

## TERMS OF REFERENCE

### PROCUREMENT OF TEAM BUILDING FACILITATOR FOR JAM International

#### SOUTH SUDAN

#### JUBA OFFICE

### **BACKGROUND**

- Joint Aid Management (JAM) is an African humanitarian aid and development organization, operating sustainable programmes targeting the most vulnerable children and communities in Africa.
- We operate on a fully inclusive basis, without discrimination of race, religion, gender, or political persuasion.
- Founded in 1984 by South-African-born Peter and Ann Pretorius, JAM is an African, multi-national Non-Profit Organization.
- Our Programs includes Emergency Response - Water, Sanitation & Hygiene Food Security & Livelihoods - Health & Nutrition Education - Economic Empowerment

### **PROJECT OBJECTIVES**

JAM International South Sudan seeks to engage a consultant to carry out team building sessions in Juba with the below main aims:

- Build and improve the level of Trust among staff and JAM SMT/Leadership
- To improve staff productivity and performance at the workplace by conducting various fun, challenging, and engaging activities to strengthen team spirit.

### **ACTIVITIES/DELIVERABLES**

- Provide a professional resource person to implement the activities. Additional assistants will be at own cost.
- Prepare and conduct fun and productive outdoor activities involving all staff that promote team spirit and encourage an understanding of the role of teams in the workplace.



- Provide the required training materials, props etc. required for the team building. Game prizes and awards are encouraged.
- Provide transportation for the professional resource person
- Prepare and submit a team building report with follow up activities/recommendation
- Staff/Team morale boosted
- Trust of staff and JAM Management is restored
- Conflicts management addressed using JAM Policies and procedures

## **DURATION AND MANAGEMENT**

The consultancy will be for 2 days each in Juba and Aweil, under the supervision of the Operations Manager and Human Resources Coordinator.

Deliverables	Estimated Duration
Assess the team's working dynamics for 50 staff	0.5 days
Facilitation of the retreat	1 day on Propose Date Wednesday 20 <sup>th</sup> , July 2022 for Aweil and Friday 29 <sup>th</sup> , July 2022 for Juba
Preparation and presentation of final report including assessment results and recommendations	1 days



## **QUALIFICATION AND EXPERIENCE**

- ❖ Proven experience of conducting team building activities
- ❖ Demonstrate knowledge and advanced skills and at least 3 years of previous experience in the preparation of Team Building for NGO's
- ❖ Excellent facilitation and communication skills in English
- ❖ Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
- ❖ Excellent interpersonal skills
- ❖ Ability to relate JAM Core values (DELTA) to team building activities

## **JAM RESPONSIBILITY**

1. Cover the cost of professional fees
2. Participate in the team building activities

## **SUBMISSION PROCEDURE:**

Firms/Individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send copies of the following:

### **1. Technical Proposal that will include:**

- Interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Programs, Time and Activity Schedule
- Organizational and/or Personnel Capacity Statement
- Relevant experience related to the assignment. Must submit a list of clients/events handled. At least three professional references should be provided.
- A brief profile of the firm/individual and Curriculum Vitae of the Team Leader and any other senior team members

### **2. Financial proposal**

- Consultants daily rate in USD

Send the specific documents above to:

JAM Procurement department.



**DEADLINE:**

All proposals are expected to be submitted by **20<sup>th</sup> May, 2022 at 5:00 pm CAT** to the above mentioned address.

**CONDITIONS:**

1. JAM reserves the right to accept or reject proposals
2. JAM will Not cover the cost of flight ticket, Lodging, Feeding, Visas, Work permit and Accommodations
3. Quotation for two team events be submitted separately.
4. Only shortlisted candidates shall be contacted
5. Full payment shall be upon completion and submission of final report

