



Adventist Development
Relief Agency
South Sudan.



MUNUKI SDA CHURCH COMPOUND
KUWAIT ESTATE RD
PO Box 247
JUBA, SOUTH SUDAN

Terms of Reference Engagement of consultant Training ADRA staff VSLA activities

Background:

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health: Disaster Response: Economic Growth: Hunger and Nutrition: Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, ADRA implements programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender/protection.

Programme Description:

ADRA South Sudan works in four states across South Sudan (Upper Nile, Warrap, Eastern Equatoria and Western Equatoria). The agency works in both humanitarian and development sectors in four thematic areas namely, Education, Food Security and Livelihood, Emergency response/protection, Health and WASH. ADRA has been implementing projects, within these sectors, in Upper Nile for over a decade.

Currently, ADRA South Sudan implements a multi – sector Access to Sustainable Solution (ACCESS) project, which is an intervention on - going till the end of 2025, funded by the Danish government (Danida), through ADRA South Sudan's partner ADRA Denmark. The overall objective of the project is **“to increase the protection of vulnerable groups, especially women and girls, save lives of the most vulnerable in times of crisis and build productive assets through an integrated and multi – stakeholder approach that involves CBOs (Youth and Women groups), NNGOs, local community structures and networks, local authorities, humanitarian and development partners in Upper Nile”**. The project activities are implemented within Nasir and Maiwut Counties in Upper Nile State, South Sudan.

One of the outputs of the program is related to livelihoods community support: “3.2.2 Increased disposable savings / income managed by VSLA members”

To facilitate management of VSLA data and track progress of savings and VSLA activities, ADRA seeks to engage a consultant to install an MIS system and train ADRA staff in the use of the MIS system. The delivery time frame to install the system, train the staff on its usage, setting project





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specific proxy indicators for VSLA as well as testing the system will take at least 10 days inclusive of the consultant travel days and preparation for the assignment.

Objective

- i. Establish the Savings Group Information Exchange (SAVIX) version 2.0 MIS within ADRA systems
- ii. Train relevant ADRA staff on the following according to the Savings Group Information Exchange (SAVIX) version 2.0 or better guidelines;
 - Setting up an MIS:
 - Developing proxy indicators to track VSLA outcomes
 - Data collection, auditing and entry
 - Project Management reports
 - Trouble shooting
- iii. Adapt the training to empower staff with necessary skills to implement track and report on VSAL activities.
- iv. Develop and share training material for use by the staff

Expected output of the training:

After the training, the ADRA South Sudan staff are expected to be able to conduct the following:

- ✓ Set up and facilitate VSLA groups
 - Enter data into the system
 - Analyse data using the system
 - Develop VSLA progress report using the information generated by the system.

It is expected that the consultant will provide all necessary training materials, manuals, data collection tools and handouts for the participants during the training sessions and pilot the system and submit the evidence of participants ability to use the system during the training.

General Requirements

Consultant

- i. The Consultant shall use the participatory training methods which aims to foster a reflective and interactive process. Training, coaching, and mentoring to assist participants understand the system better.
- ii. The service provider is expected to conduct a 5-day training
- iii. Evaluate training effectiveness and provide recommendations to ADRA

Time Frame

The trainer/consultant will be engaged for a period of 10 days. The training will take place in the ADRA sub – office in Jikmir in Nasir County.

Qualifications of the Consultant/Trainer

- i. Relevant degree in social sciences, economics, or other relevant fields.
- ii. Proof of SAVIX training and experience





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- iii. At least 5 years previous experience conducting capacity building in SAVIX through implementation or provision of training
- iv. Advanced level of conducting participatory training for adult learners

Deliverables

- i. Submit to ADRA SAVIX training Manual and hand-outs.
- ii. Training Material/ course schedule of training.
- iii. Submit a report for Evaluation of the training. A report after the training that includes an analysis of understanding of the system by the participants

The call

ADRA is inviting interested individuals and/or companies to submit BIDS for establishing the Savings Group Information Exchange (SAVIX) version 2.0 MIS and training staff on the system.

