

**Terms of Reference for the CAFOD and Trocaire in Partnership (CTP) Workshop on  
Strategic Planning**

**Request for Quotation for Provision of Consultancy Service for Workshop on Strategic  
Planning.**

**RFQ No: 592/23/IPPASJ**

**Opening Date: 1<sup>st</sup> February 2023**

**Closing Date: 8<sup>th</sup> February 2023**

**Submission and Deadline for tender documents**

A soft copy of request for application containing all the requirements shall be sent to email address; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk), and copy the following emails; [nmusiyazwiriyo@cafod.org.uk](mailto:nmusiyazwiriyo@cafod.org.uk) , [gabina@cafod.org.uk](mailto:gabina@cafod.org.uk) , [bcharles@cafod.org.uk](mailto:bcharles@cafod.org.uk) , and [syiey-puol@cafod.org.uk](mailto:syiey-puol@cafod.org.uk) .

**Note:- please convert your documents into PDF form while sending via above emails.**

**CAFOD & Trocaire in Partnership (CTP)  
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
Next to Save the Children International  
Juba, South Sudan**

## **1. About CAFOD & Trocaire in Partnership Programs in South Sudan**

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Consultant who will provide Consultancy Services for three (3) day Workshop on Strategic Planning for CAFOD South Sudan Programme.

## **2. Terms of Reference for the CAFOD and Trocaire in Partnership (CTP) Workshop on Strategic Planning**

The CTP office in South Sudan is undertaking a process of strategic planning for its country programme in South Sudan. This process is following the CAFOD Integral Ecology Programme Model (IEPM) to plan and deliver the strategic plan for the country programme also known as the Programme Strategy for South Sudan. As part of this process CTP has been carrying out a number of partners and stakeholders consultations to gather input for the Programme Strategy. Consultations have been on a number of areas including the contextual situation analysis, nature of problems and issues affecting communities in South Sudan, vulnerable people and communities affected by these problems. CTP has also carried out reviews of some of its programmes, previous strategies and as well as monitoring reports with valuable community feedback. As part of the consultation process CTP would like to bring together its partners and stakeholders to discuss the nature of problems and their causes affecting South Sudan and synthesize all this information together. This would be in the form of a three day workshop. CTP is looking for a consultant who will help steer the workshop to understanding the bigger picture of the nature of problem/s, their causes, affecting vulnerable communities and people in South Sudan and how these can be resolved. This would go further to develop a theory of change, long term impact and pathways to achieve the desired change.

## **3. Objectives of the partner consultation process and workshop**

- i. To collate and synthesize information from previous consultations and reviews.
- ii. To steer discussions to identify and systematically analyse the problems affecting South Sudan and their cause and effect relationships and suggested resolutions.
- iii. From the above help design the theory of change for the CTP Programme Strategy including pathways to achieving the long term impact.
- iv. Carry out an assessment, together with partners and stakeholders, of the capacities and opportunities for CTP programme strategy.

## **4. Methodology of the Workshop**

The facilitator should have an understanding of the CAFOD Programme Strategy Guidance especially as it relates to Part D- Section 1 which will guide the work and output of the workshop. The facilitator is free to design methodologies that will help to achieve the objectives and deliverables of this ToR. The facilitator in liaison with the Country Rep will draft and agree the agenda of the workshop to guide the process. The facilitator will lead and steer the workshop produce the deliverables.

Do literature review which will include the following documents.

- i) Programme Strategy Guidance
- ii) Africa Framework
- iii) ICSP Context Analysis Report (Warrap)

- iv) HPP Benchmark Review Report 2022.
- v) South Sudan Country Strategy Paper 2020 to 2023
- vi) South Sudan Humanitarian Programme Scoping Exercise- 11 July 2016

**5. Keys Strategic Plan Deliverables**

- i. A robust discussion and engagement of partners and stakeholders to achieve the objectives of the workshop.
- ii. A detailed systematic and schematic presentation of problems in South Sudan, their causes and effects and suggested solutions as discussed in the workshop. This will include incorporation and synthesis of work from previous consultations, programme reviews, previous CTP Country strategic plans etc
- iii. A schematic presentation and detailed explanation of the desired long term impact, theory of change, pathways to change and outcomes for the CTP programme strategy.

**6. Workshop Plan (Proposed Timeline of the Consultancy)**

1	Literature review and planning	2 days	
2	Facilitate Workshop (14 to 16 Feb 2023 (Dates are fixed).	3 days	
3	Report writing-	2 days	Shall include items listed in the deliverables such as schematic presentation of problems analysis, theory of change, pathways to change etc

Please provided your quotations showing all the charges and taxes. Charges not included on the quotation will not be accepted.

**7. Expected Qualifications:**

- ✚ Postgraduate degree in Social Science or another relevant field
- ✚ Technical competence in strategic programming.
- ✚ 5 years of proven experience in conducting Workshop in Programme Planning and Strategic Planning.
- ✚ Experience conducting primary data collection and general research in conflict regions.
- ✚ Proficiency in qualitative methods of data collection
- ✚ Proven experience with data analysis (quantitative and qualitative)
- ✚ Excellent reporting and presentation skills
- ✚ Fluency in English (communication and writing skills)

**8. Applications**

Interested consultant/s should include should provide a brief proposal explaining their comprehension of the proposed consultancy and covering the following aspects:

- ✚ Detailed response to the TOR
- ✚ Proposed methodology.

- ✚ Safeguarding approaches, including any identified risks and associated mitigation strategies
- ✚ Proposed activity timeline.
- ✚ CVs of the consultant (s) involved in the assignment with an explanation of the team composition/roles in accordance with their proposed approach and methodology.
- ✚ Detailed budget

#### **9. Submission and Deadline for tender documents**

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#### **10. Additional information**

Consultant (s) will be required to sign and adhere to CAFOD mandatory Policies in annexes below.

##### **Annexes:**

- ✚ Annex A: CAFOD Terms and Conditions
- ✚ Annex B: CAFOD Code of Code
- ✚ Annex C: CAFOD Safeguarding Policy
- ✚ Annex D: CAFOD Antibribery Policy