



**SOUTH SUDAN**

**HEAD OFFICE:** Juba, Jebel Hai Mijiki 3<sup>rd</sup> Class, Few  
Meters After the National Oil and Gas Behind the Church

YJG

## Request for Proposal (RFP): Institutional Business Development Consultancy Services

<b>Date Posted:</b>	Monday, October 13, 2025
<b>Application Submission Deadline:</b>	Monday, November 03, 2025, before 4:30PM CAT
<b>Submission Email/Tel Contact:</b>	<a href="mailto:info@aidlinkssd.org">info@aidlinkssd.org</a> / 0922-227-617
<b>Location:</b>	Juba City, Juba County, Central Equatoria State, South Sudan
<b>Tentative Start Date:</b>	Monday, November 10, 2025

### A. Background:

Aid Link Organization (ALO) is a women-led, non-profit, non-governmental, non-political, and non-sectarian national NGO established in 2013. Legally registered with the Relief and Rehabilitation Commission (RRC) under the NGO Act 2016. ALO was born out of the aspirations of local communities to address pressing socio-economic and environmental challenges. Since its inception, ALO has grown into a reputable national NGO recognized for implementing both emergency response and long-term development programs. We work in partnership with like-minded national and international NGOs, local authorities and community leaders, national government institutions, and individual supporters and stakeholders.

To strengthen its institutional capacity and sustainability, ALO seeks to engage a qualified consultant/firm to provide Institutional Business Development Consultancy services.

### B. Objective of the Assignment:

The overall objective is to enhance ALO's institutional capacity in resource mobilization, strategic positioning, and partnership development to ensure long-term sustainability and impact.

Specific objectives:

- 1) Develop a comprehensive business development strategy aligned with ALO's mission and vision.
- 2) Strengthen fundraising and donor engagement mechanisms.
- 3) Build internal staff capacity in proposal writing, grant management, and partnership building.

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4) Support the design of a resource mobilization framework with clear targets and monitoring tools.

#### C. Scope of Work:

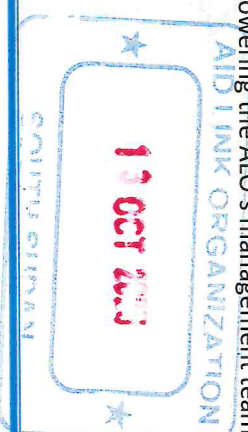
The consultant/firm will:

- **Institutional Capacity Assessment of ALO:** Conduct mapping and rapid assessments of ALO to identify its strengths, weaknesses, and needs, in the current challenging environment.
- **Training and Capacity Building:** Design and deliver practical training programs for ALO staff on core skills such as:
  - Project proposal writing (including logical frameworks and budgets)
  - Project cycle management and implementation
  - Monitoring, Evaluation, Accountability, and Learning (MEAL), narrative reporting, and financial reporting
- **Strategic Planning:** Review and analyse ALO's existing strategic plan, programs and donor portfolio, to develop and implement 3-5 years' best strategies and practices to help ALO become more sustainable, including advice on business models and operational efficiency.
- **Donor Liaison and Proposal Development:** Facilitate training workshops for ALO staff in resource mobilization and fundraising, lobbying and advocacy, developing successful proposals for institutional donors (such as UN Agencies, European Union, or foundations) and building donor relationships.
- **Provide Mentorship and Coaching to ALO's Management Team:** To ensure sustainable capacity building, leadership growth, and practical application of strategies. Hence, strengthening ALO's institutional resilience, enhance donor confidence, and empower leaders with skills in fundraising, partnership development, and decision-making, ensuring long-term organizational sustainability and impact.
- **Deliver a Final Report and Toolkit for Ongoing Business Development:**

To provide ALO with practical, actionable resources, ensuring continuity beyond the consultancy. Thus, empowering the ALO's management team with structured guidance, strategies, and tools for sustained growth, fundraising, and institutional resilience.

