

Terms of Reference (ToRs)

Consultancy for the Development and Review of Operation Manuals, Policies, and Procedures for SAADO

1. Background

Smile Again Africa Development Organization (SAADO) was founded in 2011. Registered with the South Sudan Ministry of Justice (1158) as a national non-profit organization that aims to promote social cohesion among the communities in South Sudan and empower them to fight poverty. As our motto states, it is an obligation for the youth of South Sudan to build a strong coalition and fight a bloodless war against poverty. SAADO is a vehicle through which ideas, expertise, and experiences are channeled. Our conscience commits us to the creation of better access to basic human needs through economic empowerment and the recognition of vulnerable groups—women and children. We do this in a way that is very simple. We consider everyone as an actor in the process of community empowerment, helping to enhance food security and livelihoods, access to quality health services and nutrition, access to quality education, and, in creating peaceful co-existence within and among communities. Above all, SAADO cherishes principles of human rights and dignity.

The organization is calling for proposals from competent and reputable consultancy firms for the provision of consultancy Services as per the TOR below.

2. The purpose of the consultancy

Purpose The purpose of hiring the services of the consultancy firm is to develop operational manuals/procedures for **Finance and Operations as well as safeguarding. E.g.** Financial Management, Human Resources (HR), Logistic and Procurement, Fixed Assets, Whistle Blowing, Fraud and Anti-corruption Policy, Security Policy, Security Management Plan (SMP), Child Protection Policy, Conflict of Interest policy, Health and Safety Policy, Per diem Policy, Information Technology Policy, Communication Policy, Prevention of Sexual Exploitation and Abuse Policy (PSEAH), Gender Equality and Diversity Policy and other related Standard operation procedures (SoPs) compatible to the needs of SAADO with the aim for improved operational efficiency and effectiveness contributing towards appropriate internal controls, transparency and accountability to program participants, donor and stakeholders

3. Scope of work.

The consultant will work with the SAADO committee under the supervision of the Executive Director. The consultant will lead and guide the process of reviewing the policies. This will include

- A review of existing laws, policies,
- Development of a sound methodology for review of the policies
- Collection of primary and where applicable secondary data
- Stakeholder consultation

- Vision and Mission statement Objectives and core values

4. Specific Tasks

The consultant will

1. Carry out a desk review of relevant documents including
 - a. **Finance and Operation Policies;** i.e., Financial Management, Human Resources (HR), Logistics and Procurement, Fixed Assets, Whistle Blowing, Fraud and Anti-corruption Policy, Security Policy, Security Management Plan (SMP),
 - b. **Safe Guarding Policies;** i.e., Child Protection Policy, Conflict of Interest policy, Health and Safety Policy, per diem Policy, Information Technology Policy, Communication Policy, Prevention of sexual exploitation and abuse policy, Gender Equality, and Diversity Policies. with the key objective of increased operational efficiency and improved humanitarian response
2. Hold a discussion with the staff of the committee to gather information for the assignment
3. Develop a comprehensive methodology and work plan for a participatory process for the review of
4. Hold consultations and facilitate interviews with relevant stakeholders, but not limited to other institutions like the Ministry of Labor

5. Deliverables

- a. Inception report: which covers
 - The understanding of the assignment
 - Comprehensive desk review of relevant documents
 - An elaboration of the assignment's methodology
- b. The first draft of the reviewed policies for stakeholders' consultation is to be submitted within three weeks of signing the contract
- c. The draft Report will be presented to the committee and Executive Director, for their input.
- d. Final draft policies. The final product of the process will be policy documents for SAADO.

6. Quality Assurance

The consultant shall use an evidence-based approach and ensure the highest standard of work and timely delivery at every stage of this assignment in particular the consultant will

- Clarity of objectives and processes during consultation meetings
- Counter-checks all facts and figures cited
- Ensure that the content and the format of the policies meet the highest standard expected
- Ensure proper editing and clarity

7. Expertise/Skilled Required

- Institutional operational experience of consultancy services of at least ten (10) years;
- Previous proven work experience with INGOs/UN relevant to similar assignments;
- Human resource capacity of consultancy firm with available/potential staff for the proposed assignments.

- Staff with required credentials, knowledge, and skills separately for each required assignment (Financial Management, HR, Logistics, and Security Management).
- The proposed human resource must also include staff with strong communication/reporting, editing/proof-reading skills; Note: Concern reserves the right to verify the proposed staff
- credentials, experience, and availability to your organization. Staff/Human Resources for the Proposed Assignment
- The proposed staff must have requisite academic qualifications, preferably postgraduate in a related field.
- The staff proposed for finance-related manuals/SoPs must have academic qualifications related to financial subjects, similarly the proposed staff for HR-related SOPs/Manuals must have HR-related academic qualifications while the staff proposed for logistic-related manuals/SoPs must have academic qualifications in related subjects.
- The proposed staff with practical experience related to the above-mentioned potential assignments i.e. the staff proposed for the logistic manual possesses previous work experience with INGOs/UN in supply chain management with roles and responsibilities related to development, implementation, and monitoring of organizational policies/internal controls – similarly for other proposed assignments such as HR, Financial Management and SMP;
- Institutional and staff experience of working in the humanitarian sector, understanding of humanitarian standards and principles, specifically working experience in an emergency context;
- The proposed staff is gender balanced;
- Understanding of local labor laws, safeguarding requirements (organizational code of conduct), procurement rules, and internationally accepted best practices and standards;
- Strong analytical skills, including legal analysis.

8. Requirement

Application Procedure

1. Technical proposal document containing the following which shows the consultant intends to carry out the consultancy.
 - a. Background and experience of the organization /individual
 - b. Description of methodology for achieving scope of work
 - c. Proposes an implementation schedule for each task
 - d. Proposed progress evaluation method
 - e. Team composition and proposed role on the team
 - f. CVs for proposed professional staff
 - g. Estimated time schedule for professional
 - h. Activity work schedule
 - i. List of reference
2. Financial proposal

9. Evaluation and Award of consultancy

Eligible proposals will be evaluated based on full and open competition, in strict adherence to the scoring criteria detailed below

- | | |
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| • Interpretation of scope of work | 20 points |
| • Methodology suitability for conducting this review exercise | 20 Points |
| • Experience and expertise in Similar Assignments | 40 Points |
| • Financial proposal | 20 Points |

10. **Rate and currency:** The rate shall be in United States dollars (USD)

11. Submission of proposals

The proposal shall be submitted in Hard copy in a sealed envelope and also in soft copies for consultancy from that are outside South Sudan to the following address solomon.njoroge@saado.org cc board@saado.org Or

SAADO Office

Plot No:1 Ext ECSS Guest House, next to Keyan Embassy

Hai Cinema

Juba-South Sudan

12. Registration for submission:

Please ensure that you register your hand delivery bid with the Procurement department and drop it in the bid box yourself before you leave the procurement Department

13. Request for clarification

Any request for clarification must be made in writing through the email solomon.njoroge@saado.org

Strictly and must be received no later than Friday 22nd of September 2023 at 3:00 P.M

Dateline for the submission of the proposals

The timeline for the submission of the quotes will be strictly on Friday 29th September 2023 at 3:00 P.M

14. Notification of the result

Only Successful and competitive bidders will be notified, and if you do not receive email communication within two weeks after the expiry of the dateline, consider your bids not successful

15. Language for the bids

The language for the bids shall be English only, but no other language to be used

16. Disclaimer

This is only a call for proposal and SAADO reserves the right to amend it at any time with or without notice. In such cases, SAADO shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotation

The decision of the SAADO Board of Directors shall be final