TERMS OF REFERENCE
Staff training Project Planning and Management

A. Humanity and Inclusion (HI) Background.

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity. "Humanity & Inclusion is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. "HI is currently implementing more than 300 projects in nearly 60 different countries. For further information about the association: hi.org

Humanity and Inclusion (HI) has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. HIs current portfolio adopts an integrated and multi-sectoral approach which includes interventions centered functional rehabilitation, individualized and group-based Mental Health Psychosocial Service Support (MHPSS), comprehensive protection case management, with disability inclusion a core transversal component. HI globally places significant emphasis on staff capacity building. In line with the global strategy and in order to better accomplish these projects, HI decided to strengthen its programing through building the capacity of its project teams. It's upon this background that HI seeks services of a consultant/firm to equip the programs staff with knowledge and skills in project planning and management.

B. Purpose of the Assignment.

The purpose of the assignment is to provide program staff of HI with the technical knowledge and hands on training in project planning and management.

C. Specific Objectives of Training.

1. Enable the participants to understand the Project Cycle Management (PCM) covering;
- Needs assessment, analysis and project conceptualization,
- Human Centered Design (design thinking),
- Response modality choice,
- Project design/proposal development, budgeting,
- Procurement planning (PP),
- Human Resources planning (HR),
- Project inception, implementation tools,
- Project Manager (PM) checklist, budget follow up (BFU),
- Stakeholder Analysis,
- Risk Registry,

- Accountability Monitoring and Evaluation Framework,
  - Integrated programming and market based approach.

2. Enable participants understand the funding system and modalities including;
  - Positioning,
  - Humanitarian principles and laws,
  - Inclusive humanitarian action
  - Advocacy.
  - Donor reporting

D. Timelines.

S/N	Item	Time frame
1.	Request for Proposals Published	15th June, 2022.
2.	Deadline for the recipient of proposals.	30th June 2022, 4:30PM, Juba Time.
3.	Evaluation of Proposals.	8th July, 2022
4.	Contract Award.	15th July, 2022.
5.	Execution of assignment	1st- 5th August 2022

E. Duration of the Assignment.

This training assignment should be completed within a maximum of five (5) days inclusive of preparations. The training report should be submitted not more than 2 days after the completion of the training.

F. Profile for the consultant or consultancy firm:

The consultant or firm should have the following expertise:
- A minimum of 6 years of technical experience in project management trainings.
- A Masters' Degree in related fields (Social Sciences, Development Studies, Project Planning & Management etc.) Preferable PHD
- A Post Graduate training in Monitoring and Evaluation or Project Planning and Management is an asset.
- Demonstrated capacity to handle training on monitoring, evaluation, accountability and learning(MEAL) for program/ project personnel.
- Practical experience in proposal writing and donor reporting
- Proven track record undertaking successful projects/program consultancy services for NGOs in South Sudan or in East Africa.
- Excellent command of English.

G. Application process.

The potential service providers are expected to submit an application based on these Terms of Reference. The application will be evaluated against the following criteria:

- Proposed methodology and technical approach;
- Organizational and technical capacity of the applicant;
- Relevant experience in similar type of assignment; and
- Budget.

The application should include:

1. **One-page cover letter**; addressing the training criteria.
2. **Technical Proposal:** 03-page Maximum
   a) Presentation and profile of the applicant including technical references;
   b) Brief explanation of previous experience in this kind of work;
   c) Methodological note with a proposition regarding: the organization of the training including training notes
   d) Tentative work plan with timeframes and deadlines for deliverables.
   e) Structure of the training team (where applicable) including qualifications and experience.
   f) Outline of the report.
3. **Financial Proposal:** The Financial proposal should contain the cost estimates for services rendered including daily consultancy fees (transport, living costs needed for training etc).

Interested firms/consultants should submit soft copy application to tender@southsudan.hi.org by **30 June 2022 or** hard copy Delivery to Logistics Department- Humanity & Inclusion-South Sudan Program in Plot No 298, 3K South Hai Juba Na Bari, Tongpiny opposite Indian Embassy not later than **June 30th , 2022.**

Proposals will be accepted on a rolling basis and will be reviewed as soon as they are received. Early submissions are encouraged.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

The Assignment will adhere to the Humanity and Inclusion code of conduct, Protection of beneficiaries from sexual exploitation, abuse and harassment policy, Child Protection Policy, Anti-fraud and anti-corruption policy.