

Tender Document

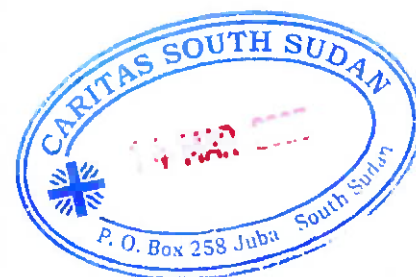
Training Services for Caritas South Sudan Staff

Issued by: Caritas South Sudan

Tender Reference Number: 2025/CSS/09

Issue Date: 14/03/2025

Closing Date: 31st March 2025



1. Introduction

Caritas South Sudan is dedicated to enhancing the capabilities of its staff working within the diocesan Caritas regions to ensure more effective program delivery and management. We seek qualified trainers or organizations with expertise in providing in-depth training sessions to achieve this goal. These training programs will focus on key areas such as leadership and management skills, comprehensive program development and planning, and effective monitoring and evaluation strategies. We aim to equip staff with the necessary tools and knowledge to improve operational efficiency and achieve tangible outcomes in our community-focused initiatives.

2. Background

Caritas South Sudan actively works in partnership with a diverse range of stakeholders, including government agencies, local organizations, and international partners, to comprehensively address the humanitarian, social, and development challenges South Sudanese communities face. Recognizing that our mission is deeply rooted in the effectiveness of our operations, we prioritize the upskilling of our staff across key operational areas. This investment in training and professional development enhances our capacity to deliver essential services and empowers our team members to contribute meaningfully to the resilience and growth of the communities we serve. By building a well-equipped workforce, we aim to create sustainable solutions that foster long-term development and improve the overall quality of life in South Sudan.

3. Scope of Work

We invite proposals for training services covering the following key areas:

3.1 Leadership and Management

-Effective Leadership Styles and Their Application: Explore various leadership styles such as transformational, transactional, and servant leadership. Discuss how each style can be applied in

different organizational contexts to inspire and motivate teams while aligning with Caritas South Sudan objectives.

Team Building and Conflict Resolution: Examine the importance of fostering a strong team dynamic through trust and open communication. Highlight strategies for resolving conflicts constructively, including active listening, mediation techniques, and the role of emotional intelligence in fostering a collaborative environment.

Strategic Planning and Vision Setting: Outline the key components of strategic planning, including setting long-term goals, analyzing the internal and external environment, and aligning resources to achieve the vision. Emphasize the significance of vision setting in guiding the organization's direction and engaging stakeholders in the process.

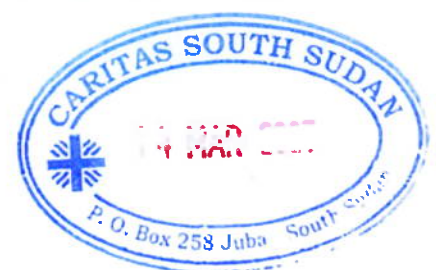
Decision-Making Processes and Tools: Explore various decision-making frameworks, such as SWOT analysis, cost-benefit analysis, and the Delphi method. Discuss how leveraging data and involving diverse perspectives can enhance the quality of decisions, ultimately leading to better outcomes for the organization.

3.2 Program Development and Planning

Needs Assessment and Stakeholder Analysis: Conduct a thorough needs assessment to identify the specific requirements of the target population and the context in which the program will operate. This involves engaging with stakeholders—including community members, organizational partners, and funders—to gather insights and ensure that their perspectives and needs are adequately represented. Utilizing surveys, interviews, and focus groups can enhance understanding of the issues at hand and facilitate a more inclusive planning process.

Developing Logical Frameworks and Program Designs: Create a coherent logical framework that outlines the program's objectives, expected outcomes, and pathways to achieve them. This involves specifying inputs, activities, outputs, and outcomes clearly, ensuring that each component aligns with the overall goals. Program design should incorporate best practices and evidence-based strategies while considering the unique characteristics of the target audience to ensure relevance and effectiveness.

Budgeting and Resource Allocation: Develop a comprehensive budget that reflects the various components of the program, including personnel, materials, and operational expenses. Consider potential sources of funding and how resources will be allocated efficiently to achieve the maximum impact. Implement a monitoring process to track spending and ensure that budgetary constraints are respected while remaining adaptable to unforeseen changes.



Risk Management in Program Planning: Identify potential risks affecting the program's success, including financial, operational, or reputational risks. Develop a risk management plan that outlines strategies to mitigate these risks, including contingency plans and monitoring systems. By proactively addressing potential challenges, the program can be better positioned to adapt and respond to any obstacles during implementation.

This enhanced detail illustrates a more comprehensive approach to program development and planning, ensuring a robust foundation for successful outcomes.

3.3 Monitoring and Evaluation (M&E)

In this section, we focus on the essential components of Monitoring and Evaluation (M&E) that ensure our programs are effective and continuously improving.

