

Date 30<sup>th</sup> May 2024.

## ADVERTISEMENT:



**Post: NATIONAL CONSULTANT**

SSNeP+ is soliciting for the services of national individual consultant to develop, review and improve on the SSNeP+ strategic framework document in fulfilling and identifying the gaps in SSNeP+ Strategic framework document. The Organizations need this document to provide strategic direction for the implementation. The document should include and incorporate some of the activities which were not included in the previous document.

### Terms of References [TOR] for hiring National Consultant.

#### General Information

Project Title: To review and develop SSNeP+ Strategic framework document.

Post Title: National Consultant

Duty Station: Head office SSNeP+ Nimra-Talalata Behind MCC Building.

Duration: 52 Days.

#### Background of SSNeP+:

South Sudan Network of People Living with HIV (SSNeP+) is a national umbrella body that represents and coordinates the interests and activities of member associations and support groups of PLHIV in South Sudan. SSNeP+ is registered in South Sudan with Ministry of Humanitarian affairs Relief and Rehabilitation Commission (RRC) and National NGO Forum (NNGO) as a non-governmental organization (NGO).

SSNeP+ draws membership from the States-based PLHIV associations and support groups PLHIV in the ten [10] States of South Sudan that are subscribing to one vision. SSNeP+ subscribes to the three (3) 'zeros' of the Joint United Nations Joint Programme on HIV/AIDS (UNAIDS), namely; 'Zero New Infections', 'Zero AIDS-related Deaths' and 'Zero Discrimination', and ultimately works towards the attainment of these three (3) 'zeros' in South Sudan.



### **Purpose of the Consultancy;-**

The purpose of this consultancy assignment is to facilitate a directional analysis of SSNeP+ 'strategic framework reconfirming the organization's vision and establish a design process and approach for the effective implementation and sustainability of its mandate over the next six years, culminating into a six-years strategic plan for 2024-2029. It will involve assessing the previous strategies employed by SSNeP+ and examine the extent to which they served to deliver the mission. It will use a participatory planning process, ensuring a sense of ownership, engaging meaningfully with PLHIV, partner's and key stakeholders.

### **The Specific Objectives:**

To prepare an inception report with detailed step by step process, methods, tools and timelines for development and validation of the Strategic Plan.

To prepare the first draft of strategic plan with process and methodology defined.

To incorporate feedback into the draft strategic plan through reviews and validation exercises to produce a final strategic plan endorsed by the Board of Directors for the two organizations.

### **Methodology:**

The consultant will carry out a methodological proposal for the achievement of the objectives set in this [ToR]. The methods that will be used in this assignment include:

A literature review of internal documents including different project proposals, log-frames, project reports, publications and evaluations to derive a descriptive narration of key problems, gaps, issues, barriers and trends that the programmes is addressing including key strengths and lessons learned.

A literature review of key external documents published by I/NGOs, UN agencies and other sources.

Stakeholders mapping and primary research with first layer of stakeholders (including but not limited to staff, PLHIV member Associations who are the beneficiaries, board members and opinion leaders) through qualitative methods and instruments such as Key Informant Interviews (KIIs), Focused Group Discussions (FGDs) and consultative workshops (where required) to triangulate with findings from secondary data and also identify themes and potential solutions/strategies.

Compilation of Theory of Change diagram with clear pathways of change,

Narrative and other associated sections the consultant may deem necessary egg HR cost, program and finance costs, roles and Responsibilities.

### **SSNeP+ Roles include:**

Contract the consultants

Help consultants to identify and have access to relevant actors for interviews

Provide consultants with relevant documents for primary & secondary data collection

Provide working office space for the consultant

### Roles of the Consultant:

- The consultant is expected to:
- Develop a sound methodology that grounds the strategic plan and facilitates a directional analysis for SSNeP+'s current operations.
- Conduct a needs assessment of the organization including consideration of situation analysis and identification of constraints and opportunities for growth and development.
- Guide stakeholder mapping and consultations, and obtain and analyze qualitative and quantitative data relevant to stakeholders and partners.
- Develop plans and strategies with clear deliverables, indicators and tools that address the constraints and create the needed support systems and incentives.
- Develop, validate, finalize and cost the strategic plan 2024-2029.

### Expected Deliverables:-

- The consultant shall prepare and complete the five years strategic framework plan. This shall entail among other things the following:
- A Strategy with clear deliverables, key milestones, and direct guidance on implementation to strengthen SSNeP+ mission and vision.
- SSNeP+ Strategic work plan for monitoring & evaluation framework
- Reports on the process in meeting including stakeholder, consultations and validation workshops.