Interested parties should present:

- o An expression of interest outlining how the Consultant(s)/company meets the technical specifications/selection criteria and their understanding of the TOR and methodology.
- o Proposed methods and activities schedule/work plan with time frame.
- o Consultant profile and CVs of the team/s who will undertake the training.
- o Details of previous similar work conducted by the contractor(s).
- o Financial proposal detailing consultant(s) itemized fees for the bided work.
- o Tax Clearance Certificate.
- o Company registration documents.
- o Two referees

Ownership and Disclosure of Data/Information

All documents, project designs, drawings, data, and information shall be treated as confidential and shall not be without the written approval of ADRA be made available to any third party. In addition, the contractor(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of ADRA be made available to any third party. The utilization of the designs is solely at the decision and discretion of ADRA. All the documents containing both raw data/materials provided by ADRA both soft and hard copies are to be returned to ADRA upon completion of the assignment. All documentation and reports written as, and because of the contract or otherwise related to it, shall remain the property of ADRA. No part of the designs and/or BOQs shall be reproduced except with the prior, expressed, and specific written permission of ADRA.

Location:

The training will be conducted at the ADRA South Sudan sub office in Nasir County, Upper Nile State. There might also be short time spent at ADRA South Sudan's head office in Juba. From Juba, the consultant should expect to travel by air to Mandeng (Nasir County) then use a speed boat to Jikmir field office.





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Scope of Work:

The selected consultant will carry out the following:

- ✓ The consultant is expected to do a presentation on the detailed training methodology and training approaches, based on his/her understanding of the terms of reference (program description/expected output) of the training, which was submitted in a technical and financial proposal during the application for the consultancy.
- ✓ The final training methodology and training approaches shall be discussed and agreed upon between the consultant and the ADRA South Sudan Programs Director.
- ✓ Travel to the field location and conduct the trainings VSLA according to the final agreed training program.
- ✓ After the training, submit the final training documents (manual and power point slides, group work exercise etc.)
- ✓ Prepare and submit a training report with photos from the training. The report should include a description of the completed training, how well the participants performed and absorbed the training content and can be able to use their new skills, any challenges encountered, and any recommendations or observations related to the accomplished training.
- ✓ The total number of days to accomplish the scope of work is expected to be 10 working days, including time spent in Juba at ADRA head office. There is no work on Saturdays.

Consultant Qualifications and Experience:

This following is the preferred profile of the consultant:

- ✓ University master's degree in economics, business management, rural development related discipline including, agro-economics, agriculture, development studies, social work, development studies or similar field.
- ✓ Minimum of 5 years of proven working experience in field of livelihoods and rural development including ToT for conducting community or staff trainings with strong focus on micro finances, small business management and empowering women.
- ✓ Demonstrated experience in facilitation of VSLA trainings and use of participatory and adult learning techniques. Must have conducted similar work for other INGOs or UN agencies.
- ✓ Have presentation skills and good report writing skills

Contracts and Logistics:

- ✓ The consultant will sign a contract including terms and conditions of the consultancy and payment modalities.
- ✓ The consultant's travel costs (to and from locations) as well as accommodation will be covered by ADRA South Sudan.





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- ✓ The consultant will abide with ADRA's rules and regulations related to security, protection and operations policies such as code of conduct, protection/safeguarding and conflict of interest declaration.
- ✓ The consultant will fulfil, respect and adhere to internationally recognized humanitarian, human rights, refugee, returnee, IDPs, effected people by hazards and ethical standards at all times and during the entire consultancy period.

Submission Process:

Interested individuals should submit a technical and financial proposal, based on the scope of work, expected outputs and the program description, together with their CV, proof of education and proof of previous experience and results, doing Training of Trainers in VSLA program.

How to apply:

Please submit your required documents to: jobs@adrasouthsudan.org, or hand delivery to ADRA Head office in Juba. Applications should be addressed to ADRA South Sudan Human Resource Manager.

Application deadline: 20th October 2023.

Note: Due to the urgent need for the consultant, we shall be reviewing the applications as they trickle in.

