

4th August 2026

Invitation to Tender (ITT)

Terms of Reference for Consultancy Services to develop a regularisation/registration Framework and Pathway of the South Sudan Hub as a Network.

Reference No:88/26/IPPASJ

Opening Date:04TH August 2026

Closing Date:18th August 2026

Time: 4:00pm

CAFOD and Trocaire in Partnership (CTP)

CAFOD Office Plot 19, Block XIII, P.O Box 7, Hai Malakal

Next to Save the Children International

Juba, South Sudan

1. Background on South Sudan Hub

The South Sudan Hub was initiated in 2019 by a group of local women-led organizations that engaged with the Start Network through the Accelerating Localization through Partnerships programme. This engagement strengthened collaboration with international partners, including CAFOD & Trocaire in Partnership (CTP), Christian Aid, Tearfund, Oxfam, and CARE, and laid the foundation for a locally driven humanitarian platform.

CAFOD – Invitation to Tender

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With due diligence support from Start Network, the South Sudan Hub continued to develop, drawing on lessons from other hubs across the Network, and was officially launched in 2024. The Hub aims to catalyse locally led humanitarian action by enabling faster and more anticipatory access to funding and response, strengthening partnerships between local, national, and international organizations, and advancing systemic reform through localization and inclusive collaboration.

The South Sudan Hub currently comprises nine member organizations, including four national organizations—STEWARD WOMEN, Hope Restoration South Sudan, Mother and Child Development Agency (MACDA), and Women for Change—and five international organizations: Christian Aid, Oxfam, CAFOD and Trócaire in Partnership, Tearfund, and CARE. The Hub has also recruited seven additional national organizations to expand its local membership base.

The Hub is currently in its Incubation period until end of 2027 after which it is expected to have matured and developed its systems. It is being hosted by CAFOD and Trocaire in Partnership from 2025 to 2027. The Hub seeks to establish a formal presence in South Sudan by registering as a network, thereby strengthening collaboration, coordination, representation, and accountability among member organizations. Given the complex regulatory environment and evolving legal framework in South Sudan, expert legal and technical guidance is required to ensure compliance with national laws and alignment with the Hub's strategic objectives.

Vision: A vibrant network of local and national organizations leading anticipatory, community-led humanitarian systems.

Mission: To enhance inclusive, locally led leadership and engagement in humanitarian systems that address priority community needs.

2. Objective of the Assignment

The overall objective of the assignment is to provide guidance and legal advice on the best formalisation option under which the South Sudan Hub can be recognised as an independent entity in accordance with applicable laws and regulations in South Sudan.

Specifically, the consultant will:

- Map out the various Networks, Forums and Platforms in South Sudan and their formalisation or legalisation status or options
- Provide guidance on the best formalisation /regularisation option for the South Sudan Hub given its mode of operation
- Develop a SSH regularisation/formalisation process and procedure, documentation required and necessary information to enable Hub Regularisation

3. Scope of Work

The consultant will undertake the following tasks and ensure that all outputs are technically sound, legally compliant, and aligned with the Hub's governance requirements:

- **Regulatory review:** Map relevant laws, policies, procedures, and government requirements governing network, forums and platforms registration in South Sudan.
- **Legal advisory:** Recommend the most suitable legal form and registration pathway.
- **Final report:** Submit a comprehensive advisory report with clear recommendations, required follow-up actions, and proposed next steps for maintaining compliance.
- **Documentation support:** Draft, review, and finalize application forms, constitutions, bylaws, and any other documents required for registration.

Interested service provider are invited to submit their financial proposals base on the listed below;

#	Descriptions of Services	Unit	Qty	Unit Price (USD)	Total Price (USD)
1	Provision of consultancy services to develop a regularisation/registration framework and pathway of the South Sudan Hub as a network	service	1		
	TOTAL				

4. Instruction to interested Suppliers/Service Providers

- Completed tender documents must be submitted in a sealed envelope to the CAFOD office at the address above no later than **18th August 2026 at 4:00 PM** and clearly marked:
"Tender Submission – 881-26-IPPASJ."
- Bidders must carefully read all sections and provide accurate and complete information. Failure to comply may result in disqualification.



- iii. All submissions must be in **English**.
- iv. **Handwritten submissions will not be accepted.** Only typed documents are permitted.
- v. Applicants must not alter the structure or format of the tender document.
- vi. Relevant work experience must cover the period from **1st January 2025 to 31st December 2025**.
- vii. Incomplete submissions may be rejected during the preliminary evaluation.
- viii. Any indication of collusion or unethical practices will result in disqualification.
- ix. Only successful bidders will be notified via the contact details provided.
- x. CAFOD reserves the right to accept or reject any application, and its decision shall be final.
- xi. Late submissions will not be considered.
- xii.
- xiii. Applicants must read, sign, and stamp all CAFOD policies and terms provided.

5. Tender Evaluation Criteria

a. Financial Capacity of the Suppliers

The Service Provider's financial capacity will be assessed based on a recently generated bank statement covering the last six (6) months.

Potential Service Providers are required to submit a clear bank statement, duly signed and stamped by an authorised representative of their bank.

The acceptable bank statement period for assessing the Service Provider's cash flow is from **1st October 2025 to 30th June 2026**.

b. Experience for Potential Service Providers

Potential Service Providers are required to submit a minimum of three **(3)** recent sample contracts covering the period from **1st January 2025 to 30th June 2026**. Copies of these contracts must be clear and readable.

