

TERMS OF REFERENCE (TOR)

CONSULTANCY FOR THE DEVELOPMENT OF TRAUMA AWARENESS AND RESILIENCE BUILDING MANUAL AND TRAINING OF TRAINERS (TOT)

I. SUMMARY OF CONSULTANCY

Title: Consultancy for the Development of Trauma Awareness and Resilience Building Manual for FCA Staff and Peace Committee Members and TOT.

Location:	Juba, South Sudan
Application Deadline:	2 nd February 2023 4:00pm South Sudan Time
Type of Contract:	Consultancy Firm
Post Level:	National/International consultancy
Languages Required:	English Language
Starting Date:	13 th February 2023
Expected Duration of Assignment:	30 days

2. Purpose of the Consultancy

The purpose of the consultancy is to develop a Manual and Guidance Materials for Trauma Awareness and Resilience Building for FCA's South Sudan Country Office Staff and its partners.

3. Background and Context Analysis.

Finn Church Aid (FCA) is the largest Finnish development cooperation organisation founded in 1947. Finn Church Aid is a member of ACT Alliance. FCA operates in around 15 countries in Asia, Africa, and the Middle East. Our operation includes long-term development cooperation, humanitarian assistance and advocacy, and we operate around three thematic areas: Right to Quality Education, Right to Livelihood and Right to Peace. FCA's work approach is Rights based, and its operations guided by equality, non-discrimination, and responsibility. FCA has supported humanitarian and development programs in Sudan since 1972, and in South Sudan since 2010. FCA has been implementing Education, Peacebuilding and Reconciliation, and Food Security and Livelihoods Programmes with presence in Jonglei, Lakes, Upper Nile, and Central Equatoria State. FCA works using the triple nexus approach by implementing integrated thematic interventions with a view to build sustainable peace through stronger partnerships and collaboration with local communities, faith-based institutions, and government institutions in the implementation of peacebuilding and humanitarian interventions. Underpinning this approach will be the strengthening of organisational and institutional capacities of faith actors and local peace structures to participate in the development and implementation of FCA programmes and humanitarian response.

FCA in consortium with the International Organization for Migration (IOM – Lead), Community Empowerment for Progress Organization (CEPO), Support for Peace and Education Development

Programme (SPEDP), and the Whitaker Peace and Development Initiative (WPDI), are implementing a project “Locally-Driven Solutions for Addressing Social Cohesion and Promoting Early Recovery” in Central Equatoria State counties of Yei, Kajo-Keji, Morobo, and Lainya. The project is funded by the South Sudan Reconciliation, Stabilization, and Resilience Trust Fund (RSRTF) under the RSRTF Area-Based Programmes (ABP) Window for implementation in southern Central Equatoria. The objective of the South Sudan RSRTF under the Area-Based Programmes (ABP) Window for implementation in southern Central Equatoria, is to resolve conflict drivers at the local level, tackling existing community fault lines and supporting the peaceful reintegration of returnees. This joint consortium programme will therefore target communities in Kajo-Keji, Yei, Morobo and Lainya communities to support social cohesion and promote stabilization between politically divided communities and between returnees and host communities, as well as encourage early recovery in the country’s breadbasket region.

It is widely recognised that prolonged crises and violent conflicts have devastating consequences on the mental health and well-being of communities and individuals, and staff – especially peacebuilders – who often find themselves in the need to provide the needed services to those affected by the crisis. Given the South Sudan context - where war, violence, ethnic conflict, and drought have characterized the region for decades - real healing also depends on the recognition that everyone else in your surroundings has also experienced some hurt and trauma. These workshops are intended to start the process of trauma awareness and resilience. To carry this forward, good leadership is essential, and this is the goal of the Supplemental Leaders’ Workshop. Over time, it is hoped that both workshops will lead to changes in behaviour that will bring about greater sensitivity, interpersonal respect, and cooperation. Sustained recovery and peace may take a long time, but these workshops are an important first step. In recent years, significant advances have been made to respond to mental health and psychosocial support (MHPSS) needs in humanitarian settings, and more specifically strengthening the coping capacities and building resilience for humanitarian workers. Yet, MHPSS remains not structurally part of prevention and peacebuilding efforts. Addressing the psychological and social needs of communities is essential for building sustainable peace: Healing the conflicts within us helps resolve the conflicts around us. On this background, FCA and the RSRTF Consortium partners has commissioned this Development of Trauma Awareness and Resilience Building Manual consultancy targeting staff and effected populations. This is to intend to systematically support peacebuilding practitioners to be aware of MHPSS needs in peacebuilding and building coping strategies for staff to build resilience, and more importantly on how to create linkages with MHPSS professional actors for further management of cases.

