUND

The Organisation for Nonviolence and Development (ONAD) is a voluntary non-profitable organization that works to resist violence, transform conflicts and build peace in South Sudan. Founded in 1994 by South Sudanese University students at the peak of civil war for independence of South Sudan, ONAD is a legally registered entity with the South Sudan's Relief and Rehabilitation Commission (RRC). The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based groups and local authorities to prevent violence, promote gender equity, community safety and democratic governance.

Vision: A nonviolent, peaceful and democratic country where conflicts are resolved through nonviolent means and where every person has access to basic rights and lives a dignified life.

Mission: In order to achieve the vision, ONAD works with grassroots communities, civil society organizations, faith based groups and coordinates its work with the related local authorities and structures to promote nonviolence, good governance, gender equity and community safety through training, research and advocacy in; Nonviolence and Peacebuilding (NP), Governance and Civic Education (GCE), Community Empowerment and Gender Equity (CEGE), and Internal Organizational Development and Sustainability (IODS).

2. PURPOSE AND SCOPE OF THE NEEDED CONSULTANCY SERVICES

The prime purpose of this tender is to invite expression of interest and proposals from credible consultancy firms or experienced individual consultants within South Sudan or East African Region to compete for selection and recruitment as consultant/s. The required services will be provided within Juba with no travel outside the City. The assignment will include but not limited to design, facilitate and develop business continuity and sustainability plan for ONAD as well as support the organization in improving its online visibility and effective fundraising. More specifically this assignment is expected to achieve the following objectives:

3. OBJECTIVES

To overall objective of the consultancy service is to develop high quality business continuity and sustainability plan, achieve improved and diversified funding sources to run ONAD strategic programmes and operations. Specific objectives include;

- 3.1 To guide ONAD in designing, facilitating and developing high quality business continuity and sustainability plan to realize set programme and operational priorities and goals as envisioned in the 2021-2025 Strategic Plan.

- 3.2 To support and strengthen the capacity of ONAD staff and Board of Directors in increasing institutional online visibility, mapping potential donors and developing proposals to diversify funding sources for institutional sustainability.

4. TERMS OF REFERENCE FOR THE NEEDED CONSULTANCY SERVICES

With this tender **ONAD** with funding from the Swedish Fellowship of Reconciliation (SweFOR) based in Stockholm, Sweden invites expression of interest and proposals including the budget from qualified consultants to undertake the consultancy assignment to develop business continuity and sustainability plan for ONAD. The assignment is aimed among others to review ONAD's strategic plan 2021-2025 with view to develop concise, measureable and high quality sustainability strategy as well as raise additional funds for institutional sustainability.

All interested consultancy firms and or independent consultants are expected to meet the below terms of reference for the consultancy service:

5. REQUIRED ESSENTIAL TECHNICAL COMPETENCIES

- The applicant must demonstrate proven evidence of having carried out similar assignments for national or international non-governmental organizations including Sustainability Planning; Strategic Planning; Operational Planning or she or he has developed similar plans for clients in the last five years.
- Proven technical ability to independently gather and analyse qualitative and quantitative data, facilitate participatory stakeholder sustainability workshops, draft, edit and write (in English) sustainability plan for NGOs.
- Ability to coordinate, organize and implement the assignment with ONAD and its partners in professional manner
- Skilled in planning, designing and facilitating fundraising and sustainability workshops.
- Technical skills to author a sound final sustainability plan with clear aim, objectives, activities, inputs, outputs and outcomes as well as measureable indicators.
- Extensive practical experience in management of NGOs development projects (at senior positions) with proven technical expertise in projects proposal writing, project cycle management, strategic and sustainability planning, fundraising and organizational online publicity.
- In-depth knowledge of socio-economic and political contexts of South Sudan, donor countries and funding opportunities for NGOs.
- Ability to engage and supervise communication expert to improve ONAD's online visibility (facebook, website and X former Twitter..etc).
- Minimum of a bachelor's degree in social sciences from a recognized Higher Institution of Learning is required
- Availability and willingness to start and complete the assignment in late September and late October 2024.
- The applicant shall not be considered if she/he is covered by the European Union's list of persons, groups, and organizations subject to financial sanctions (EU sanctions list).
- The tender is open for all professional entities regardless of nationality, gender and other diversity.

6. DELIVERABLES

- Submit and discuss inception report with ONAD and its partners prior to the commencement of the tasks or assignment including clear timeline, methodology, budget for atleast one month and two weeks (45

days)...etc. The inception report of not more than 10 pages shall include an introduction/background, aim, objectives, methodology, expected outputs, Roadmap or workplan and budget for realizing the consultancy assignment. The report shall first be approved by ONAD before the consultancy is allowed to proceed with the service.

- Plan and facilitate a 2-day in house Business Continuity and Sustainability-Planning workshop for the staff, Board members and partners of ONAD as the basis for drafting Business Continuity and Sustainability Plan. The workshop will be held in coordination with ONAD management.
- Write, Submit concise, sound, and high quality *Business Continuity and Sustainability Plan* (BCSP) for validation, printing and launching. The Plan should include among others clear strategic goal, objectives, inputs and outcomes to diversify funding sources for programme and operational sustainability.
- Review and improve the contents of ONAD's official website, facebook page for increased online visibility
- In consultation with the management, map out potential donors and develop atleast two sound and grant-winning project proposals to secure additional funds for institutional programme sustainability.
- Render brief end of consultancy progress report to ONAD no later than November 15, 2024.

7. METHODOLOGY

The following methodologies are desirable:

- A mixture of qualitative and quantitative data collection tools including a literature review of existing strategic plan, key informant interviews and holding a stakeholder workshop are recommended.
- Observation of ethical standards in dealing with related data
- Planning and implementation of the consultancy service shall be in dialoge with ONAD management.
- Commitment to the use of participatory and interactive approaches in planning and conducting the workshop, mapping out potential donors and project development assignment.
- Any other relevant methodology and approaches from the consultant/s best to undertake the consultancy to deliver the expected results.

8. EVALUATION OF TENDERS RECEIVED AND SELECTION CRITERIA

Consultancy proposals will be examined based on tender requirements and terms of reference. Proposals with obvious deviations from the requirements/conditions will be disqualified. The evaluation and selection panel of experts with an odd number and at least three persons shall be constituted to independently evaluate and select successful applicant/bider based on quality of proposal, realistic budget and timeframe as well as proven professional experience of undertaking similar assignment in the past 3-5 years. Availability and willingness of consultant/s to carry out and complete the assignment within the given time will also be considered as an added advantage. Clear proposed consultancy workplan and budget with estimated days not exceeding 45 consultancy days.

9. SUBMISSION OF TECHNICAL PROPOSALS AND DEADLINE

All the interested Firms or Independent Consultants should submit their expression of interest and proposals ONLINE to: director@onadev.org with copy to onadjuba2011@gmail.com. All applicants must attach copies of their curriculum vitae, company's profile, sample of previous related work done and other documents of eligibility to support their application. **The last date to receive the proposals is 23 September, 2024 at 17:00 Central African Time-CAT.** Applications received will be acknowledged. **Only shortlisted applications will be consulted for interview or more information.** For related inquiry send email to the above emails or call: +211 925904576.