



Reducing Deaths and Suffering
from Tropical Diseases

Vacancy Announcement: Consultant

Consultancy Title: Consultancy to develop harmonized IEC/BCC materials for WASH in Easter Equatoria State (EES) in South Sudan

Consultancy Location: Torit, EES

Reporting relation: WASH Coordinator, The MENTOR Initiative

Closing date: 11th January 2024



1. Background

The MENTOR Initiative (MENTOR) is a non-profit, non-governmental organization that works to reduce death and suffering from tropical diseases. In South Sudan, MENTOR runs the Sustainable WASH for Resilience (SWfR) Program, funded by the Kingdom of the Netherlands through UNICEF. The SWfR project aims to combat poverty and strengthen resilience by supporting local sustainable recovery through Water, Sanitation and Hygiene (WASH) interventions. Since 2020, the SWfR project has provided safe water, improved sanitation facilities, promoted proper hygiene practices, and implemented Community-Led Total Sanitation (CLTS) interventions in four counties in Eastern Equatoria State (EES). The national and state ministries of water resources and housing oversee the WASH activities.

2. The Need for a harmonized WASH IEC/BCC materials

MENTOR has been implementing UNICEF funded program titled as “Sustainable WASH for Resilient Programme (Partnership for Resilience and Recovery) in Torit, South Sudan – Lot 2” in four counties (Torit, Magwi, Ikotos & Lopa/Lafon). The Sustainable WASH for Resilience (SWfR) aims to combat poverty and strengthen resilience by supporting local sustainable recovery through WASH interventions. Under the SWfR project MENTOR has been implementing Resilience WASH project aimed to improve access to basic sanitation, safe water and hygiene facilities and awareness for poor and vulnerable people in the project areas. The program will thrive to achieve this goal through improved rural WASH and strengthen of institutional capacity and enabling frame work by working toward attaining the following program outputs: 1. Target population in the conflict affected underserved and epidemic prone communities have access to safe water and strengthen the capacity of state WASH Ministry 2. Poor and venerable people in the selected program areas have sustainable access to sanitary means of excreta disposal and adopt proper hygiene practices 3. People in the target areas are aware of the three key improved hygiene behaviour (hand washing, use of toilet and HWTS. 4. State WASH Ministry have enhanced capacity to plan, monitor, supervise and coordinate WASH service deliver. among these efforts include the Social and Behaviour Change Communication (SBCC) interventions that have contributed significantly in improving best practices that prevent WASH related diseases. Specific efforts have been also put in using multiple channels to disseminate information and engage communities in prevention through TV/Radio spots, theatre plays, radio announcements, use of flip charts and other IEC materials in all hotspots. However, various agencies within the same State

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have been using different IEC/BCC messages and materials targeted at attaining similar desired behavioural changes. Therefore, there is need to develop and harmonize IEC materials/messages used by various partners including the State Ministry of Housing, Land and Public Utility to generate standard materials that will not only strengthen SBCC approaches especially for prevention, but also help to gauge the effectiveness of various intervention.

3. Objectives/Scope of Work

The main objective of this assignment is to develop, design and print harmonized IEC/BCC materials to be used by all partners in EES which will raise awareness and adoption of the development initiatives ensuring community resilience to promote water supply, sanitation and hygiene services sustainably in EES.

The overall objective will be achieved through:

- Review existing IEC/BCC materials on WASH promotion
- Design new materials with reorganizing and reshaping its illustrations in English & Arabic.
- A monitoring tool to be developed that provides feedback on the effectiveness of the IEC materials.

The selected consultant/firm will be expected to complete the following tasks:

- Conduct a thorough desk review existing IEC/BCC materials and needs assessment to understand WASH related IEC and the requirements.
- Compile a list of available IEC materials, assess needs and gaps from gender sensitivity, male engagement, and social inclusiveness perspective, and recommend new materials to design and/or update as per need with camera readiness.
- Propose, design and develop the harmonized IEC materials through consultation will relevant stakeholders.

Methodology

The consultant will follow appropriate methods in organizing, developing and field testing of IEC/BCC materials, and develop all types of materials to MENTOR. She/he will develop detail methodology focusing of each objective in combination of above which will be finalized in consultation with MENTOR.

