

PEACEFUL Project - Promoting Ecosystems and Communities for Enhanced Livelihoods through Understanding and Learning

Consultancy Call

for Business Development and Management Training targeting Village Saving and Loan Associations (VSLAs) in Torit, Magwi and Yei Counties

for the South Sudan Programme of Caritas Switzerland

Job Title	Business Development and management consultancy firm
Section /Department	International Cooperation, Country Group II, Country Programme South Sudan
Work Quota	The consultancy shall be conducted between April and May 2024 and shall have a duration of around 40-50 days (including reporting).
Start / End	April 2024
Job location	Eastern Equatoria State - 8 bomas in the counties of Torit and Magwi Central Equatoria - 8 bomas in the county of Yei
Tasks / Requirements	See detailed TORs overleaf
Deadline for applications	February 29th 2024 Applications should be submitted via email to, - apbraham@gmail.com - chapa.kasiya@gmail.com With CC to: - tgonda@caritas.ch - slokiden@caritas.ch - caritascdy23@gmail.com - ohidelaz@gmail.com

Caritas Switzerland
Head Office
Adligenswilerstrasse 15
P.O. Box, CH-6002 Lucerne
Switzerland

Caritas Switzerland
Regional Office South Sudan
Katire Road, Hai Mission
Torit, Eastern Equatoria State
South Sudan

Terms of Reference

1. Introduction

Caritas, the Social wing of the catholic dioceses of Torit and Yei are implementing a consortium project called PEACEFUL, Promoting Ecosystems and Communities for Enhanced Livelihoods through understanding and Learning, adapted to the Humanitarian, Development and Peace nexus, with keen interest in the restoration of livelihoods, preserving natural resources while mitigating conflicts within natural resource usage and management among returnees and host communities in the targeted counties in Eastern and Central Equatoria states.

The consortium includes Caritas Switzerland as the consortium lead, Caritas Torit, Caritas Yei, Justice and Peace Commission (JPC) and Organic Farming Advisory Organization (OFAO).

The project targets returnees and host communities in the counties of Torit, Magwi and Yei with an objective to diversify and identify income opportunities that will support farmers and small-scale business holders with improved market access and enhance income generation activities among communities. The project aims at creating opportunities that will increase and alleviate income generation, provide saving and quick loan access facilities in the communities

The project plans to provide startup funds to VSLA groups which is expected to revolve among members of the group who will use the revolving funds to establish group or individual businesses or enterprises

In order to support inclusive and sustainable businesses, the project targets to train **360** VSLA members (youth ,women and farmers) across the counties of Torit, Magwi and Yei in business idea development and on financial literacy. The trained VSLA groups will be provided with business plans templates through which they will undertake businesses and request for the revolving loan from the members.

Caritas Torit and Caritas Yei are therefore seeking to hire a consultant or a consulting company to offer these service with the deliverables below,

2. Deliverables of the consultancy firm

The Consultancy firm will lead at least a **3-days Business Development and management Training** (ca. 15-30 candidates per training/boma) and Provide training certification to for trained VSLA group members.

Specific tasks

- The consultant should provide a detailed training curriculum and mode of delivery for each of the module to be delivered within a 3 day time plan
- The consultant should provide a detailed business plan template
- The consultant should provide a list of required training material for each of the module to be delivered

Deliverable milestones will be established based on the technical proposal which will be selected by the partner organizations and the successful consultant/firm

3. Duration, Place of Execution and Methodology

The tasks enclosed in this consultancy will be conducted in **April 2024** and shall have a duration of **maximumly 50 days including reporting**. The consultant is expected to travel to the project locations (in the project areas of Caritas Yei and or Caritas Torit who will also be responsible for, depending on the locations,

- Provision of relevant project and context documents
- Guidance throughout the process
- Key background resource identification
- Facilitation of discussions with required key stakeholders

The consultant will be responsible for:

- Review of documents
- Regular progress reporting to the Executives Director or project activity lead, including responding to any comments or technical inputs;
- Production of deliverables within agreed timeline and in accordance with standard quality requirements;
- The Consultant will be required to abide by local security procedures and rules in place for staff. CACH will however offer security briefing at inception of the activities.

4. Consultant Skills Requirements

The Consultant must meet the following requirements:

- University degree in a relevant field (Economics, Entrepreneurship and Business management, Agricultural Economics, Rural Development, and or related field)
- At least **5** years of professional working experience of the firm in delivering professional service to a development or humanitarian organizations/companies and at least 7 years of experience of the technical lead who will be assigned to this role.
- Proven strong experience in implementing Business Start-Up Trainings and business plan development
- Experience in setting up small-scale businesses/informal businesses in rural communities, in conflict-affected areas.
- Experience in working with **SACCO**/loan credit facilities will be an asset
- Excellent writing skills.
- Analytical thinking and openness for innovative solutions
- Fluency in English. Ability to speak local dialects and Arabic will be an asset

5. Technical and Financial Offer

Submitted bid documents have to fully comply with this Terms of Reference (TOR) and must contain a technical write up including training curriculum, mode of delivery, business plan templates, time plan and a detailed financial offer.

Application should also include,

- Up-to-date CV detailing the consultant's profile experiences, referees and relevant experience and company profiles for firms.
- The financial offer shall include the proposed consultancy rate per day in USD (including all costs related to the consultancy).

Liability, safety and security

The Consultant must adhere to all organizational policies concerning safety and security as well as to the organizational Code of Conduct.

Interested applicants must submit their technical proposal (CV, work plan) and financial offer (daily consultancy rate) until **March 31st 2024** via the email addresses on the cover page.