

CONSULTANCY FOR LOCAL PARTNER BOARD MEMBERS' TRAINING

Position:	Board Training Consultant
Duty Station:	Juba and Roving
Reports to:	Finance & Administration Manager
Remuneration	As per the budget available
Duration	18 Days



Strømme Foundation's vision is a world free from poverty, and our mission is to fight poverty by ensuring that all people have equal rights to economic resources get their basic needs met and can live a dignified life. Strømme Foundation is a value-based development organization. With the shared deep conviction that all human beings are born free and equal in dignity and right, SF and all our employees shall strive to approach people with openness and respect, without distinction of any kind, act against injustice, and ensure and fulfill human rights for all, and show solidarity and promote the dignity, rights, and development of all peoples. All employees should work by and adhere to Strømme Foundation's vision and values, Global Strategy, and other core global documents, strategies, policies, and guidelines.

INTRODUCTION

Established in 1976, Strømme Foundation (SF) is a rights-based development non-governmental organization working towards a vision of a world free from poverty. SF's mission is to eradicate poverty through access to inclusive quality education and income and job creation. SF's global cross-cutting issues of gender equality, climate change and environment, inclusion, and anti-corruption. In all her works, SF values human dignity, respect, justice, and solidarity. SF works through local partnerships to deliver its programs. Currently, Strømme Foundation is operating in nine (9) countries located in the regions of Asia, West and East Africa. In East Africa, SF has country offices in Uganda, Tanzania, and South Sudan.

OBJECTIVES AND SCOPE OF THE TRAINING

The overall objective of this training is to improve knowledge and understanding of the roles of Board members to increase their effectiveness in organizational governance. SF has four national NGOs that implement projects in Juba, Magwi, and Kapoeta East counties. It is expected that the successful Consultant will conduct four separate trainings of three days each for the partners. Three trainings will be held in Juba and one in Torit. An estimated 28 participants from partner organizations' boards will attend the training. The specific objectives of the consultancy are as follows:

To train the partners' Board members on:

- Providing policy guidance and strategic direction to the organization
- Roles and responsibilities of board members
- Role of the board in managing the organization's resources (finance and human)
- Role of board members in resource mobilization and partnership management



PROPOSED METHODOLOGY

The consultant will develop a detailed training manual in consultation with Stromme Foundation (SF) and its partners considering the needs of partner organizations. A standard training content for non-government and non-profit organizations Boards is expected from the consultant. The training manual should include relevant topics for effective Boards of NGOs. The training delivery method should be participatory, reflective, empowering, and based on actual case scenarios and question-answers. Stromme Foundation expects a team of two trainers for effective and efficient training delivery.

Task / Deliverable	Number of Days
Development of training manual and content in consultation with Stromme Foundation and partners (training preparation)	3
Detailed inception report including training manual content, training plan, and follow-up plans	3
Delivery of the training in Juba and Torit for partners Board members	8 ¹
Development or review of partner Boards' Charters and TORs on roles and responsibilities.	2
Finalization of the training and mentorship report	2
Total number of days	18

MANAGEMENT RESPONSIBILITIES

The consultant is expected to produce and share the training manual and training plan with SF and partners before the start of the workshop. The Consultant will report to the Finance and Administration Manager of Stromme Foundation.

The logistics and transportation costs of participants of the training will be provided by the Stromme Foundation.

DURATION

The task will require at least 18 days including 8 days of residential training. The task is expected to start in August and be finalized no later than September 30, 2024.



¹ Each Board training workshop will take two days per partner
strommefoundation.org



BUDGET AND TERMS OF PAYMENT

Stromme Foundation will process payment based on fixed-rate and performance-based terms. This means every segment of the consultancy shall be paid once completed and confirmed. Below is the budget and financial plan format.

