

## **TERMS OF REFERENCE**

### **CONSULTANCY FOR TRAINING ON ADVOCACY AND CONFLICT-SENSITIVE OPERATIONS AND REPORTING**

#### **1. Background**

The Norwegian People's Aid's (NPA) Civil Society Development Programme (CSDP), with funding from the Norwegian Ministry of Foreign Affairs (MFA) through the Royal Norwegian Embassy in Juba, is currently implementing a project on Civil Society Engagements for Civic Space and Democratisation in South Sudan. Initiatives under this project support civil society activities, to expand civic space through engagement with communities, political leaders, and strengthen the organizational capacities of local civil society partners. The initiatives under the programme are implemented in several locations across the country.

#### **2. Consultancy Summary**

In recent years several initiatives have been spearheaded to support South Sudanese civil society to develop their institutional capacity as well as capacity in advocacy and conflict-sensitive operations and reporting, integrating the Do No Harm principles and gender inclusion in their daily work and to avert fueling conflict.

However, only a few and only in some areas, of civil society organizations have managed to grow. Still, many CSOs in South Sudan lack very basic skills including how to develop and design advocacy plan and skills on conflict sensitive operations and reporting to advance their work on issues related to democratic governance, human rights, peacebuilding, and media.

This term of reference sets out a call for a consultancy/and or consulting firm to design and implement three-day-customized training for NPA's partners (approximately 30 participants) in Juba on Advocacy and Conflict Sensitive operations and reporting, combined with basic elements of Do No Harm Principles and gender inclusion.

The tailored training should introduce participants to the techniques of Advocacy and Conflict Sensitive Operations and Reporting; specifically, to general design, programming, and implementation approaches. In addition, the training should aim at providing a platform for gaining a good understanding of the two techniques, and how to practically apply them. Further, the consultant should guide the trained civil society practitioners and leaders to develop conflict-sensitive policies and advocacy plans. This will enable partners gain critical techniques and be able to support their organisations work and report in a conflict sensitive and Do No Harm manner, after the training. This consultancy will be carried out in Juba, South Sudan.

### **3. Key Responsibilities:**

Based on South Sudan's contextual dynamics, the consultant will provide practical and tailored training on Advocacy and Conflict Sensitive Operations and Reporting, integrating the Do No Harm principles and gender inclusion that will achieve the following learning objectives for the civil society practitioners and leaders:

1. Participants understand the concepts of Advocacy and Conflict Sensitive Operation and Reporting
2. Build skills and experience in relation to Advocacy and Conflict Sensitive Operation and Reporting
3. Deepen participant's understanding in the principles, practices, and policies that underpin these concepts;
4. Build participants confidence in applying these concepts;
5. Expose participants to existing tools, to facilitate the use of these concepts in planning, implementation, and project/program evaluations;
6. Raise participants' self-awareness in terms of behavior, attitudes and values in undertaking development initiatives with specific focus on conflict sensitivity and gender inclusion.

#### **To achieve these responsibilities, the consultant(s) will:**

- Produce a comprehensive training module detailing relevant Advocacy and Conflict Sensitive Reporting concepts/tools.
- Develop a training course methodology that is dynamic, fast-paced, and content-rich. The course content will consist of practical lectures, role plays, video dramatizations, case studies, and self-revealing instruments/questionnaires.
- Develop learning methodologies that will be enhanced through active participation in individual and group exercises followed by debriefings to expand understanding and make the learning come alive.
- Pre and Post-course assessments will be used to measure the effectiveness of this training and the pre and post skill and ability of participants- using online platform/tool.
- Review and guide the development of realistic advocacy plans and safety/security policies for the trained institutions.

### **4. Methodology**

The training approach should be highly practical, participatory, and fun. It should focus on real issues, reflecting real South Sudan context, and help participants to use the techniques covered, rather than just hear and / or discuss them. The training should be carried out in simple language and small group size to guarantee accessibility and an interactive learning environment. A variety of learning methods should be employed to stimulate interest and meet the differing learning styles of participants – including real projects/campaigns, and group exercises. The training should be supported by extensive materials for participants to take away and apply after the training, including a detailed training manual.

The follow-up approach should be demand driven and addressing the needs of the partners. The follow-up approach should be carried out using different means, e.g. follow-up visits, zoom meetings, Skype group calls, and individual support via email and / or phone communication. Further, the consultancy should provide remote support to guide partners finalize their conflict-sensitive advocacy plans.

## 5. Deliverables

- Inception report outlining Advocacy and Conflict Sensitive Operations and Reporting Training methodology (integrating the Do No Harm principles and gender inclusion)
- Training Manual for Advocacy and Conflict Sensitive Operations and Reporting Training methodology (integrating the Do No Harm principles and Gender)
- Three days Training of civil society practitioners and leaders (integrating the Do No Harm principles and Gender inclusion)
- Pre and Post-course assessment reports skills and abilities of participants (using the online platform/tool to analyze data)
- Remote support via Skype, email and / or phone calls and copies of developed advocacy plans and safety/security policies.
- Final Training Report of 15 pages max- including toolkits, training materials, and action plan.

## 6. Required Skills and Experience

- Must have at least 5 years' experience in Advocacy and Conflict Sensitive Operations and Reporting in fragile contexts.
- Must have a sound understanding of the South Sudan context, especially in relation to advocacy dynamics.
- Familiarity with a wide range of capacity-building techniques and training methodologies.
- Proven ability to work collaboratively and build consensus across diverse sets of leadership skills
- Excellent oral and written English skills
- If the applicant is an organization/ firm/company it must be legally registered.

**7. Reporting:** The consultant will report to the Programme Manager Civil Society Development Programme (CSDP).

**Timeline:** The consultancy will take 15 calendar days.

## 8. Application

Interested applicants should submit the following documents:

**Technical Proposal:** The technical proposal should include the following information listed below. Please note that there is an added requirement for companies- please see the last requirement.

- **Cover Letter:** Should outline interest, suitability, and availability.
- **Methodology and Work Plan:** Maximum of three (3) pages outlining a suggested methodology suitable for the context in South Sudan and an indicative timeframe.
- **Past Performance:** Maximum of three (3) pages describing similar work completed in the past three (3) years. This can either be found in a list or CV format.
- **References:** At least three (3) references should be supplied, including the name of the client and name of the client's individual contact, including phone number, email, and address.
- **Work Sample:** Please include a brief sample (no more than 5 pages) of your written work undertaken during a recent similar type of activity.

- **Cost Proposal:** Please include detailed cost proposal for the LOE and number of days as per the timeframe indicated.
- **For Companies Only: Registration and Audit Reports:** If this is a company that is choosing to apply, please ensure to include registration details Tax Identification Number (TIN) and audit reports. Individuals are not required to do so.

Applicants should submit these documents to [rss-tender@npaid.org](mailto:rss-tender@npaid.org).

Hand delivered applications should be addressed to:

The Bid Committee,  
Norwegian People's Aid  
Martyrs Street, Plot 41B,  
Juba, South Sudan.

**The application deadline is 29<sup>th</sup> July 2024.**