



AMALNA SOUTH SUDAN  
(TOR) TERMS OF REFERENCE



## CONSULTANCY FOR ORGANIZATIONAL CAPACITY STRENGTHENING AND DEVELOPMENT OF POLICY MANUALS FOR AMALNA SOUTH SUDAN.

### Background

AMALNA South Sudan is a non-partisan not-for-profit national organization registered by Relief and Rehabilitation Commission (RRC) in November 2016. The main aim of the organization is to work with local communities at the grassroots level through provision of edutainment, information and communication tools that empowers and strengthen youth, women, children and the citizenry to build a peaceful South Sudan. AMALNA is experienced in the use of communication and dialogue to inspire 'positive voices' as a means of promoting a culture of peace and reconciliation and thus contributes to reconciliation in communities by supporting inclusive dialogue, awareness raising through drama, street theatre, outreach activities, radio, art, music, culture and capacity-building and manly targeting youth, children, community leaders and women.

AMALNA South Sudan has been implementing peace and governance projects with the Norwegian People's Aid since 2017 as part of NPA's activities with local civil society partners and networks in South Sudan. As part of AMALNA's current WAGIF project on governance that focuses on creating awareness on public procurement process and its effects on service delivery, peace and nation building, AMALNA received additional funding for its institutional capacity strengthening and development of institutional manuals and mentorship programs.

### Consultancy Summary

AMALNA South Sudan is therefore, looking for an individual consultant or firm to provide capacity strengthening to AMALNA South Sudan board members, staff and community mobilizers; develop new policies and review some of the organizational existing polices. The consultant work will include a range of activities that include development of 3 manuals; conduct trainings, review policies and provide on-the-job mentorship and coaching.

The consultant will first develop the required manuals; provide trainings based on the manuals and provide mentorship and coaching after the trainings. This process will help close key capacity gaps within AMALNA South Sudan. The consultancy work will be conducted in Central Equatoria State Juba, South Sudan.

### Key Responsibilities:

The consultant will provide capacity strengthening to AMALNA South Sudan through development of 3 strategic manuals; provide training, on-the-job mentoring and coaching; the project will strengthen organizational capacity of AMALNA and its volunteers to effectively respond to community needs. The below are the main objectives for hiring the consultant;

- To develop three (3) AMSS policy documents that include, Board of Director's; fundraising; Advocacy and Communication manuals.
- To provide trainings to AMALNA board members, staff and volunteers on Advocacy and Communication Strategy; fundraising strategy and governance. The advocacy and communication



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strategy training should capture in details project cycle management that include; project designing, implementation, monitoring and evaluation; Community Engagement, mobilization, gender inclusivity, strategic planning and donor reporting.

- To review AMALNA's 5 year strategic plan manual, Code of Conduct which will support AMALNA and volunteers to engage on consistent and evidence-based advocacy and community engagement processes.
- To establish a complete M&E system for AMALNA South Sudan after the training

Specific task of the consultant (firm) will be to:

- Develop a realistic outline of the capacity support methodology and work plan in coordination with the AMALNA South Sudan team.
- Develop policies and specific training materials for AMALNA South Sudan.
- Provide trainings and mentorship as agreed with AMALNA South Sudan.

Deliverables

- Inception report outlining capacity building plan methodology;
- Training of AMSS staff based on the objectives of this TOR.
- Formulation of 3 policies based on this TOR.
- Presentation of draft conclusion report at the end of consultancy.
- Final report including policies developed, training materials and action plan.

Required Skills and Experience

- Must have at least 5 years' experience in NGO capacity building, training, and facilitation in South Sudan or similar context.
- Must have sound understanding of South Sudan context, especially in relation to civil society.
- Familiarity with a wide range of capacity building techniques.
- Legally registered certificates are required for firms.

**Timeline & Reports:** The consultancy will take *22 working days* and the consultant will report to the Executive Director.

**Application**

Interested applicants should submit the following documents:

- Technical Proposal; and
- Cost Proposal.
- Legal firm documents for consulting firms.
- CVs for individual consultants
- Evidence of similar job with civil society organizations

Applicants should submit their documents to [info@amalna-ss.org](mailto:info@amalna-ss.org) by *4<sup>th</sup> October 2020*.

