



Terms of Reference

Facilitators for Capacity Assessment Workshop

Project Name	Geared for Success (GFS)
Project Location	South Sudan (Wau, Malakal and Awerial)
Required	3 facilitators (one per location)
Project Duration	2022-2027
Work Requested	Facilitators for organizational capacity assessment using Oxfam's Organizational Capacity Assessment Tool for Gender Just Organization (CAT4GJO). These facilitators will conduct workshops and action plan progress check-in meetings for Geared for Success partners during the lifetime of the project.
Organizations	<p>Oxfam South Sudan is an affiliate of the Oxfam International Confederation networked in more than 90 countries as part of a global movement for change. Its vision is "A just and sustainable world" and its mission is "We fight inequality and patriarchy to end poverty and injustice".</p> <p>Since its foundation in 1963, Oxfam South Sudan has been working since 1983 during the era of operation lifeline Sudan and is currently operating in Jonglei, lake state, western Equatoria, Eastern Equatoria central Equatoria Bahr El Ghazal state through its 4 areas of programme field offices. Oxfam work. Oxfam South Sudan intervention includes delivering humanitarian and transitional resilience project in water hygiene and sanitation (wash), Emergency food security and vulnerable livelihood, inclusive governance and accountability peace building, inclusive education and protection. Oxfam has a strong established relationship with local authorities, chiefs, community's development/ humanitarian partners and UN agency in all the locations and has gain wide acceptance. It also led in join market monitoring initiative.</p> <p>Our vision is South Sudan that is free from poverty and injustice in which people live in peace and dignity, equally enjoying their right and fulfilling their responsibilities in state that abides by principal of good governance. Our Mission Is to fight inequality to end poverty and injustice.</p> <p>War Child Canada is an international charity organization registered in Toronto, Canada, dedicated to helping children and their communities overcome the devastating effects of active and post war. Its vision is "Accelerating Peace by disrupting the cycle of violence" and its mission is "Driving Generational Change for The Hardest Hit by Investing in The Power of Local Communities."</p> <p>Since being founded in 1999, War Child Canada has worked in 20 countries across the world and we are currently operational in Afghanistan, Yemen, Sudan, South Sudan, Democratic Republic of Congo (DRC), and Uganda.</p>



Background

War Child Canada (WCC) and Oxfam Canada (OCA) in partnership with six community-based organizations in South Sudan and Uganda will be implementing the \$13.8m Global Affairs Canada (GAC) funded project “Geared for Success (GFS)” – Internally Displaced Persons (IDP)-led and Refugee-led organizations driving education in Uganda and South Sudan.

WCC, OCA, and our partners will implement the 5-year gender-responsive project (2022- 2027) in South Sudan and Uganda and a public engagement component in Canada. Although GFS will directly reach people in Canada, the ultimate project participants are students/learners in Uganda and South Sudan.

The project uses the Canadian Government’s Results-Based Management (RBM) approach to assess project progress and achievements. The **ultimate outcome** of the project is: *“enhanced equitable and inclusive learning outcomes for ‘refugee, internally displaced and host community children and youth, particularly girls and adolescent girls’ in the districts of Yumbe, Terego and Obongi in Uganda and Wau, Malakal and Aweril in South Sudan”.*

The **intermediate outcomes** of the project are outlined below.

- Outcome 1100: Improved performance of Community Based Organizations (CBOs) working on gender-responsive education.
- Outcome 1200: Increased access to gender-responsive quality education for refugees and internally displaced children and youth, particularly girls and adolescent girls, enabled by CBOs
- Outcome 1300: Enhanced collective action of CBOs to advance the right to gender-responsive quality education for refugee and internally displaced children and youth, particularly vulnerable group.

GFS will achieve this outcome by increasing access to gender responsive quality education for ultimate project participants, driven by local refugee-led organizations and internally displaced people (IDP)-led community-based organizations. The project CBOs are a mix of these organizations.

CBOs are on the front lines of providing essential education services for refugees and IDPs. To ensure that CBOs are ‘geared for success’, this project will facilitate and provide technical and financial resources to strengthen their capacity -with more women’s leadership and community support, allowing them to enable access to education and to successfully advocate for the right to education for ultimate project participants. GFS will also strengthen Canadians’ (including diaspora) contribution to education for refugees/IDPs and to the ‘Together for Learning’ Campaign and will advance the evidence base on the role of CBOs enhancing gender-responsive quality education for refugees and IDPs.

Organizational capacity strengthening is part of the project’s first pillar. The project’s country partners (community-based organizations (CBOs) will use Organizational Capacity Assessment Tool for Gender Just Organization (CAT4GJO) tool to assess organizational capacity strengths, weaknesses and gaps on gender just programming, including programming along the humanitarian-peace and development nexus, with particular focus on education programming. As a result of the workshop, CBOs will develop an action plan with short- and long-term activities that the organization will undertake to reach their capacity strengthening goals.