The contract samples must include client details, including but not limited to contact person name, email address, active telephone number, and official organisation stamp.

c. Legal Registration Certificates

Interested Service Providers must provide valid registration documents to demonstrate their eligibility to participate in this process. These include, but are not limited to:

- i. Tax Clearance Certificate (**Valid electronic copy only**)
- ii. Certificate of Incorporation (**electronic or manual copy with a valid renewal stamp**)
- iii. Operating Licence (**valid copy -electronic copy**)
- iv. Memorandum and Articles of Association detailing business ownership/shareholders
- v. Any other relevant certificates supporting legal and operational compliance

These registration documents serve as evidence that the business is compliant with the laws of the Republic of South Sudan, including statutory requirements such as the payment of applicable taxes.

d. Physical Address of the Business

All interested applicants must have a physical address within the Republic of South Sudan, specifically in Juba, Applicants are required to provide a verifiable business address.

Any Service Provider that submits an application without a detailed physical address will not be considered for further review by the Bid Evaluation Committee.

6. Eligibility and Mandatory Requirements for Service Providers

Potential Service Providers are required to provide the relevant information below in order to be considered for this process:

#	Required Information - Descriptions	Remarks
1	Certificate of Incorporation – A valid copy, including proof of renewal.	Compulsory
2	Tax Clearance Certificate – A valid copy (only NRA electronic copy will be accepted).	Compulsory
3	Operation Licence – A valid copy is required	Compulsory
4	Latest Bank Statements covering the last six (6) months – Required to be signed and officially stamped by the issuing bank representative.	Compulsory
5	References – At least three (3) verifiable sample contracts or LPOs from the past two (2) years (1 January 2024 to 31 December 2025).	Compulsory

7. Deliverables

- Inception report outlining the methodology, work plan, key milestones, and information requirements.
- Present preliminary report to the Hub based on findings and recommendations on the best possible formalisation or registration pathway for the SSH
- Final consultancy report

8. Reporting and Supervision

The consultant will report directly to the South Sudan Hub Coordinator and the host Head of Programmes, providing regular progress updates against the agreed work plan. Coordination meetings will be held weekly and as needed. The consultant will work closely with relevant Hub governance representatives and submit all deliverables for review and approval in accordance with agreed timelines.

9. Qualifications and Experience

The consultant should have:



- Advanced degree in **Law, Governance, or Public Administration**.
- At least **7 years of experience** in legal advisory, organizational registration, or governance in South Sudan.
- Proven track record of supporting NGOs, Forums, Platforms networks, or associations with registration and compliance.
- Strong understanding of South Sudan's legal and institutional frameworks.
- Excellent communication and stakeholder engagement skills.

10. Submission Deadline and Contact Details

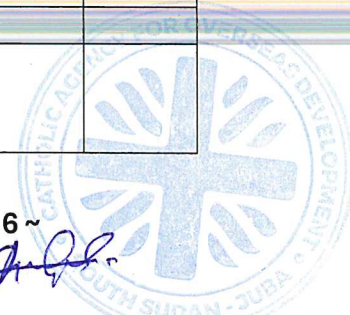
Applications should be submitted no later than **18th August 2026**.

Completed applications should be submitted to ctpsupply@cafod.org.uk or hard copies in sealed envelope clearly marked with reference No, Contact James Madrama, +211925300634, +211911300634.

1. General Business Details

General business information:	
Organisation Firm Name:	
Contact Name:	
Phone:	
Email:	
Registration Number:	
Year established of business in South Sudan:	

	Ethical consideration:	Yes	No
a.	Do you condemn all discrimination, based on gender, race, caste, origin, religion, disability, sexual orientation, political views or age?		
b.	Is the weekly wage of your lowest-paid employee in line with country, legal and industry standards?		
c.	Do you employ home workers?		
d.	Do you have any workers under the age of 15 (minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country exception)?		



	Ethical consideration:	Yes	No
e.	Do your staff have access to Collective Bargaining groups? (unions, staff representation, etc)		
f.	Do your staff have a method for feedback to management levels? (surveys, complaints box, etc)		
g.	Do any employees work in excess of 48 hours per week?		
h.	Are employees allowed at least one day off for every seven-day period?		
i.	Is voluntary overtime paid at a premium rate and does not exceed 12 hours per week on a regular basis?		
j.	Are staff paid for overtime hours worked?		
k.	Do you refuse to make use of any forced and bonded labour?		
l.	Is there a Management System to make staff aware of their rights?		
m.	Are precautions taken to prevent injury/abuse in staff working conditions?		
n.	Do you provide regular health and safety worker training?		
o.	Do workers have access to bathrooms and potable water?		

2. Annexes – CAFOD Policies, Terms and Conditions

Service Providers must adhere to all relevant CAFOD Policies. All listed documents should be thoroughly read, signed, stamped, and included in the tender submission:

- i. CAFOD Terms and Conditions for Provision of Goods and Services
- ii. CAFOD Safeguarding Policy
- iii. CAFOD Ethical Code of Conduct for the Supplier/Service Provider
- iv. CAFOD Antibribery Policy
- v. Dignity at the Workplace

3. Declaration and Supporting Attachments

Applicants are advised that the information provided in this tender may affect their eligibility and potential engagement with CAFOD. Upon completion, signing, and submission of this tender, any subsequent changes must be promptly communicated to CAFOD in writing.

This tender document has been completed to the best of the applicant's knowledge, and all requested documentation has been duly provided. It is understood that this submission supersedes any previously submitted information.

CAFOD reserves the right to disqualify any applicant or terminate participation in the tender process in the event of any material misrepresentation or significant inaccuracy in the information provided.

Name	
Signature	
On behalf of	
Position in organisation	
Date	