Developing M&E Frameworks: Establishing comprehensive M&E frameworks is critical for setting clear objectives and indicators aligned with program goals. This involves defining the purpose of the evaluation, determining the necessary resources, and developing a logical framework that outlines the relationships between inputs, activities, outputs, outcomes, and impacts.

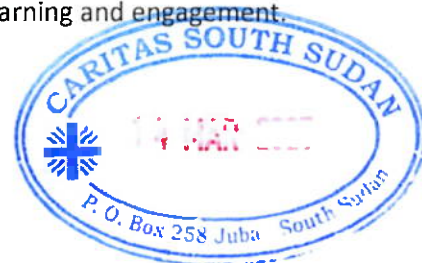
Data Collection Methodologies and Tools: Implementing robust data collection methodologies is vital for gathering accurate and relevant information. This includes selecting qualitative and quantitative methods—such as surveys, interviews, focus groups, and observational studies—and utilizing appropriate tools and technologies to facilitate efficient data gathering and ensure reliability and validity.

Analyzing and Interpreting Data: Systematic analysis is necessary to derive meaningful insights after data collection. This involves applying statistical techniques for quantitative data and thematic analysis for qualitative information, allowing for a comprehensive understanding of trends, patterns, and correlations. Interpretation should consider the context of the findings to address potential biases and limitations.

Reporting Findings and Using Them for Program Improvement: Communicating findings effectively is crucial for stakeholder engagement and informed decision-making. This includes creating clear, concise reports and presentations highlighting key insights and recommendations. Utilizing the findings for program improvement involves integrating lessons learned into future planning and fostering a culture of continuous learning and adaptation to enhance program impact.

By focusing on these critical areas, our M&E processes will provide accountability and drive strategic enhancements in our programs.

The training program will feature diverse instructional formats to enhance learning and engagement. Specifically, it may include:



Workshops and Seminars: Interactive sessions led by industry experts will allow participants to gain insights into current trends, best practices, and theoretical frameworks. Q&A segments will encourage active participation.

Hands-on Exercises and Case Studies: Practical activities designed to reinforce theoretical concepts. Participants will engage with real-world scenarios to apply their knowledge, analyze problem-solving strategies, and collaborate with peers to develop actionable solutions.

Group Discussions and Role-Playing: Dynamic group interactions that allow participants to share their perspectives and experiences. Through role-playing exercises, individuals will assume different viewpoints to foster empathy and deepen their understanding of various roles within a team.

Field Visits: Participants will visit relevant organizations or locations that provide a tangible context to the training content. These excursions will offer participants the opportunity to observe best practices in action and engage with professionals in the field.

This comprehensive approach aims to provide a well-rounded learning experience that caters to different learning styles and promotes collaborative engagement among participants.

5. Target Audience

The training program will be specifically designed for staff members from diverse Caritas diocesan areas throughout South Sudan who are directly engaged in delivering, managing, and overseeing various humanitarian programs. This initiative aims to equip these individuals with the essential skills and knowledge necessary to enhance their effectiveness in addressing the needs of vulnerable communities. Participants will gain insights into best practices, program evaluation techniques, and innovative strategies for implementing sustainable development projects that align with the organization's mission and objectives.

6. Duration of Training

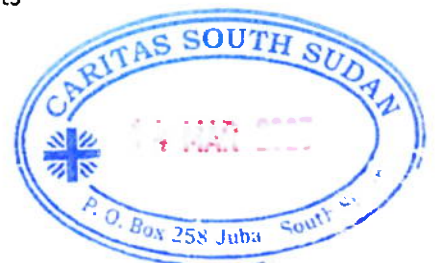
The training program is expected to last one week, the training commence on the 15th April 2025.

7. Proposal Requirements

Interested parties should submit a comprehensive proposal that includes:

- Detailed training program outline for each focus area
- Methodology and training techniques to be used
- Profiles of trainers, including qualifications and experience
- Previous relevant training experience and references
- Proposed budget, including training fees, materials, and any additional costs
- Timeline for the completion of the training

8. Selection Criteria



Proposals will be evaluated based on the following criteria:

- Relevance and quality of training content
- Experience and qualifications of trainers
- Proven track record in similar training
- Cost-effectiveness of the proposal
- Implementation Timeline

9. Submission of Proposals

All proposals must be submitted in a sealed envelope or via email to director@caritassouthsudan.org or logcoord@caritassouthsudan.org

10. Additional Information

For any inquiries or to schedule a pre-bid meeting, please get in touch with director@caritassouthsudan.org or +21192100555.

11. Conclusion

Caritas South Sudan is seeking dynamic and experienced training providers who can significantly enhance the skills and capabilities of our dedicated staff. We aim to develop a comprehensive training program that addresses the specific needs of our team, emphasizing areas such as leadership development, project management, and community engagement.

We invite you to submit detailed proposals that outline your approach, methodologies, and past successes in similar initiatives. Please include information about your team's qualifications, proposed training materials, and how you plan to measure the training's effectiveness.

We look forward to collaborating with you on this vital capacity-building initiative as we work together to empower our staff and improve the quality of our services in the community.

Thank you for considering this opportunity to partner with us.

End of Tender Document