4. Objective of the Consultancy

The underlying premise is that you cannot effectively build peace in your family, community, or the larger society until you first feel more at peace with yourself. And that peace - that healing - can only come when you recognize and start to cope with the hurt and trauma you have experienced in the past. The overall objective of this consultancy is therefore to contribute to achieving Inclusive sustainable peace and stability in of South Sudan. The specific project objectives are:

- I. To support development of Finn Church Aid Trauma Healing Training Manual for FCASSUCO. The Trauma Awareness, Resilience Building, and Psychosocial Support manual is meant to practically aid the peace and reconciliation practitioners (staff and community peace committees) through trainings and community interventions conducted by FCA. The manual may include themes such as Introduction to Trauma Awareness and Resilience Manual/Guidelines, Supplemental Leaders’ guide for strengthening Leadership Skills, etc.

2. Organise a Trauma Awareness Training for FCA staff (30 Individuals) on Understanding Trauma, Coping Mechanisms, and Compassion Fatigue.

5. Scope of the Consultancy

The overall scope of the consultancy is linked to SDG 03: Good health and well-being, and 16: Peace, justice, and strong institutions. It will be the sole responsibility of the consultant to develop the FCA trauma healing training manual that will be used during the R2P Projects in SSUCO.

Overall, the emphasis of the manual is psychosocial support, not clinical healing, which is the domain of professional psychiatrists and psychologists. The manual is also a resource from which other trainings, presentations, and interventions about trauma awareness, healing and resilience, peacebuilding and related topics can be developed. The manual should explain trauma awareness, resilience, and peacebuilding and how they can help in the recovery and healing process of individuals and communities in South Sudan. It also highlights their critical role in restoring the dignity and hope of the South Sudanese people - and by extension, help prevent future conflicts.

The content of the trauma training manual should therefore— covers basic concepts of MHPSS, and Introduction to Trauma Awareness and Resilience, Practicing Trauma Resilience, Strengthening Leadership Skills, Peacebuilding and MHPSS synergies, etc – and must be sufficient, effective reliable and relevant to the context of South Sudan communities and to the level of the beneficiaries needs for a period specified in the ToR.

A) *Manual and Materials Development*

- **Desk review** of available tools and materials including participatory consultations (facilitated by SSUCO) to develop Trauma Awareness Manuals for FCA and partner staff and Peace Committee Members.
- **Material & Guideline Content Development:** Develop/Contextualize, practical and easy to use Trauma Awareness and Resilience Building Manual for FCA and partners staff, and Peace Committees members
- Piloting and Validation of the Developed Manual
- Submission of the Manual and Usage Guidelines (in word and designed formats)

B) *Trauma Awareness and Compassion Fatigue Training for FCA Staff*

- Develop Content and Program and deliver the Training 30 FCA staff on Trauma Awareness/Management, and Compassion Fatigue in Juba (3-5 Days).
- Design an “After-Training” follow-up support.

6. Methodology.

The Consultant methodologies will involve survey and context analysis and plenary discussion to allow participants to actively participate individually and collectively in group discussions during the information gathering. Explore other Trauma training materials use by other organizations and compare the existing Finn Church Aid-Somalia Office Trauma Healing Manuals with the other manuals being use in The Country.

The consultant/consultancy firm will be required to develop and share a detailed methodology, all necessary tools, and propose the outlines/structure of how he/she will accomplish the development of the Trauma Awareness and Resilience Building Manual, to the contracting authority for approval before proceeding with the field work. The proposed methodology must include contextual

considerations. The inception report must provide details on the sampling strategy and quality assurance measures along the process.

The consultant is expected to conduct.

- a) **Desk review:** conduct a desk review with documents provided by FCA and RSRTF Consortium Technical Working Group members and documents from consultant's own references. All references should be listed in the final report.
- b) **Secondary data:** comparable and available secondary data should be collected. The sources for these data should be clearly documented with verifiable details.
- c) **Primary data:** The consultant is expected to collect primary data through samples from the counties specified above through workshops, interviews, and Focus Group Discussions.
- d) Submission and Piloting of the Draft Manual/Material
- e) **Validation of Study:** The consultant will be required to submit the piloted report to the FCA Peacebuilding Advisor review and feedback. The manual will be validated through a workshop (in person or online) among FCA project staff, partner staff, and other key stakeholders. The consultant will make the necessary changes as directed by the validation forum and the RSRTF Technical Working Group.
- f) Submission of the Final Materials/Consolidated Manual.

7. Expected Deliverables

Minimum requirements under deliverables are as follows:

a) **Manual and Materials Development**

- 1) Inception report within 3 days after signing the consultancy agreement with FCA. The report MUST detail the study design, methodology and process for accomplishing the beneficiaries, data collection instruments and tools of analysis, and work plan/ field work schedule. The consultant is responsible for obtaining ethical approval – when required. Further, the inception report should also include an outline of the final report.
 - 2) Presentation of the Draft Trauma Awareness Manuals and Materials/Guidelines for initial review.
 - 3) Piloting of the reviewed Manual and Materials in Yei, and subsequent Validation presentation
 - 4) Final Report maximum 20 pages excluding annexes. The report must be accompanied by the Final Manuals and Guidelines for the Trauma Awareness and Resilience Building
- b) Training for 30 FCA staff on Trauma Awareness and Compassion Fatigue (2nd Week December 2022)
- 1) Delivery of Training to 30 FCA staff in person in Juba.
 - 2) Training Report (7-10 pages)

