



Leading in  
disability inclusive  
development



**Date:** 18<sup>th</sup>, March, 2026

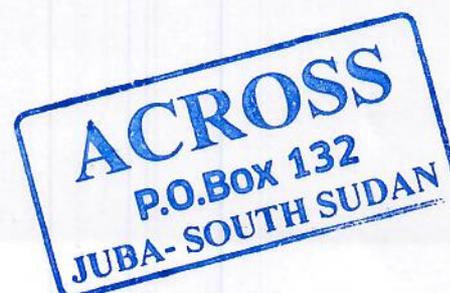
**TERM OF REFERENCES (TOR) FACILITATION OF FARMER COOPERATIVE  
REGISTRATION AND CAPACITY BUILDING IN MOROBO AND KAJOKEJI COUNTIES,  
CENTRAL EQUATORIA STATE, SOUTH SUDAN**

**1. PROJECT BACKGROUND.**

The Multisectoral, Disability-inclusive Resilience Building for Internally Displaced Persons (IDPs), Refugees, Returnees, and their Host Communities in Central Equatoria State, South Sudan, is a vital initiative dedicated to enhancing the resilience and well-being of vulnerable populations affected by ongoing conflicts and displacement. This project specifically focuses on integrating persons with disabilities into resilience and recovery efforts, ensuring their unique needs and rights are prioritized within community development processes. The project targets key regions within Central Equatoria State, including Juba, Lainya, Yei, Morobo, and Kajo-Keji Counties. These areas have been significantly impacted by displacement, violence, and socio-economic challenges, making resilient recovery and inclusive development critical for sustainable peace and stability.

Implemented by ACROSS South Sudan, a dedicated organization with expertise in conflict-affected and vulnerable communities, the initiative employs a multisectoral approach. This includes strengthening access to healthcare, education, livelihoods, psychosocial support, and protection services, with a specific emphasis on disability inclusion. Through capacity building, community engagement, and partnerships with local authorities and organizations, the project aims to foster empowering environments where all members, regardless of their abilities, can participate actively in community life. Funding for this project is provided by the German Federal Ministry of Economic Cooperation and Development (BMZ), through its executing agency, CBM Christoffel-Blindenmission Christian Blind Mission e.V. This partnership underscores a shared commitment to advancing inclusive development, human rights, and resilience in South Sudan.

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The overarching goal of this initiative is to create resilient communities where IDPs, refugees, returnees, and persons with disabilities can access essential services, participate fully in social and economic activities, and contribute to peacebuilding efforts. By addressing the diverse needs of vulnerable populations, the project aims to promote sustainable recovery, social cohesion, and long-term stability in Central Equatoria State.

## 2. ACTIVITY RATIONALE

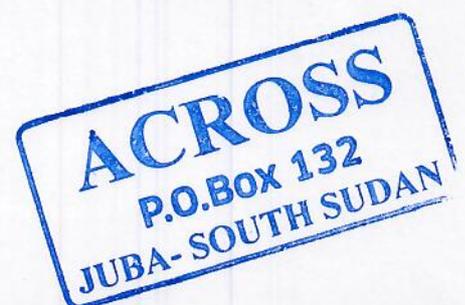
In line with the project's objectives, ACROSS South Sudan seeks to strengthen local agricultural capacities by supporting two (2) groups of farmers, with 25 members in each county, to form and operate functional cooperatives capable of seed production and marketing. This initiative aims to improve food security, promote economic empowerment, and foster sustainable agricultural practices among displaced and host communities in Morobo and Kajo-Keji Counties.

By establishing these cooperatives, the project will facilitate access to quality seeds, enhance farmers' technical skills in seed production, and create reliable market linkages both locally and nationally. This, in turn, is expected to increase agricultural productivity, reduce dependency on external seed sources, and stimulate local economies. Furthermore, the initiative will contribute to resilience building within communities by encouraging sustainable farming methods, promoting gender inclusion, and ensuring that smallholder farmers are equipped to meet market demands.

Through these efforts, ACROSS South Sudan aims to create a replicable model of community-led agricultural development that supports long-term food security, livelihoods enhancement, and stability in the region. The project also envisions fostering partnerships with local government agencies, development partners, and the private sector to ensure the sustainability and scalability of seed production initiatives across other affected areas.