#### D. Deliverables:

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- 1) Inception report with methodology and work plan.
- 2) Institutional capacity assessment report.
- 3) Draft and final Business Development Strategy.
- 4) Training materials/curriculum/modules on project management, MEAL, reporting, financial accountability, community engagement, and workshop reports and participants' evaluations.
- 5) Final consultancy report with recommendations, tools, and a sustainability plan to ensure long-term impact.

**D. Duration of Assignment:**

The consultancy is expected to take 6–8 weeks (adjustable depending on scope and availability).

**E. Required Qualifications:**

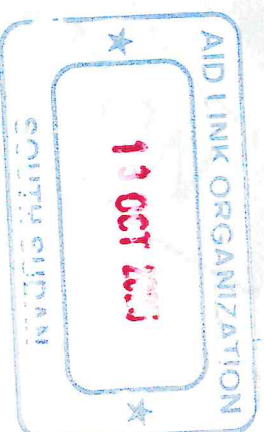
- Advanced degree in Business Administration, Development Studies, Organizational Management, or related field.
- At least 5+ years of proven experience in institutional development, fundraising, and NGO capacity building.
- Proven track record in developing business development strategies for NGOs.
- Strong knowledge of donor landscapes in South Sudan and the East Africa region.
- Strong skills in data collection, analysis, report writing, and strategic planning.
- Excellent facilitation, training, communication, and report-writing skills.
- Cultural sensitivity and the ability to work effectively in diverse environments.
- Ability to work independently, manage multiple tasks, and meet deadlines.

**F. Application Process:**

Interested consultants/firms should submit:

- Technical proposal (understanding of assignment, methodology, work plan) – 3 Pages Maximum
- Financial Proposal (Detailed Budget).
- Updated CVs of Key Personnel.
- Evidence of Similar Assignments (At Least 3 Professional References, Sample Reports).

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### G. Selection Criteria

The proposals will be evaluated based on the following selection criteria:

Criteria	Description	Weight (%)
<b>1. Technical Expertise</b>	<ul style="list-style-type: none"> <li>Proven experience in institutional capacity building, business development, and resource mobilization for national/international NGOs.</li> <li>Demonstrated knowledge of donor landscapes in South Sudan, East Africa, and globally.</li> <li>Strong track record in developing business development strategies and fundraising frameworks.</li> </ul>	30%
<b>2. Relevant Experience</b>	<ul style="list-style-type: none"> <li>At least 5+ years of consultancy experience with NNGOs, INGOs, or development agencies.</li> <li>Evidence of similar assignments successfully completed (with references or sample reports).</li> <li>Experience in mentoring and coaching senior management teams.</li> </ul>	25%
<b>3. Methodology and Approach</b>	<ul style="list-style-type: none"> <li>Clear understanding of ALO's context, challenges, and opportunities.</li> <li>Innovative, participatory, and practical approach to capacity building.</li> <li>Well-structured work plan with realistic timelines and deliverables</li> </ul>	20%
<b>4. Capacity Building and Knowledge Transfer</b>	<ul style="list-style-type: none"> <li>Commitment to mentorship and coaching of ALO's management team.</li> <li>Provision of practical tools, templates, and frameworks for ongoing use.</li> </ul>	10%
<b>5. Financial Proposal</b>	<ul style="list-style-type: none"> <li>Cost-effectiveness and value for money.</li> <li>Transparent and detailed budget breakdown.</li> </ul>	10%
<b>6. Communication and Reporting Skills</b>	<ul style="list-style-type: none"> <li>Excellent facilitation, presentation, and report-writing skills.</li> <li>Ability to deliver outputs in clear, concise, and professional English.</li> </ul>	5%

### H. Submissions:

ALL applications MUST be submitted in **English** by Email to: [info@aidlinkssd.org](mailto:info@aidlinkssd.org) **Deadline of Submission, Monday, November 03, 2025; before 4:30PM (CAT).** Submissions after 4:30PM (CAT) will NOT be Considered. For the Purpose of **Urgency**, applications will be **reviewed daily**, ALO reserves the **right to fill this advert before deadline.**  
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