



Call for Expression of Interests
ESTABLISHMENT OF BOARD'S CHARTER

Number: CINA007/EOI/2020

BACKGROUND

Community in Need Aid (CINA) is a non-governmental, non-profit making humanitarian and development organization formed in 2010 operating in South Sudan. CINA South Sudan is mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters and the organization is committed to attaining sustainable socio-economic development founded on community ownership, peaceful co-existence in diversity, improved quality of life, and self-reliance.

THE RATIONALE

CINA South Sudan is looking for a highly qualified and experienced consultant in the area of NGO leadership and management to plan and facilitate establishment of CINA's Board Charter and train the members of Board of Directors on its implementation. This assignment is part of the Yes We Can (YWC) capacity building window entitled *Enhancing Organizational Capacity, Advocacy and Community Engagement in Bor*, which is funded by Civil Society Facility (CSF). The planning of this engagement was informed by the recent Board's training on oversight leadership and governance.

OUTCOMES, PURPOSE AND OBJECTIVES

Consultancy Outcomes

1. Draft Board's Charter presented for Board's inputs
2. Board's Charter final version shared

Purpose and Objective

The purpose of the Board's charter development is to establish principles, processes, procedures and bylaws to guide the daily operations of the Board of Directors of CINA South Sudan towards an effective oversight leadership and governance.

Specific Objectives

1. Develop a draft Board's Charter based on the Constitution and policies of CINA South Sudan
2. Facilitate understanding of the provisions of the Charter and its implementation by the Board
3. Develop a final version of the Board's Charter

SCOPE OF WORK

- Design, prepare and share the Draft Board Charter and workshop documents, (including the Board charter, sample charters from other organizations with similar mandate, workshop handouts, training agenda/work plan and list of items required for the workshop);
- Facilitate a 2 days' workshop to present the provisions of the Charter, collect inputs from the Board, and lay an implementation plan for the Charter
- Prepare and submit a final version of the Board Charter and the workshop final report

CONSULTANCY REQUIREMENTS

Qualifications and Experience

- A Master's degree in Development Studies, Policy Studies, Public Administration, NGO Management or related field;
- At least 3 years of proven experience in the facilitation of workshops specifically on NGO leadership and management, including for Board of Directors;
- Previous work with UN/INGO on institutional capacity development for nascent NGOs in South Sudan will be an added advantage.

Skills and Competencies

- Evidence of facilitating similar training workshops in the past 5 years.
- Experience in legal instruments governing NGOs operations in South Sudan, including NGO ACT 2017
- Proven skills and abilities to use online platforms for the meeting such as Microsoft Teams, Zoom or Skype Calls
- Experience in handling online attendance and challenges of virtual meeting
- Proven track record in the coordination and delivery of training programs on time.

DELIVERABLES

The Consultant is expected to produce the following deliverables:

1. The final agreed workshop schedule and draft Board's Charter shared upfront 2 days before the workshop commences;
2. Facilitation of the workshop on the provisions of the Board's Charter, synthesis of Board's inputs and development of implementation plan for the Charter;
3. Develop and share the final version of the Board's Charter
4. A 5-pager workshop report, excluding any annexes;
5. Electronic copies of all workshop materials provided.

COST OF CONSULTANCY

The cost of this consultancy will be paid in two instalments. A deposit of 50% will be paid after the workshop is completed while the balance of 50% will be paid after submission of all the final version of the Board's Charter and deliverables for the workshop.

TIMELINE OF THE ASSIGNMENT

This consultancy is scheduled for 1-2 November 2020. The physical workshop will be undertaken in Bor.

REPORTING

The consultant will work under the supervision of CINA's Executive Director. The consultancy final report is expected not later than the 6 November 2020.

MORE ENGAGEMENT

CINA may consider engaging the consultant in different capacity after successful completion of this assignment (if need be).

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit:

- A cover letter;
- Consultant's profile (including company name, registration status and bank account details, areas of expertise and any other related information);
- Evidence of the applicant's history of delivery of similar consultancy;
- A technical proposal, with draft Board's Charter as an annexed and financial proposal outlining the cost for undertaking of the assignment. The financial proposal should provide details of the costs broken down by days/tasks against proposed training objectives.

Any interested competent consultant can send Expression of Interest quoting the number: CINA007/EOI/2020 to machuor@cina-southsudan.org; not later than 5:00 pm GMT+3, Tuesday, 27th October 2020.

CINA will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in the Terms of Reference should apply. Female candidates are encouraged to apply.

