

To: Attn: Tel: Email address: Physical address:	Reference Number: SSD26052026AP
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From: - Eunice Baako -Procurement Unit	

Subject: Request of Quotation for Staff Wellness & Retreat for IsraAID South Sudan.

Closing date: 15th June 2026, 4:00 pm (Local time).

IsraAID: The Israel Forum for International Humanitarian AID in South Sudan invites qualified companies/entities to quote for staff wellness and retreat for IsraAID South Sudan. The agreement will come to consideration once signed by IsraAID office in AFEX River Camp, Hai Cemetery, Juba South Sudan. The requests for Procurement for staff wellness and retreat are specified as given below.

IsraAID South Sudan is committed to promoting Staff Wellness and resilience as part of this year Strategy. Staff are exposed to high emotional, physical and psychological demand in humanitarian context which can lead to burnout, fatigue, and disengagement if not proactively addressed. As part of the staff wellness plan 2026, quarterly wellness themes are to be implemented. From Q2-Q4 2026, an external wellness coach will be engaged to facilitate specific themes, including Occupational wellness & Staff Retreat in (Q2), Finance wellness in and (Q3) and the same facilitator will also facilitate the end of year get together providing holistic approach to Staff care and team cohesion.

Objectives

- The objective of this TOR doc is to outline the purpose, scope, responsibilities and deliverables for the upcoming Staff wellness & Retreat at IsraAID South Sudan.

Scope of Work

The facilitator will be responsible for:

- **Q2. Occupational wellness:** Facilitate a reason to get up in the morning & Spark Type check-ins, reflective exercise on work purpose and motivation.
- Deliver a 3-hour integrated session combining:
- Motivational discovery-guiding staff to explore their passions, vocations and personal purpose within the humanitarian context.
- Collective interest teambuilding-linking individual insights to the team's shared mission, strengthening cross-departmental communication, collaboration and problem solving.



Tel: (+972) 54 6785033

Fax: (+972) 9 862 0042 Email: info@israaid.org Web: www.israaid.org.il

IsraAID is a registered non-profit organization in Israel under the name IsraAID: The Israel Forum for International Humanitarian Aid (Amuta/Org. number 58-047295-9, South Sudan Registration with RRC No:035).

Q3. Deliver a 2-hour practical session on financial planning, money mindfulness and saving strategies.

Q4. The retreat should combine structured reflection with engaging team-based activities. Suggested activities include:

- Trust-building activities –fostering mutual support.
- Problem solving and collaboration activities-improving collective decision making and innovation.
- Bonding Activities-Strengthening interpersonal relationships in relaxed environment

Deliverables

The Facilitator will deliver:

- A detailed retreat agenda and facilitation plan (at least 1 month before the retreat)
- Facilitation of the quarterly wellness sessions (Q2-Q4)
- Successful delivery of the Staff Retreat
- Post-retreat report summarizing key activities, outcomes and staff feedback

Qualification of the facilitator

- Demonstrated experience in staff wellness, organizational psychology, or team building
- Prior facilitation of retreats, workshops, or wellness programs (preferably in humanitarian organization)
- Strong interpersonal, communication, and participatory facilitation skills.
- Knowledge of stress management, resilience-building, and adult learning methods.

Responsibilities

Facilitator:

- Develop activity content and methodology.
- Provide materials required for facilitation (with prior approval)
- Lead sessions and ensure participation of all staff.
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IsraAID South Sudan (HR & Admin)

- Coordinate logistics, venue, and participant communication
- Ensure timely payments and reimbursements
- Collect and compile participant feedback

Team Committee

- Coordinate and oversee all procurement related to the retreat and transportation
- Ensure all necessary materials and resources are available for workshop and sessions.

Participants

- Actively engage in all activities and contribute to the success of the retreat
- Provide feedback and insights during discussions and workshop



- Comply with the guidelines and schedule outlined for the retreat.
- sharing among staff and teams.

Conditions to be considered by the service provider

- The service provider should consider the due time of quotation
- He/she adhere to deliver on time and do any clarification before delivery
- The service provider should only quote for the best quality and quantity.
- The service provider must indicate each reference number on the sealed envelope.

Any offer for pricing of Staff wellness & Retreat RFQ which does not comply with the following instruction conditions for submission, will be considered invalid.

Quotations shall be handed over to the procurement Unit, IsraAID office; Attention: Ms. Eunice Baako in a **Sealed Envelope/ ssdops@israaid.org**

- Quotations must include name, address, and telephone number of the Staff wellness & Retreat company.
- Quotations shall be officially signed and stamped on letterheaded document;
- Please attach your registration valid document of the company and the previous PO of similar/relevant prior experience service of Staff wellness & Retreat to another NGO's.

- RFQ evaluation results/award will not be made public;
- Quotations should be valid for at least 30 days;
- Partial quotes are permitted;
- IsraAID reserves the right to purchase only selected items contained in the offer;
- IsraAID payment terms are by bank transfer, cash payment or cheque payment within 30 days after receiving IsraAID certified invoice.
- Code of Conduct – IsraAID suppliers should comply with IsraAID values and code of conduct by signing the according documents before the start of the agreement. In case you need further details on this please request them by email to ssdops@israaid.org

Request of Quotation for Staff wellness & Retreat.

S/N	Items Description	Unit	Quantity
1	Staff wellness & Retreat	quarterly	1
	Sub Total		

Note: If specifications are not put up clarifications may be sought prior to the closing date by contacting Mr. Garang Manyok on +211 (0) 922 741 415/ Or Eunice Baako +211 (0)928 568 062.