### Tentative work-plan and deliverables:

Level of Effort and Activity	Expected Output	Number of Days
Recruitment of the individual consultant.	25 <sup>th</sup> June 30 <sup>th</sup> 2024	5days,
Inception meeting, review of SSNeP+ Strategic documents and development data collection tools	Inception Report 1 <sup>ST</sup> July 5 <sup>th</sup> 2024.	5 days
Conduct a review of performance (i.e., achievements and emerging issues, challenges and opportunities) in respect to implementation of the previous strategic plan	25 <sup>th</sup> July 2024	5 days
Undertake stakeholder mapping and analysis	1 <sup>st</sup> Aug 11 <sup>th</sup> 2024	10days.
Undertake a situational analysis of SSNeP+ operations to date through reviewing appropriate documents and interaction with staff & key stakeholders	12 <sup>th</sup> Aug 28 2024	18 days
Through a consultative process and application of appropriate tools of analysis, identify focus areas, long term	Draft Strategic Plan	5 days



goals, strategic objectives and key result areas.	3 <sup>rd</sup> Sept 8 <sup>th</sup>	
Review the institutional capacity, organizational set-up, financial and administrative systems against goals, strategic objectives and key result areas, and make recommendations.	2024.	
Propose strategies for achieving the goals, strategic objectives and key results for the period 2025 to 2030	Final strategic Plan	
Produce draft Strategic Plan including draft Framework, costed Operational Plan and M&E Plan	13 <sup>th</sup> Sep 18 2024	5days
Facilitate workshop to validate the draft Strategic framework	Final SSNeP+ Strategic framework	4 days
Validation final Strategic framework Plan, print and submit to SSNeP+		
Total Number of days		52 days

### **Required Qualifications; and Role in this assignment.**

The consultant/ consultancy should have the following skills and qualifications:

1. Advanced degree in the field of in Social Science, Public Health or related field.
2. At least 5 years of relevant working experience as a consultant in the areas of HIV/AIDS, TB and reproductive health or related field.
3. Demonstrated experience of designing and implementing participatory research methodologies.
4. Sound knowledge and understanding of using Results Based Management principles in Monitoring, evaluation and learning.
5. Ability to consolidate and triangulate data and derive meaningful information from multiple sources.
6. Flexible, organized, and ability to perform in high stress environments.
7. Experience in South Sudan and /or regional blocks, especially with the EAC including leadership and governance.
8. Demonstrated capacity and ability in program planning and budgeting as well as monitoring and reporting.
9. Strong writing analytical and communication and facilitation skills in English.
10. Excellent computer skills (word processing, power point and excel).
11. Ability to meet tight deadlines and to work effectively under pressure and should be Knowledgeable on issues of gender, women and girls.

### **Supervisory Work:**

SSNeP+ will be the direct supervision of the consultant with support from UNAIDS, the consultant is expected to undertake the following task.

The specific tasks the consultant is expected to undertake include.

**Planning:**

- Develop a training guide for the capacity development areas for SSNeP+ and per coasted capacity building plan for SSNeP+
- Develop a road map/ capacity building schedule in consultation with the SSNeP+ with an oversight from UNAIDS.

**Reporting:**

- Using an appropriate checklist, complete and share completed capacity building areas of SSNeP+ Acquaint himself with findings (strengths, weaknesses, and gaps) of the organization and improve the strategic frame work document and develop the document needed by the organization. Make appropriate recommendations for capacity development.

**Desirable:**

- Experience working with national umbrella bodies/organizations will be an added advantage.
- Excellent written and oral skills in English language
- Willingness to travel and work in tough field environments
- Documented supervisory, coordination and organization skills

**Expected Duration:**

- The contract duration is one Month and [ 22] working days. To meet the expectations of SSNeP+.

**Payment terms:**

The SSNeP+ will use the “best value for money” principle as part of the criteria for determining the best consultant/firm.

The consultant will be paid 40% of the contract fee upon submission and approval of an inception report. The remaining 60% will be paid upon approval of the final report and capacity-building of SSNeP+

**Guidelines for Submission of Proposal:**

The consultant is expected to submit CV and Cover letter including copies of academic papers explaining why you are the most suitable for this consultancy including confirmation of availability to complete the tasks in the prescribed period; - Financial Proposal: (in USD, specifying the total lump sum amount as well as the requested amount of the fee).

**Confidentiality of proprietary report;**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of SSNeP+.

**How to apply**

Interested parties should submit a concise proposal or bid alongside detailed proposals, indicating their work schedule from the commencement to the end of the consultancy. Proposals should be submitted to: [ssnepjuba@gmail.com](mailto:ssnepjuba@gmail.com) with the subject line National Strategic Planning Consultancy.

**Application deadline: Friday June 14th 2024**, application received later than 14<sup>th</sup> June 2024 will not be considered, application once retained will not be returned; only short-listed candidates will be contacted.

**Note: Females are highly encouraged to apply,**

Thank you,



Mr Lole Laila Lole Timayo.  
**Executive Director**  
South Sudan Network of PLHIV[SSNeP+]

Telephone +211926146248  
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