



SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION

Consultancy Services to develop a Strategic Plan for 2024-2026 that provides guidance on key planning, monitoring, and budgetary frameworks and their elaboration process

A. Background

Smile Again Africa Development Organization (SAADO) was founded in 2011. Registered with the South Sudan Ministry of Justice (1158) as a national non-profit organization that aims to promote social cohesion among the communities in South Sudan and empower them to fight poverty. As our motto states, it is an obligation for the youth of South Sudan to build a strong coalition and fight a bloodless war against poverty. SAADO is a vehicle through which ideas, expertise, and experiences are channeled. Our conscience commits us to the creation of better access to basic human needs through economic empowerment and the recognition of vulnerable groups—women and children. We do this in a way that is very simple. We consider everyone as an actor in the process of community empowerment, helping to enhance food security and livelihoods, access to quality health services and nutrition, access to quality education, and, in creating peaceful co-existence within and among communities. Above all, SAADO cherishes principles of human rights and dignity.

The organization is calling for proposals from competent and Interested Qualified Individuals and Institution consultants for the provision of consultancy Services as per the TOR below.

B. PROJECT BACKGROUND

To develop a Strategic Plan for 2024-2026 that provides guidance on key planning, monitoring, and budgetary frameworks and its elaboration process. Through this medium-term plan, SAADO aims to introduce a programmatic and more consolidated approach, supported by predictable clear, and realistic transformative results.

C. TARGET AREA AND MODALITY

The consultant will work with the SAADO committee under the supervision of the Executive Director.

The implementation will be during the period from **October 17th, 2023 to November 30th, 2023**.

D. DELIVERABLES

A 3 Year Strategic Plan (2024- 2026)

1. TENDER DETAILS

The tender details are as follows

line	Items	Time, date, and address as
1	RFP Published	Appropriate 04/October 2023
2	Technical Request Clarification	04 October -10 October 2023 12:00-13:00 CAT Local Tender Documents and other queries are to be channelled to Solomon.njoroge@saado.org, tolu.david@saado.org
3	Closing date for clarification	06 October 2023-14:00 CAT Local Time
4	Closing date and time for receipt of bids/ proposals	10 th October 2023-14:00 CAT Local Time
5	Tender Opening Location	SAADO 's main office is in Juba, next to the Kenya Embassy, Hai cinema
6	Tender Opening Date and Time	13 th October 2023-10:00 CAT Local time

2. Quality Assurance

The consultant shall use an evidence-based approach and ensure the highest standard of work and timely delivery at every stage of this assignment in particular the consultant will

- Clarity of objectives and processes during consultation meetings
- Counter-checks all facts and figures cited
- Ensure that the content and the format of the Strategy document meet the highest standard expected
- Ensure proper editing and clarity

3. Expertise/Skilled Required

- Institutional operational experience of consultancy services of at least ten (10) years;
- At least 10 years of experience in the area of strategic planning
- Strong analysis and analytic skills

Plot No: 1, Ext ECSS Guest House, next to Kenyan Embassy
Hai Cinema
Juba – South Sudan

Youth Against Poverty

Email: info@saado.org
Website: www.saado.org
Tel: +211 (0) 0924319745
Twitter: @SAADOYAP

- Previous proven work experience with INGOs/UN relevant to similar assignments;
- The proposed human resource must also include staff with strong communication/reporting, editing/proof-reading skills; Note: Concern reserves the right to verify the proposed staff
- credentials, experience, and availability to your organization. Staff/Human Resources for the Proposed Assignment
- The proposed staff must have requisite academic qualifications, preferably a master's degree in a related field.
- The proposed staff with practical experience related to the above-mentioned potential assignments
- Institutional and staff experience of working in the humanitarian sector, understanding of humanitarian standards and principles, specifically working experience in an emergency context;
- Any relevant combination of qualifications and experience will be considered
- The consultant must be readily available and ready to start when required
- Applications Interested consultants should send the following documents in a sealed envelope, clearly marked Consultancy for Strategic plan for SAADO

4. Requirement

Application Procedure

1. Technical proposal document containing the following which shows the consultant intends to carry out the consultancy.
 - a. Background and experience of the organization /individual
 - b. Description of methodology for achieving scope of work
 - c. Proposes an implementation schedule for each task
 - d. Proposed progress evaluation method
 - e. Team composition and proposed role on the team
 - f. CVs for proposed professional staff
 - g. Estimated time schedule for professional
 - h. Activity work schedule
 - i. List of reference
2. Financial proposal

5. Evaluation and Award of consultancy

Eligible proposals will be evaluated based on full and open competition, in strict adherence to the scoring criteria detailed below

- | | |
|---|-----------|
| • Interpretation of scope of work | 20 points |
| • Methodology suitability for conducting this review exercise | 20 Points |
| • Experience and expertise in Similar Assignments | 40 Points |
| • Financial proposal | 20 Points |

6. **Rate and currency:** The rate shall be in United States dollars (USD)

7. Submission of proposals

The proposal shall be submitted in Hard copy in a sealed envelope and also in soft copies for consultancy from that are outside South Sudan to the following address Solomon.njoroge@saado.org cc tolu.david@saado.org Or

SAADO Office

Plot No:1 Ext ECSS Guest House, next to Keyan Embassy

Hai Cinema

Juba-South Sudan

8. Registration for submission:

Please ensure that you register your hand delivery bid with the Procurement department and drop it in the bid box yourself before you leave the procurement Department

9. Request for clarification

Any request for clarification must be made in writing through the email Solomon.njoroge@saado.org Strictly and must be received no later than 4 October to October 10, 2023, at 3: 00 P.M

Dateline for the submission of the proposals

The dateline for the submission of the quotes will be strictly on Monday 10th October 2023at 3:00 P.M

10. Notification of the result

Only Successful and competitive bidders will be notified, and if you do not receive email communication within two weeks after the expiry of the dateline, consider your bids not successful

11. Language for the bids

The language for the bids shall be English only, but no other language to be used

12. Disclaimer

This is only a call for proposal and SAADO reserves the right to amend it at any time with or without notice. In such cases, SAADO shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotation

The decision of the SAADO Board of Directors shall be final