



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN
DATE: 07th OCT, 2025

INVITATION TO BID

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its Kong-Koc project is calling for quotations from reputable Consultancy companies to conduct Market analysis in Tonj as specified on the attached TOR:

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE TOR ATTACHED

DATELINE: Strictly on 17th October, 2025 at 4:00 PM local time



SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal registration documents which should include **latest bank statement, valid Tax clearance certificate, certificate of incorporation, previous experience of supplying related items, etc in a well-sealed envelope**. Ensure to register your hand delivered quotation/bids with procurement before you leave. Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning **“Not to be open before the time and date for bid opening”**. ADRA South Sudan will not assume responsibility of any **UNSEALED** and **UNMARKED** envelope if misplaced and will be rejected by the committee.

Only hand delivered bids will be considered.

The language for the bids shall be **ENGLISH** only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office

Juba Munuki SDA Church Compound.

 07/10/2025

Wani James Joseph
Operations Specialist
ADRA South Sudan



Call for Proposals
Labour and Economic Framework Needs Analysis – Consultancy
Terms of Reference

1. Background of the Adventist Development and Relief Agency

ADRA South Sudan seeks proposals from relevant parties to undertake a Labour Market and Economic Framework Needs Analysis in the Greater Tonj area (including Tonj North, East, and South) of Warrap State, as well as Rumbek North and Cuiebet counties of Lakes State. ADRA South Sudan is an international development and humanitarian organisation for the Seventh-day Adventist Church. Through its work, ADRA strives to achieve equality, dignity, and freedom for all people, regardless of their religion, political affiliation, social background, ethnicity, or nationality. ADRA South Sudan is a member of the international ADRA network, with 120 locally governed country offices, eight regional offices, and a global network office. Together, ADRA offices in developing countries work as catalysts for change, inspiring, engaging, and empowering people to overcome poverty, injustice, and manage the risks and impacts of disasters.

2. Project background/context

The Laying a Foundation for Stable, Resilient and Peaceful Communities in Greater Tonj and Lakes State, hereinafter referred to as Kong Koc, is implemented by a consortium of seven (7) UNMISS, UNDP, WFP, ADRA, PEACE CANAL, Steward Women and TOCH, with financial support from the UN Multi-Partner Fund. The Kong Koc is a response that aims to address drivers of decades of unresolved communal conflict in Greater Tonj, Rumbek North and Cuiebet counties. The Kong Koc ABP Phase I adopted an intentional, sequenced, adaptive and community-led peacebuilding approach. The programme embedded the Humanitarian, Development, and Peace (HDP) approach, working through the Reconciliation, Stabilisation, and Resilience pillars, leveraging WFP's resilience programming and partners' peace-building capacities. The programme complemented conflict resolution and reconciliation efforts with interventions to improve access to justice and accountability, as well as resilience-building activities, targeting conflict hotspots, conflict players, and victims to create economic incentives for peace, particularly among youth at risk of engaging in violence. Under Kong Koc, the Technical Vocational Education and Training (TVET) and broader economic framework focus on skills relevant to traditional urban and peri-urban settings, as well as skills pertinent to the rural economy and food value chains.

3. Background of the study

Under the auspices of the Resilience pillar, ADRA proposes to conduct a Labour Market and Economic Framework Needs Analysis that identifies innovative TVET, labour, and socioeconomic framework ideas for the area's self-sustenance. Labour innovations, such as TVET, have long been recognised as an essential driver for peacebuilding and growth. Innovation is defined as the implementation of products or production and delivery processes with new or significantly improved characteristics. It involves the design, development, and implementation of new or altered labour market products, services, processes, organisational structures, and business models to create value for customers and generate financial returns for those practising innovation, which is often evident but undocumented in most urban, peri-urban, and rural communities. Conflict-ridden



communities may benefit from the strategic application of TVET in their socioeconomic frameworks and innovate their activities to engage in commercialisation activities that curb unemployment, underemployment, and job creation, thereby facilitating stability. It is also evident, though not documented, that most rural communities' innovative activities emerge from the application of intangible assets that integrate skills, knowledge and technologies in the development and commercialisation of products and processes. Peace is such an example of intangible assets. Most empirical research and surveys indicate that innovation leads to the development of new coping strategies and an improvement in the standards of living for poverty-stricken and conflict-prone communities. The study will, among other things, capture and distil information needed to improve TVET people's understanding of economic growth from the perspective of rural communities. The proposed study will, among other socioeconomic factors, tease out:

- Crucial inputs available for innovation to occur within Greater Tonj, Rumbek North and Cuiebet and the exact nature of those inputs and how they differ from desired outputs and outcomes.
- Tangible and intangible inputs to communities' innovation activities. Tangible inputs have a physical embodiment and cost. Intangible inputs commonly referred to as 'knowledge assets' or 'intellectual assets' engender future benefits for the communities.
- Individuals' and community knowledge are applied in creative activities, including those embedded in TVET. Innovation cannot take place without an understanding of the resources (including human resources), tools, technologies, materials, markets, and needs in the situation at hand.
- How inputs to innovation assets are used repeatedly after being created for a single innovation pipeline, or are used in a pipeline in a way that results in improved standards of living within given communities.
- Community innovative activities for the purpose of creating socioeconomic value.
- Risks involved in community innovation and mitigation strategies.
- How Individual, community, specialist, organisational and holistic knowledge contribute to household and community welfare;
 - ◆ Human capital in the form of skilled, educated employees.
 - ◆ Technical knowledge, including information and facts, that various community age groups can apply.
 - ◆ ICT infrastructure is the way the community organises and communicates information and facts.

