

PEACEFUL Project - Promoting Ecosystems and Communities for Enhanced Livelihoods through Understanding and Learning

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 February -March 2024 and shall have a duration of around 50-70 days (including reporting).
Start / End	February -March 2024
Job location	Eastern Equatoria State - 8 bomas in the counties of Torit and Magwi Central Equatoria - 8 bomas in the county of Yei
Tasks / Requirements	See detailed TORs overleaf
Deadline for applications	January 25th 2024 Applications should be submitted via email to, - apbraham@gmail.com - chapa.kasiya@gmail.com With CC to: - tgonda@caritas.ch - slokiden@caritas.ch - caritascdy23@gmail.com - ohidelaz@gmail.com

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Terms of Reference

For a Consultant to Implement Business Start-Up Trainings for Caritas Torit, Catholic Diocese of Torit and Caritas Yei, Catholic Diocese of Yei

1. Introduction

Caritas, the Social wing of the catholic dioceses of Torit and Yei are implementing a consortium project called PEACEFUL, Promoting Ecosystems and Communities for Enhanced Livelihoods through understanding and Learning, adapted to the Humanitarian, Development and Peace nexus, with keen interest in the restoration of livelihoods, preserving natural resources while mitigating conflicts within natural resource management peacefully among returnee and host communities in the target counties.

The consortium includes Caritas Switzerland as the consortium lead, Caritas Torit, Caritas Yei, Justice and Peace Commission (JPC) and Organic Farming Advisory Organization (OFAO) as the implementing partners of the PEACEFUL project.

The project targets returnees and host communities in the counties of Torit, Magwi and Yei with a prospect to diversify and identify income opportunities that will support farmers and small-scale business holders with improved market access and enhance income generation activities among communities. The projects aims at creating opportunities that will increase and alleviate income generation with a sense to environment sensitivity while utilizing locally available skills, knowledge and resources to thrive while creating employment opportunities within the local markets.

The project plans to provide through utilizing of farm inputs through existing market producers and suppliers in order to create sustainable linkages and to reduce the dependence of the communities on external sources. Linkages to local agro-dealers, traders and Village Savings and Loan Associations (VSLAs) incorporated into the shall support the farmers and small scale business holders in optimizing the markets for their produce.

In order to support inclusive and sustainable businesses, the project targets to train 440 youth ,women and farmers across the counties Torit, Magwi and Yei in business idea development while support 70 successful business plans with grants of which the 50% is paid back as revolving loans to ensure sustainability of businesses. The business can either be in group or individual proprietorship.

Caritas Torit and Caritas Yei are therefore seeking to hire a consultant or a consulting company to off these service with the deliverables below,

2. Expected deliverables of the consultant

1. Consultant will lead a 2-day **Business Idea Development Training** (ca. 20-30 candidates per training/boma)
2. Participate in the pitching/selection of submitted business plans of the trainees
3. Lead a 3-day **In-Depth Business Start-Up Training** for selected businesses who will receive grants and revolving loans (per county)
4. Provide training certificates to successful business plans

Specific tasks

Task	Deliverables	Number of Days
Prepare the 2-day Business Idea Development Training	<ul style="list-style-type: none"> - Training Plan and resource mobilization - Desk review of prodocs - Simple Business Plan template (basis for selection process) - Travel 	= Max. 3 days
Lead the 2-day Business Idea Development Training	<ul style="list-style-type: none"> - Implementation of, 2-day trainings (based in the 8 project bomas) 	= Max. 18 days
Taking part in the Evaluation Committee	<ul style="list-style-type: none"> - Input to the Evaluation Matrix - Participation at the 8 Evaluation Committee Meetings (one meeting for each of the 8 bomas) 	= Max. 8 days
Prepare 3-day In-Depth Business Start-Up Training	<ul style="list-style-type: none"> - Training Plan - Training Materials - Training Certificate - Travel 	= Max. 3 days
Lead 3-day In-Depth Business Start-Up Training	<ul style="list-style-type: none"> - Implementation of 8 (tbd) 3-day trainings (based in Torit, Magwi or in the project bomas) 	= Max. 10 days
Total		Max. 50 days

3. Duration, Place of Execution and Methodology

The consultancy shall be conducted between **February -March 2024** and shall have a duration of a **maximum 50 days including reporting**. The consultant is expected to travel to the project locations (in the project).

Caritas Yei and or Caritas Torit, depending on the locations will be responsible for,

- Provision of relevant project and context documents;
- Guidance throughout the process;
- Logistical arrangements for all field travels, accommodation and feeding
- Key background resources identification
- Facilitation with required key stakeholders

The consultant will be responsible for:

- Review of documents
- Regular progress reporting to the Executives Director or project activity lead, 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 local security procedures and rules in place for staff. CACH will however offer security briefing at inception of the activities.

4. Consultant Skills Requirements

The Consultant must meet the following requirements:

- University degree in a relevant field (Economics, Entrepreneurship and Business management, Agricultural Economics, Rural Development, and or related field)
- At least 4 years professional working experience in the field consultancy with additional at least 5 years of hands on project implementation in the relevant field and organization/companies

- 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/informal 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. Ability to speak local dialects and Arabic will be an asset
- 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 a technical and a financial section.

The technical proposal shall include:

- Up-to-date CV detailing the consultant's profile and relevant experience
- Work plan outlining which activities will be conducted and how many working days are required for each activity.

The financial offer shall include the proposed consultancy rate per day in USD (including all costs related to the consultancy).

Liability, safety and security

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

Interested applicants must submit their technical proposal (CV, work plan) and financial offer (daily consultancy rate) until **January 25th 2024** via the email addresses on the cover page.