### 3.0 OBJECTIVE OF THE ASSIGNMENT

To develop copies of by-laws, facilitate training for farmers in leadership and agri-business skills and formally register them as cooperatives for seeds production and seeds marketing in Morobo and Kajokeji.



### 3.1 Primary Objective:

To facilitate the registration of two farmer groups as formal cooperatives in Morobo and Kajokeji Counties, including development of by-laws, capacity-building workshops, and registration support.

### 3.2 Specific Objectives of the Assignment

- ❖ Develop a copy of by-laws with support from the (25) farmers in Morobo County in preparation for the registration and facilitate a workshop on leadership structure, agribusiness skills and networking.
- ❖ Register (25) farmers as a cooperative entity for seed production and supply in Morobo County with the State Ministry of Rural Development and Cooperatives.
- ❖ Develop a copy of by-laws with support from the (25) farmers in Kajokeji County in preparation for the registration and facilitate a workshop on leadership structure, agribusiness skills and networking.
- ❖ Register (25) farmers as a cooperative entity for seed production and supply in Kajokeji County with the State Ministry of Rural Development and Cooperatives.

### 4.0: SCOPE OF WORK

The activity involves engaging a total of 50 inclusive farmers across Morobo and Kajo-Keji Counties, with 25 farmers from each county. In Morobo County, the activity will target a group of 25 farmers from Gulumbi, Morobo centre. Similarly, in Kajo-Keji County, there will be a group of 25 farmers, located in Likamarok. The primary objective is to facilitate the development of comprehensive and operational by-laws for each farmer group, fostering governance, accountability, and sustainability within the cooperatives. These by-laws will serve as foundational guiding documents, ensuring that each group operates transparently and effectively. In addition to by-laws development, capacity-building workshops will be conducted focusing on agribusiness skills, cooperative development, and networking. These workshops aim to empower farmers with practical knowledge on value addition, marketing, financial management, and building strategic linkages with both public and private sector stakeholders.

Each County will establish a registered cooperative group comprising 25 members, capable of producing and supplying locally-produced quality seeds to individual farmers, government agencies, and private institutions within Central Equatoria State, with potential expansion to national markets. This cooperative model aims to enhance local seed production, improve

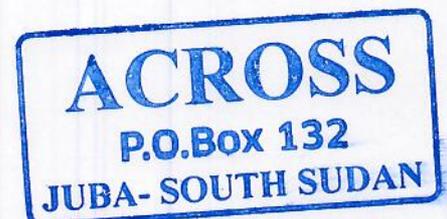
access to quality inputs, and promote agricultural commercialization. The facilitator, who will be responsible for delivering these activities, will travel from Juba to Yei by air. From Yei, transportation to Morobo will be by road, with a scheduled stay of three days in Morobo to carry out the activity. After completing the work in Morobo, the facilitator will be flown to Kajo-Keji and will spend an additional three days conducting similar sessions with the farmers there. Transportation from Yei to Morobo and back will be facilitated by a vehicle, while transportation from Juba to Kajokeji and back to Juba, will be facilitated by flight, ensuring timely and efficient movement. The entire engagement period in both counties is expected to span approximately ten working days, including travel, preparation, facilitation, and wrap-up activities. This initiative aims to strengthen local farming communities, promote sustainable agricultural practices, and establish viable cooperatives capable of contributing to the economic development of Central Equatoria State

#### 5.0 COMPETENCE OF THE TRAINER

The ideal facilitator should be experienced in Cooperatives development, with a proven track record of successfully establishing and strengthening farmers' cooperatives. They should possess in-depth knowledge of the principles and practices of cooperative management, governance, and sustainable development. In addition, the facilitator must be an expert in agribusiness, agriculture economics, or related fields, with a comprehensive understanding of modern agricultural techniques, value chain development, market linkages, and financial management within the agricultural sector. Familiarity with innovative approaches to smallholder farmer empowerment and sustainable farming practices is highly desirable.

Furthermore, the facilitator should have a strong grasp of the socio-economic and cultural context of Central Equatoria State, including the specific challenges and opportunities faced by local farmers and agricultural communities. Experience working with government agencies, local organizations, and development partners in the region will be an added advantage.

