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**THE LUTHERAN WORLD FEDERATION/WORLD SERVICE**

**SOUTH SUDAN COUNTRY PROGRAM**

**Terms of Reference for Training Consultancy on Network Management System for 5 Instant Network Schools (INS) Coaches and a Supervisor in Jamjang County of Ruweng Administrative Area, South Sudan**

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| **Requesting Section:** | Program |
| **Location:** | LWF Jamjang |
| **Date for the assignment:** | 07-09 December 2020 |
| **Project/Donor:** | UNHCR |
| **Project:** | Instant Network School (INS). |

**Background:**

Lutheran World Federation/World Service (LWF/WS) is an International NGO whose mission is “Inspired by God’s love for humanity, World Service is dedicated to challenging and addressing the causes and effects of human suffering and poverty, linking local responses to national and international advocacy.” To realize this mission, LWF World Service South Sudan Program is dedicated to addressing the causes and effects of the suffering and poverty of people in South Sudan, linking local responses to national and international initiatives”. LWF/DWS seeks to ensure unimpeded and timely access to humanitarian response, working towards development and sustainable solutions. It uses its commitment and solidarity with affected communities to take part in ensuring durable solutions. LWF/WS South Sudan started its operations in 1983, responding to the needs of vulnerable communities in hard-to-reach areas. In its disaster response, LWF has responded to the needs of the internally displaced, refugees, vulnerable community groups such as girls and women, and protection of children, in times of conflict and disaster.

LWF/WS operations in Jamjang County (Ruweng Administrative Area) cover Education and Child and Youth Protection for refugees and host communities with funding support from BPRM, Education Cannot Wait, Church of Sweden and UNHCR. LWF/WS is currently running Instant Network Schools in Napata Primary School and Soba Secondary School to support effective teaching and learning. The internet at the two (INS) centres supports teachers to navigate both online and offline content for lesson preparation, and for learners to access learning materials and DAFI scholarship connected students with their online mode of learning. Therefore, the internet has to be stable and that requires advanced network management for maximum benefit for all users according to the intensity of their respective activities. This level of skills is not present among the existing INS Coaches and Supervisor.

LWF/WS is seeking for the services of an experienced consultant to provide 3 days intensive training on Network Management for 5 INS Coaches and a Supervisor in Ajuong Thok Refugee Camp.

**Purpose of the Assignment:**

The overall purpose of the assignment is to equip 5 INS Coaches and a Supervisor with knowledge and skills for effectively monitoring and managing the internet bandwidth for efficient utilization and intended purpose. The Consultant will:

* Develop 3 days hands on training content covering key concepts on internet management systems.
* Provide 3 days intensive practical training to 5 INS Coaches and a Supervisor on internet management to enable them to monitor and control router traffic.

The deliverables should be able to assist LWF with the following:

1. A technical and financial proposal, with a clear action plan and timelines for conducting the assignment.
2. A summarized guide for internet management that can be used by the INS coaches and supervisor.
3. A 3-day training for 5 INS Coaches and a Supervisor on Internet management and maintenance.
4. A detailed training report accompanied with signed/login daily attendance of participants, content covered, methodology used, pre- and post- training assessment records.

**Scope of Work/ Work Assignment:** Under the supervision of the Education Coordinator, working closely with the Team Leader and the Education Manager, and generally answerable to the Program Coordinator, the focus of the assignment will include:

* Design and development of training content suitable to enable 5 INS Coaches and a Supervisor to manage the internet effectively.
* Lead the delivery of practical training of 5 INS Coaches and a Supervisor

**Work Schedule:**

The assignment will be for a duration of 3 days from the start date of the consultancy contract.

**Payment Schedule:**

Agreed payment schedule and percentages will be contained in the detailed contract. Payment of professional fees will be based on the deliverables outlined in the table below.

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| **Indicative Timeline** | **Deliverables** |
| 1 day | * Develop training content. |
| 3 days | * Training and assessing the participants |
| 1 day | * Follow up, evaluation and providing a detailed and up-to-date training report. |

**Product format and ownership:**

All products related to the assignment should be in electronic and hard copy submission. Ownership of the product aspects specific to the assignment will remain with LWF.

**Type of supervision to be provided:**

The LWF Programme Coordinator based in Juba is generally responsible for the delivery on this consultancy. Team Leader at the field level will provide guidance and direct supervision for this consultancy. The respective field location Education Coordinator will provide technical direction, contract management and quality assurance.

**Consultant’s Work Place:**

The consultant will be based in LWF/WS Compound in Jamjang and must bring his/her/their own laptop computer. The Consultant will travel to the training venue for the three days of the training.

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* University (preferably advanced) degree Computer Science, Information Systems or related field.

Experience & Competencies

* Proficiency with database languages.
* At least 2 years’ experience in internet/network management.
* Understanding of software development life cycle.
* Excellent written and verbal communication.
* Good interpersonal skills.
* An analytical mind with creative problem-solving abilities
* Good time management and organizational skills.
* Proven experience as IT Consultant
* Ability to troubleshoot hardware, software and network problems
* Experience with various operating systems and databases
* Experience in project management
* Professional certification (e.g. CompTIA A+) is an asset

Languages

* Fluency in written and spoken English is required. Basic knowledge of Arabic will be an added advantage.

**Interested Candidates must submit the following to qualify**

1. Cover Letter explaining why you are the most qualified for this consultancy including dates of availability.
2. Most updated Resume/CV.
3. Detailed technical proposal explaining how the consultancy will be done with a work plan that corresponds to the maximum number of days provided for the consultancy.
4. Detailed financial proposal with all related costs including professional fees and living allowance.
5. Scanned copy of highest degree and other relevant testimonials for the key consultancy team members.

Please send applications to: [**Recruitment.southsudan@lutheranworld.org**](mailto:Recruitment.southsudan@lutheranworld.org)**.** with the words “Internet Management Consultancy” in the subject line no later than Friday 04 December 2020.



**LWF aligns and embeds ethics for safeguarding the interests/rights of children and all other vulnerable groups in all its research and communication. The consultant will have to sign to LWF code of conduct and child protection policy and will be expected abide by the principles of non-discrimination, Child participation, informed consent, identification of risks, confidentiality and misuse of information.**