However, general methodology will include as -

- Desk review of the existing materials in line with objectives and scope. The consultant has to make
- every effort to collect and review all information relevant for the assignments
- She/he will edit the existing hygiene promotion materials including illustration in discussion with
- MENTOR, UNICEF and other relevant stakeholders and ensure developing draft version incorporating their comments

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- A field testing will be conducted before finalization of the materials to ensure making it user friendly to staffs and community level
- Discussion with project participants e.g. project staffs, UNICEF and other relevant stakeholders and community people etc.

Responsibilities of MENTOR

MENTOR will be responsible for the following tasks/ assistance for smooth completion of the tasks assigned to the consultant.

- Provide all relevant existing materials and documents including picture and sketch
- Review and comments and feedback on draft materials
- Provide comments and necessary adjustment on proposed work
- Organize meeting with project personnel and relevant stakeholders.

Duration of the assignment

6 weeks (45 working days) after signing the contract. Expected starting timeframe 15th January 2024 and ending on 29th February 2024.

Guideline for Application

The proposal should have the following sections and given page limit. Proposal will be accepted via email in PDF format by mentioning subject line **“Assignment for developing IEC/BCC materials for Sustainable WASH for Resilient Programme”** by 11th January, 2024

Topic	Maximum page limit
Technical proposal	
Cover page	1 page
Table of content	1 page
Understanding of the Assignment and proposed methodology (<i>Not just copy and paste from the ToR content</i>)	1 page
Relevant experience	1 page
Work Schedule	1 page
Team composition along with its rationale 1 page	1 page
Methodology of work 1 page	1 page
Any other relevant information (if required only) 1 page	1 page
Financial proposal that outlines the fees and associated costs as well as the preferred payment methods/schedules. The consultant must budget for all costs (including Tax/VAT) and provide budget notes	



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Evaluation

In response to the invitation, the individual consultant/consulting firm will have to submit a Technical and Financial proposal as per the 'Terms of Reference'. The total scoring points for both the evaluations will be 100.

A cumulative analysis weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to this ToR, and;
- Having received the highest score out of a pre-determined set of weighted.

Criteria	Weight
1. Expertise of the firm/organization	
Understanding of the ToR	15
Experience in conducting relevant work	30
2. Methodology	
Appropriateness of methodology in response of the indicators	15
Quality assurance	20
Management structure and qualifications of key personnel	
Team composition	20
Total	100

Key Qualification, Experience and Skills

- Have sound and proven experience on IEC/BCC material development and publication on the relevant issues (including designing).
- A sound technical, practical and conceptual understanding on developing the IEC/BCC materials
- focusing on WASH, Child care and disability is essential.

Ownership of Materials to be developed

The harmonized IEC/BCC materials will be used for the benefit of the beneficiaries in EES by all WASH partners including the relevant Ministries. However, it is the consultant's responsibility to ensure that no materials can be accused for plagiarism and due acknowledgement and necessary permissions are taken from the original agencies during developmental phase.

MENTOR role and reporting line:

It is the responsibility of the Firm/ Consultant to plan and carry out the assignment. MENTOR will provide financial supports as agreed between MENTOR and consultant and ensure timely feedback. The consultant will be responsible for maintaining correspondence and outputs in a timely and efficient manner keeping MENTOR informed via written email correspondence.

The consultant will be reportable including all types of communication related to the assignment to:

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How to apply:

The Individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX):

For Individual Consultant:

- a. Maximum 2-page CV highlighting related assignment completed with client name, contract person and mobile number (this person must have fulltime engagement during assignment time)
- b. Other Team members' one-page short CV highlighting related assignment completed
- c. TIN Certificate and proof of eligibility of work in South Sudan (PDF soft version)

For Consultancy Firm:

- a. Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- b. Lead Consultant's (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in of the completed assignment
- c. Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
- d. Firm's Certificate, TIN and VAT registration relevant documents showing legal status to work in South Sudan

Application Instruction:

We invite proposal from interested individuals/firm to undertake this assignment. Submit your letter of interest to MENTOR HR Manager at recruitment.southsudan@mentor-initiative.net by **11th January, 2024.**

Physical delivery of application documents should be done to the following address:

**The MENTOR Initiative
Hamza Inn Compound, Block G
Near UNOPS or NOTOS
Juba-Central Equatoria State
Republic of South Sudan**

MENTOR is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

MENTOR is committed to promoting diversity and gender equality within the organisation. Women candidates are strongly encouraged to apply.

MENTOR applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

MENTOR will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

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