The facilitator should also be adept at capacity building, training, and facilitating participatory discussions that promote collaboration, knowledge sharing, and empowerment among farmers and stakeholders. Excellent communication, leadership, and organizational skills are essential to effectively support the development and scaling of vibrant, resilient agricultural cooperatives in the area.



## 6.0 TECHNICAL PROPOSAL

To qualify for consideration in this activity, the consultant is expected to submit to ACROSS a concise, preferably one-pager technical proposal for executing the activity. The proposal must address the following components:

### 6.1 Methodology:

Outline the specific methods and processes you will employ to carry out the activity. This should include a clear description of the steps involved, tools, techniques, and any frameworks or standards that will guide your work. Emphasize how your methodology ensures efficiency, quality, and adherence to best practices.

### 6.2 Approach:

Describe your overall strategic approach to the activity. This should encompass your understanding of the activity's objectives, how you plan to engage stakeholders, and your plan for managing potential challenges. Highlight any innovative or customized strategies you intend to utilize to achieve optimal results within the given timeframe and resources.

The proposal should be succinct, focused, and tailored to demonstrate your expertise and suitability for the activity. Clarity and precision are key, as the document will be used to assess your technical capabilities and alignment with the activity's requirements

## 7.0 BUDGET PROPOSAL

The service provider should develop an inclusive budget for carrying out this activity, including but not limited to: facilitation fees, registration fees, feeding and accommodation for the consultants during the fourteen (14) days in the field, breakfast, lunch and transport reimbursement for 50 participants for a period of engagement days in each County. ACROSS will facilitate the costs of flights from Juba to Morobo and Kajo-Keji. Additionally, the budget should account for transportation within the field sites, printing and stationeries, communication expenses, and any other logistical costs necessary to ensure the smooth execution of the activity. The proposal should also include contingency funds to address unforeseen expenses. All costs should be itemized clearly to facilitate transparency and accountability.

## 8.0 DELIVERABLES

- Detailed report covering topics covered, disaggregated attendance for participants, achievements and recommendations.
- Signed attendance sheets for each group in the two Counties.



- Certificates of registration with State Ministry of Rural Development and Cooperatives.
- Copes of by-laws developed with each group of farmers.

#### 9.0 DURATION OF THE ASSIGNMENT

The assignment is expected to take within **14 days** commencing from the day the contract is signed by parties.

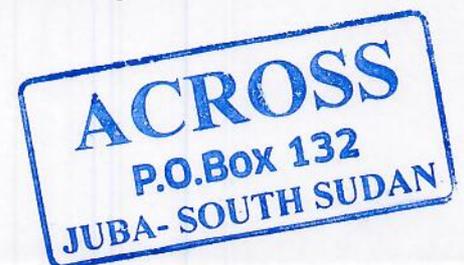
#### 10.0 PAYMENT MODALITIES

The Consultants shall be paid the consultancy fees upon completion of the following milestones.

#### 11.0 SUBMISSION AND EVALUATION OF EXPRESSIONS OF INTEREST

Consultants meeting the above criteria are invited to submit an Expression of Interest. The main body of the EOI should be a maximum of 10 pages and should include the following:

- ❖ A (2-page max) cover letter including:
- ❖ Masters in Business administration, Development studies, Monitoring and Evaluation, Economics, Agribusiness and other related social sciences with at least two year's Professional experience o Consultant's daytime phone numbers and email contacts o A technical proposal with brief description of clear methodology, on how the firm will approach and complete the assignment, part of the technical proposal will be the workplan for executing proposed activities.
- ❖ Financial Proposal that indicates all-inclusive fixed total contract price, supported by a breakdown of all the costs.
- ❖ Consultancy work shall attract 20% withholding tax to be remitted to South Sudan Revenue Authority (SSRA) this must be factored in the financial offers.
- ❖ Any recommendations or modifications related to the TOR, Proposed schedule of availability during period of April ,2026.
- ❖ CV of the Consultant, outlining previous Consultant experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfil the requirements of the TOR.



- ❖ List of 3 referees who can attest to Consultant's experience and expertise as it relates to this Organization,

ACROSS will review the EOI closely against this recommended outline in combination with the preceding sections.