One purpose of proposing such a framework is to identify TVET, labour and market requirements and set the stage for investment within Greater Tonj, Rumbek North and Cuiebet counties. The Resilience pillar and consortium believe that this framework will provide more detailed insights into the innovation for resilience and investment potential' black box' of Greater Tonj, Rumbek North, and Cuiebet counties. The rationale for framing the task as a socioeconomic study is to flesh out both the social and economic drivers of durable peace and development. In most cases, socioeconomic drivers are linked to conflict drivers because people engage in economic activities to improve their social circumstances. For instance, when people or communities generate income through agro-business, they invest in social assets such as water and sanitation, which in turn enhances their well-being. In this vein, an innovative aspect of this study will be exploring the relationship



between economic and social drivers of conflict in Greater Tonj, Rumbek North, and Cuiebet counties, and how external interventions can build on existing grassroots innovations for peace and development.

4. Objectives for the Labour Market Needs Analysis

The specific objectives of the labour market needs analysis are to:

- 4.1 Gather data on labour and market demands and needs in the target locations to identify critical vocations that Kong Koc, through its support to TVET and other livelihoods activities, could promote and support in the region/counties. The focus should be on employment opportunities, vocations for the rural economy (especially green jobs and the green economy), and skills that contribute to value chains.
- 4.2 Undertake a private sector and stakeholder mapping in the target areas, including the types of enterprises that dominate the sector in size and ownership.
- 4.3 Conduct an institutional, entrepreneurship and or enterprise-based technical and vocational education and training, life skills, labour and market needs assessment, including sectors in need of skilled workers and the specific labour or skills required.
- 4.4 Determine priority TVET courses aligned to the market needs. The TVET courses identified should adopt a gender-balanced approach and seek to develop skills training that is attractive/relevant to both men and women, including youth, as well as men and women with disabilities.

5. Scope of work, methodology and approach

The methodology for the Kong Koc Labour and Economic Framework Analysis will be proposed by the consultant/s in the application documents. The analysis will consist of:

5.1 Desk review, during which the consultant/s will:

- a. Gather and review national and subnational documents on the labour market and vocational training context in the target states/regions or counties.
- b. Develop a list of stakeholders to meet during field data collection.
- c. Develop data collection tools (key informant interviews, questionnaires and protocols).

These elements will be combined and submitted in an inception report for ADRA's approval before the field data collection phase.

5.2 Field data collection

5.3 Reporting, during which the consultant/s will:

- 5.3.1. Submit a draft Labour and Economic Framework Analysis report that includes findings, analysis and recommendations for review and feedback.
- 5.3.2. Arrange a debriefing meeting with the ADRA team to present the findings, analysis, and recommendations and exchange and share feedback.
- 5.3.3. Submit a final report to the ADRA team for approval.

6. Deliverables and Estimated Timeframes



The deadline for proposals is **17th October 2025**. The successful consultant will undertake the following tasks and provide the corresponding deliverables within the agreed-upon timeframe (to be determined during the inception phase).

Tasks / Deliverables	Timeframe
Inception report, including detailed methodology and data collection tools	
Contracting	
Field data collection phase	
Draft report	
Debriefing and presentation	
Final report	28th November 2025.

The final report should not exceed 30 pages, excluding Annexes, and should include the following sections:

- Executive summary
- Introduction to context
- Methodology, including limitations
- Detailed findings and analysis from the literature review and field data collection
- Recommendations
- Annexes, including a list of key stakeholders met during the field data collection phase and data collection tools

The report should be submitted in English, in both PDF and Word formats.

7. Timeline

The consultancy is expected to start on **27th October 2025**. The final deadline for submitting the approved Labour and Economic Framework Analysis is **28th November 2025**.

8. Budget

A total budget, including the consultant's daily fees, travel (flights and vehicle hire for field activities), field data collection costs and accommodation must be submitted with the application.

9. Profile of the consultant/s

An expert or team of experts/support staff can conduct the Labour and Economic Framework needs Analysis. The expert of a team of experts should have the following skills, experience and knowledge:

- University degree in economics, education, international development or a related field.
- Proven experience in conducting Labour and Economic Framework needs Analysis
- Strong experience in the labour and education sectors in South Sudan.
- Proven experience in qualitative data collection, analysis and reporting.
- Competent written English skills.
- Experience working with Non-Government Organisations (NGOs) is preferable

10. Application Process



The deadline for proposals is **October 17 2025**, and the tender opening is on **October 20 2025**. Proposals should be submitted using the logisticofficer@adrasouthsudan.org copy, mealmanager@adrasouthsudan.org email addresses, and also in [envelopes](#) with the subject line 'Confidential proposal for Kong Koc Labour Market Needs Analysis.'

Proposals from interested consultant/s should, as a minimum, include:

1. Letter of expression of interest
2. Technical proposal of no longer than 5 pages, including:
 - a. Understanding of the Terms of Reference
 - b. Proposed approach and methodology, Workplan including deliverables, proposed team, including roles and responsibilities and time allocated for each member

Additionally, the following must be provided with the technical proposal:

- a. CVs of each member of the team
- b. Two examples of relevant previous studies undertaken
- c. Two referees who can be contacted to discuss the experience and work ethic of the applicant/s
3. A financial proposal, including the consultant/s daily fees, travel and field data collection costs, must be submitted with the application.