Prior to conducting the initial (baseline) CAT4GJO workshop for each CBO, the first step is to conduct a Training of Trainers (TOT) for facilitators who will be identified through this call and lead the CAT4GJO workshops over the life of the project. These facilitators will be individuals with a strong relationship with each local partner, who are well-versed in gender just programming and participatory facilitation methods. The original CAT4GJO guide is available [here](#), though note that this toolkit will be undergoing changes prior to official launch of the work.



Roles and responsibilities of facilitators

- Receive ToT on CAT4GJO by the lead consultant.
- Facilitate CAT4GJO workshop during the lifetime of the project (5 workshops i.e., once in a year) to assess the capacity and review the progress on capacity building of CBOs.
- Hold progress check in meetings twice in the lifetime of the project (i.e. Between Jul 2024 and Dec 2024 and Jul 2026 and Dec 2026)
- Compile and submit reports for each workshop and progress check in meetings. As required the facilitators will be expected to organize sessions to present findings and recommendations of each progress meetings.
- Closely work with the global consultant

N.B. The facilitators will be provided with detailed roles and responsibilities, standards tools and templates and any other guidance during the ToT training that will be organize by the lead consultant.

Experience, Skills and Qualifications

Following are the essential qualities required to fulfil the role of the facilitator:

- Neutral, non-judgmental facilitation skills that can foster constructive conversations around sensitive subjects amongst diverse stakeholders.
- Experience in using participatory and engaging workshop facilitation methodologies (strongly preferred)
- Experienced in balancing gender and power dynamics in workshop settings.
- Ability to contextualize the toolkit content and use appropriate examples and explanations.
- Experience in facilitating organizational development (OD) and management assessments and planning (desirable)
- Well-versed in the thematic area of education for children (especially young and adolescent girls and children with disabilities) of refugees and IDP, from a rights-based and comprehensive approach
- Strong understanding of child safeguarding and PSEA practices
- Availability to facilitate follow-up CAT4GJO workshops and lighter progress check-ins with the Geared for Success partners in the future, for example at mid-line and end-line assessments.

Language requirements

- Fluency in English
- Juba/Simple Arabic.
- And other local languages of the locations.

Facilitator expected time commitment.

In addition to the first baseline CAT4GJO workshop (between September 2023 and December 2023), the facilitator will be expected to conduct follow-up progress check-ins and midline and endline capacity assessment workshops. The following table provides an approximate time commitment expected.

Activity:	Time commitment:	Notes
Facilitator training (Sept - Oct 2023)	1 day preparation 4 days in-person workshop	This will be an in-person training.
First CAT4SRHR workshop (Between Oct 2023 and Dec 2023)	3 days preparation 4 days in-person workshop* 3 days report writing (post-workshop)	Workshop report template is available



Facilitator mini training on progress check-in workshop	1 day preparation 2 days workshop	Virtual workshop
Progress check-in (Between Jul 2024 and Dec 2024)	1 day preparation 1 day meetings 2 days action plan update report writing (post-meeting)	Progress check-in template is available.
Second CAT4SRHR workshop (Between Jul 2025 and Dec 2025)	3 days preparation 3.5 days in-person workshop* 3 days report writing (post-workshop)	Workshop report template is available.
Progress check-in (Between Jul 2026 and Dec 2026)	1 day preparation 1 day meeting 2 days action plan update report writing (post-meeting)	Progress check-in template is available.
Third CAT4SRHR workshop (Between Jul 2027 and Dec 2027)	3 days preparation 3.5 days in-person workshop* 3 days report writing (post-workshop)	Workshop report template is available.
* In situations where in-person workshop is not feasible, Oxfam has developed guidance note to support partners and CAT4GJO workshop facilitators conduct remote workshops. A CAT4GJO remote workshop will be five half day workshops with each workshop running for 3-4 hours per day.		

Total time commitment may be subject to change, depending on the needs of the Geared for Success partners.

Application Process and Timeline

Applicant to submit the CV, along with a short cover letter elaborating on how they meet the above criteria and their availability to perform this task as per the time commitments, to [Oxfam South Sudan HR office] at [hrrsouthsudan@oxfam.org.uk and jubaquotations@oxfam.org.uk], on or before [15th Sept “2023].

The application package should also include:

- A list of three references that can attest to their expertise as it relates to this assignment.
- Confirmation of availability for assessment period and ability to travel to project locations.

Please ensure your submission email has the subject heading: “**Geared for Success CAT4GJO Consultant**”.

Final candidates will be vetted in accordance with the expertise stipulated on the CVs and further discussions and clarifications shall be made during the interview process for an in-depth understanding.

Only those applicants selected for an interview will be notified.