Qualified and interested firms are hereby requested to apply by submitting their proposals in hardcopy, sealed envelope to ACROSS Juba Office/Kajo-Keji/Yei/Lainya Field Offices clearly labeled **“facilitation of farmer cooperative registration and capacity building in Morobo and Kajo-Keji counties, Central Equatoria State”** respectively. Please ensure your Proposal is accompanied by the documents listed below.

1. Not more than 2 pages cover letter signed and stamp providing an executive summary of the service provider's strength, experience, capacity and suitability to undertake this work.
2. Financial proposal with the final total cost.
3. Valid Certificate of Incorporation (Including a copy of the updated stamp).
4. Valid business Operation license.
5. Valid Tax Clearance Certificate.
6. Implementation timetable (must indicate detailed list of activities and duration as per the requirement).
7. Previous experience, copies of PO/contracts of at least 2 similar projects to the requirements of the tender (registration for cooperative groups) implemented during the last 2 years and corresponding completion certificates awarded/recommendations.
8. Active bank account printed on Bank letter head clearly stamped and signed.
9. Tender validity of 90 days.

ACROSS  
P.O.Box 132  
JUBA- SOUTH SUDAN

## 12.0 Submission of Tenders

All potential financial service providers are required to submit their tenders in a sealed envelope. ONLY PHYSICAL SUBMISSION WILL BE CONSIDERED (HARD COPY). Any tender submitted electronically shall not be considered. Sealed tenders should be clearly marked with the RFQ reference number and delivered to the following address:

**ATTENTION:**

**Secretary's**

**Tender Committee,**

**ACROSS South Sudan**

**Hand delivered to the below  
address ACROSS Juba Head Office.**

**P.O.Box 132, Juba South Sudan Office**

Tenders should be submitted by or **before 7<sup>th</sup> April, 2026, 12:30 Noon South Sudan local time.**

NB: Tenders submitted by hand/courier must be recorded in the Eol receipt record form and dropped in the bid box. Unrecorded tenders and those received after the deadline for submission shall automatically be disqualified.

NB: Only qualified tenders shall be considered for technical evaluation

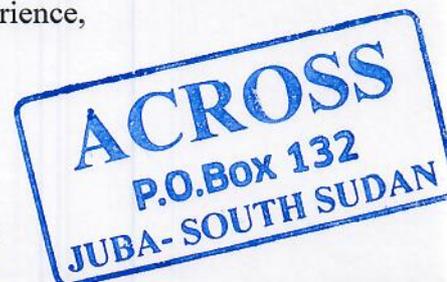
## 13.0 Evaluation Criteria:

In principle, the financial evaluation of complete and responsive offers from qualified service providers will be conducted based on the total cost for the requirement and award based on the lowest price technically qualified bid.

### 13.1 Preliminary evaluation:

Non-discretionary 'Pass' or "fail" rating based on submission of the following documents.

1. Not more than 2 pages cover letter signed and stamp providing an executive summary of the service provider's strength, experience, capacity and suitability to undertake this work.
2. Financial proposal with the final total cost.



3. Valid Certificate of Incorporation (Including a copy of the updated stamp).
4. Valid business Operation license.
5. Valid Tax Clearance Certificate.
6. Implementation timetable (must indicate detailed list of tasks, duration, and allocated resources per task as per the requirement).
7. Previous experience, copies of PO/contracts of at least 2 similar projects to the requirements of the tender implemented during the last 2 years and corresponding completion certificates awarded/recommendations.
8. Tender validity of 90 days

Only qualified bids shall be considered for the technical evaluation.

### 13.2 Technical Evaluation

- ❖ Responsiveness/full compliance to technical requirements
- ❖ Completeness of tender to the requirement
- ❖ Currency of quotation is USD

### 13.3 Financial Evaluation

Financial Comparison of the technically qualified bids after arithmetic analysis and award to Lowest Priced bidder.

Only successful bidders shall be contacted:

**Note:** Successful service providers may be included in ACROSS Procurement prequalification list of suppliers.

We, the undersigned, hereby accept in full the ACROSS South Sudan General Terms and Conditions and hereby offer to provide the services listed above in conformity with the requirements of ACROSS South Sudan as per details provided in the TOR.