8. Timeline

The timeframe for this consultancy is 30 days, from the time of signing the contract. The consultant must commit to finish the consultancy within the specified timeframe. The proposed time is divided as follows

#	Task/Deliverable	Estimated No of Days
01	Inception Report	03
02	Preparation of schedule for field work (approvals)	02

03	Field work and Manual Development/Delivery of Training	15
04	Draft Report & Manual Piloting	02
05	Presentation of Findings/Validation	02
06	Feedback, and final reporting	04
07	Submission of final report	02

9. REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

The Lead consultant must have expertise and grounded experience in developing manuals and training materials. The lead consultant must demonstrate a very good experience on participatory research and data collections/analysis tools. He/she should be competent in organizing and interpreting quantitative and qualitative data. S/he should meet the following minimum requirements.

- The Lead Consultant should have a post-graduate University degree (minimum a master's degree) in a field related to Social, Development, or Clinical psychology, Educational Psychology, Mental Health and Psychosocial Support, Social Science, and relevant professional certification.
- Have at least 5 previous experiences in conducting trauma awareness training at ToT level with reputable international Organizations.
- Must have extensive experience in Developing Trauma healing and Psychosocial Support Training Materials in Fragile Countries.
- Understand South Sudanese Multi-cultural diversity. knowledge of and familiarity with the socio-political, economic context, and cultural configurations of Yei, Lainya, Morobo, and Kajo-Keji counties. Excellent analytical, facilitation and communication skills for effective stakeholder engagements. A proven skills in managing networks with partners, duty bearers especially government officials, religious and traditional leaders, and military leaders.
- Language Capabilities: Excellent written and spoken English. Team members should have good understanding of local languages within the assignment geographical scope. Very good interpersonal and communication skills and excellent presentation Skills
- Excellent report writing, data collection and analysis skills
- Ability to work with minimal supervision, efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

10. REPORTING:

The Consultant/firm will report to FCA's Peacebuilding Advisor with technical support from the Head of Programs. He/she shall ensure quality and timely delivery of the expected results and will inform FCA of the progress as well as any obstacles that might occur.

The consultant shall submit the final report in both hard copies with any accompanying annexes.

11. REMUNERATION

The contract will be processed and negotiated in accordance with FCA's standard procedures for procurement and consultancy contracts. The incumbent consultant is responsible for all personal logistics, and the payment shall be linked to the key deliverables as follows.

- 30% payment after adoption and presentation of inception report.
- 30% payment after presentation and piloting of draft manuals.
- 40% after submission and approval of the final report and the manual

12. EVALUATION CRITERIA:

The consultancy applications will be evaluated by using the **Quality and Cost** approach (combined scoring method) as below.

Technical Proposal Evaluation (70 %)		
a)	The Lead Consultant has a post-graduate University degree (minimum a master's degree) in a field related to Psychology (Educational, Social, Development, or MHPSS), Social Science, and relevant professional certification.	10
b)	Lead Consultant has at least 5 years or more experience in developing Trauma Awareness Manuals. Evidence of 2 approved sample manuals from previous similar work required (Broken down into: Most relevant experience – 20 points and 5 points each for sample approved report of similar assignments provided)	30
c)	Study design, Methodology, and Interpretation of the TOR	10
d)	Outline of Manual. 6 Main chapters (2 points per chapter)	12
e)	Work Plan and Availability	08
Financial Proposal (30%)		
g)	Price (Technical and other fees). Applicants must provide a breakdown of technical and other administrative/logistical fees.	30
TOTAL SCORE		100

13. APPLICATION PROCEDURE:

The closing date for receipt of applications is **2nd February 2023** before **16:00hrs** South Sudan Time

The interested candidates should submit their applications by email with the heading **“TRAUMA MANUAL CONSULTANCY PROPOSAL”** to Procurement.Ssuc@kirkonulkomaanapu.fi with a Cc to Seme.Nelson@kua.fi and Johanna.Tervo@kua.fi

The applications should include.

- A one-pager cover letter indicating the consultant's expression of interest.
- Technical Proposal (maximum 10 pages) containing an Introduction, an interpretation of the TOR, design and conceptualization of the assignment, proposed methodology, methods, main assessment questions, and proposed work plan.
- A Financial proposal (maximum 1 Page) in USD Only. This includes technical fees, Airfare/ local transport, and all other related costs relevant to the consultancy. *Note: FCA shall **withhold** 20% of the **technical fees** per South Sudan taxation policy.*
- The Detailed Curriculum Vitae of the Lead Consultant(s) with at least 3 professional referees (official emails ONLY)
- 2 Approved sample reports of such previous consultancy undertaken within the last 5 years

Note:

- *Considering urgency, technical applications will be reviewed on rolling basis. Firms whose technical proposal is successful will be contacted.*
- *FCA is an equal opportunity employer with zero discrimination policy*
- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.*