



**JOB ADVERT- Consultant (for POLICY REVIEW AND DEVELOPMENT)**

AFOD South Sudan is looking for a competent **consultant or Firm** to review and update Action for Development (AFOD) South Sudan Operational Policies and guidelines. The Consultant/Firm will undertake desk review, AFOD staff and stakeholders' interview to review and updating of AFOD South Sudan Operational Policies and guidelines to strengthen and improve internal control systems and service delivery.

The Consultant will directly report to the Executive Director and supported by the Executive Committee and Board chairperson.

**Reporting to:** Executive Director

**Consultancy period:** 1<sup>st</sup> June 2021 to 30<sup>th</sup> July 2021 (2 months).

**Assignment location:** Juba

**1.0 Background information;**

Action for Development (AFOD) South Sudan was founded in the year 2011 as a National NGO and legalized in 2013. AFOD envisions a healthy, educated, productive, just, peaceful and united society. Our mission” is to work with the rural poor, marginalized and vulnerably communities to improve their social economic status and quality of life. AFOD is committed to delivering lifesaving services to the needy people in both stable and humanitarian crisis.

AFOD Strategic current program areas include; Integrated Health Services; Nutrition and food security and sustainable Livelihood; Water, Sanitation and Hygiene (Environmental Health); Education (basic and vocational education); Social support and protection; and Institutional capacity building and development.

In the last five years AFOD has successfully expanded her portfolio from just single project to multiple programs to meet the needs the vulnerable communities in the Country. AFOD is currently active two major regions of the Country i.e. Greater Bahr el Ghazal region (specifically in Wau, Raga, Jur River and Yirol East Counties) and Greater Equatorial region (we are in Budi, Terekeka and Lainya Counties) funded by UNICEF, WFP and South Sudan Humanitarian Fund (SSHF) to provide essential services.

AFOD's current Country strategic plan expired on 30<sup>th</sup> September 2020 and was linked to South Sudan Development Plan 2012 and millennium development goals. AFOD has significantly contributed to the performance of the National Development Indicators of South Sudan in the last five. We commit to continue contributing to the national development agenda of republic of South Sudan and effort towards a positive progress in achieving specific sustainable development Goals.

AFOD South Sudan operationalized its strategic plan 2015 and just concluded the implementation of her 5 years' Strategic Plan in late 2020, which therefore, calls for review and updating of the current operational policies to strengthen and improve internal control systems and service delivery.

In this regard, AFOD is looking for an experience senior consultant or firm to review her operational policies to strengthen the internal control functions and management of the institution. The consultant





or firm will undertake an in-depth desk review and interviews with staff, board members and key stakeholders (Government, donors, NGO forum, private sector etc) and update the Policies in line with the National and International standards and guidelines governing NGO management. The Consultant will directly report to the Executive Committee and from time to time he/she will be supported by Executive Director.

## 2.1 Purpose of the assignment

The purpose of the consultancy is to facilitate the review and updating of AFOD operational Policies aligned to the Strategic Plan and current Laws of the Government of South Sudan. The consultant is expected to perform the following key tasks and responsibilities;

- Conduct a comprehensive internal and external desk review and interviews with AFOD staff and key stakeholders to understand the policy environment so as to establish the strengths, weaknesses and opportunities and threats in the external environment for better understanding.
- Conduct situation analysis for AFOD South Sudan Policy environment.
- Actively engaging with AFOD senior management, Board members and other stakeholders.
- Review the current policies and rules and regulations to guide the process.
- Hold consultative meetings with AFOD senior management and some key selected stakeholders to solicit their ideas and opinions.
- Reviewing/developing AFOD South Sudan Policies, existing analysis and literature of the policy process at national and local level.
- Preparation of a work plan and an appropriate review framework
- Conduct in-depth review of AFOD current Policies and guidelines.
- Draft the AFOD South Sudan Policies to be presented to senior management and Board of directors (BOD).
- Reporting progress on regular basis;
- Develop comprehensive operational Policies for AFOD South Sudan aligned to the Strategic plan and Laws of the Republic of South Sudan.
- Convene a validation session to present the final draft policies to AFOD management, staff, and Board of Directors for their review and final endorsement.
- Submit the Final policy documents.
- Review and update the Policies based on the review process and their inputs from internal and external stakeholders.
- Conduct validation session/meeting to review the final draft of the Policies.

## 3.0 QUALIFICATIONS, SKILLS AND ABILITIES;

### 3.1. Required Qualifications:

- The consultant (s) should possess first degree in commerce, Business Administration and Accounting, International/Public Health, Development studies etc. Master's degree in



Business Administration, Global health, Public Policy, International Health, development studies is an added advantage.

- Should possess wide knowledge and experience in development of organization strategic plans and policy documents with adequate insight of global, regional and country perspective.
- At least 10 years' experience in programme development in developing countries, with at least 5 years' experience in policy development environment.
- Demonstrate high quality work at national and government levels in developing countries and ability to work in resource limited environments.
- Ability to work in difficult environment with limited resources;

### 3.2 Required skills and competencies;

- Good report writing and articulation skills,
- Very good analytical skills and strategic thinking;
- Interpersonal communication skills,
- Excellent and advance computer knowledge;

### 4.0 Application process;

Send a cover letter responding to the Terms of Reference that includes a CVs, a proposed work plan and a budget to [afodsouthsudan@gmail.com](mailto:afodsouthsudan@gmail.com) or [info\\_ss@afodi.org](mailto:info_ss@afodi.org) or deliver hand copies to **the Human Resource department, AFOD South Sudan, P.O.BOX 9, Gudele Block 9, Juba South Sudan**. Applications should be submitted by 5:00pm South Sudan time on 25<sup>th</sup> May 2021.

NB: To access the detailed TOR Visit <https://southsudan.afodi.org/work-with-us/vacancies/>