Cost items / Tasks	Number of Days	Rate (USD)	Total (USD)
Development of training manual and content in consultation with Stromme Foundation and partners (training preparation)			
Detailed inception report including training manual content, training plan, and follow-up plans			
Delivery of the training in Juba for partners			
Development or review of partner Boards' Charters or/and TORs on roles and responsibilities.			
Finalization of the training and mentorship report			

PROFILE OF FIRM AND CONSULTANT

The trainers to be involved in this assignment should have at least a master's degree in business administration, and corporate governance and five years of experience in training corporate and NGO boards. The firm should have the ability to provide competent human resources for this task. Interested consulting firms or individuals can apply by submitting the following:

- A technical proposal including
- Description of how your skills and experience match the TOR requirements
- Proposed methodology and work plan
- A financial proposal: should include a detailed budget sheet with breakdowns
- CV of lead consultant
- Profile/experience of the consultancy firms
- Tax clearance certificate
- Contact details (Name, designation, organization, email ID, and phone no.) of 2 referees for similar activities.



PROPOSAL REVIEW AND SCORING CRITERIA

The proposals will be scored on the following criteria:

Key Criteria	Max Scores
Relevant work experiences of the firm in conducting financial management training for NGOs	20
A firm with the capacity to deploy adequate staff for the timely completion of assignments	30
Experience and expertise of proposed trainers (50 points) as revealed by submitted CVs	20
Cost-effectiveness and realistic budget plan as revealed by the financial proposal	30

ETHICAL CONSIDERATIONS

The Consultant will be required to take all the necessary actions to handle the collected data and information about partners responsibly to ensure data privacy, anonymity, and confidentiality.

OUR COMMITMENT TO SAFEGUARDING

Stromme Foundation is committed to safeguarding and promoting the welfare of children, young people, and adults and expects all staff, consultants, partners, and volunteers to share this commitment. We will do everything possible to ensure that only those who are suitable to work within our values are selected to work for us.

CONFIDENTIALITY AND NON-DISCLOSURE

All material developed and issued in connection with this consultancy shall remain the property of Stromme Foundation and shall be used only for this procurement exercise. All information provided shall be either returned to Stromme Foundation or securely destroyed by unsuccessful applicants after the procurement exercise.

During the performance of the assignment or at any time after the expiry or termination of the Agreement, the Consultant shall not disclose to any person or otherwise make use of any confidential information which s/he has obtained or may during this agreement relating to partner organizations or Stromme Foundation, the respondents or otherwise.

The consultant will be required to sign a non-disclosure and confidentiality agreement as part of their undertaking of this work.



INTELLECTUAL PROPERTY, COPYRIGHT AND OWNERSHIP

Stromme Foundation shall retain all reference materials provided as background used by the Consultant in the delivery of this assignment. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or because of this work shall be passed to Stromme Foundation without restriction. Copyright of all arising documents, data, information, or reports produced by the Consultant under this agreement shall belong to Stromme Foundation and will be passed to Stromme Foundation without restriction. Such documents, data, information, and reports shall not be used by the Consultant for any purpose other than in conjunction with this assignment, without the express written permission of Stromme Foundation

QUALIFICATION AND PROFESSIONAL EXPERIENCE

- Bachelor's degree in leadership and change management, strategic management, development studies, business administration and project management or management studies, or any other related field.
- MA in a related field will be an added advantage
- Specialized training in administration and logistics operations and practices is an asset.
- At least 1 – 3 years of relevant professional experience in a similar position.
- Ability to respond effectively to time-sensitive demands and inquiries.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of Labor laws and disciplinary procedures.

SUBMISSION

Interested Consulting Firms or Individuals should submit their technical and financial proposal to Stromme Foundation by **July 25, 2024, before 5 pm** via mail to SouthSudan@stromme.org copying Alice Tiyo Alice.Tiyo@stromme.org and Geriga Yassin Noah geriga.yassin@stromme.org mentioning the title of the assignment in the email subject line "Conduct Financial Management Training" and not exceeding 10MB.

