

Terms of Reference (TOR) for Training of Sixty (60) Women and Youth on Liquid Soap and Detergent Production in Magwi County, Eastern Equatoria State, Republic of South Sudan.

Project Title: Integration, Stabilization, and Capacity Building of Internally Displaced Persons, Returnees, and Host Communities to Improve their Living Conditions & Peaceful Co-existence.

Activity: Consultancy for Livelihood Skills Training of Vulnerable Women on Liquid Soap Making/Production in Magwi County.

Client: Catholic Organization for Relief and Development Aid (Cordaid).

Background:

Cordaid South Sudan is registered as an International non-governmental organization (NGO) in South Sudan under the Ministry of Justice and the Relief and Rehabilitation Commission with a Registration number 097. Cordaid South Sudan has 20 years of experience in South Sudan, providing humanitarian assistance and development programs aimed at building community resilience and it has been operational in Magwi County and Eastern Equatoria State for the last 7 years providing healthcare services, improving the livelihood of the communities and people's access to safe drinking water.

This project aims to empower vulnerable women in Magwi County of Eastern Equatoria State of South Sudan by equipping them with the skills and knowledge on how to produce liquid soap and its marketing strategies.

Consultant Responsibilities:

- Demonstrate capacity for supply chain ingredients and materials needed for making the liquid soap preferably with the presence of a local store in Juba for required liquid soap chemicals.
- Conduct a training needs assessment to identify the specific needs and challenges faced by the target group of vulnerable women.
- Develop a comprehensive liquid soap-making training curriculum that is:
 - **Culturally appropriate and gender sensitive.**
 - **Delivered in a clear and understandable manner.**
 - **Adapted to the local context and available resources.**
 - **Aligned with basic business principles for potential income generation.**
- Facilitate interactive training workshops on liquid soap making, covering topics such as:
 - Health and safety procedures
 - Soap base selection and formulation
 - Manufacturing processes (mixing, coloring, scenting)
 - Quality control measures
 - Basic costing and pricing
 - Marketing and sales techniques
- Provide ongoing support and mentorship to the participants after the training to address challenges and answer questions.
- Develop a monitoring and evaluation plan to assess the effectiveness of the training program.

- Submit a final report outlining the training methodology, key findings, recommendations for sustainability, and monitoring and evaluation results.

Deliverables:

- Training needs assessment report
- Detailed liquid soap-making training curriculum.
- Training materials (handouts, presentations)
- Monitoring and evaluation plan
- Final report

Consultant Qualifications:

- Proven experience in conducting training needs assessments and developing training curricula.
- Expertise in liquid soap making and production processes.
- Experience working with vulnerable women and understanding their specific needs.
- Strong communication, facilitation, and adult learning skills.
- Fluency in the local language (if applicable) is a plus.

Timeline:

- The consultancy is expected to be completed within 3 or 4 weeks/ or a month.
- A detailed timeline with specific deliverables and deadlines will be finalized upon contract agreement.

Payment Terms:

- The consultant's fees will be a lump sum and shall be paid in installments.
- Payment will be made upon successful completion of deliverables as outlined in the contract.

Selection Process:

- A shortlist of qualified consultants will be developed based on proposals received.
- Shortlisted consultants may be invited for an interview.
- The final selection of the consultant will be made based on qualifications, experience, and proposal content.

Client Responsibilities:

- Provide all relevant information and materials to the consultant.
- Facilitate communication between the consultant and the target group of women.
- Assist with logistical arrangements for the training workshops (e.g., venue, materials).
- Collaborate with the consultant on the monitoring and evaluation plan.

Proposals shall be submitted through: tendercordaidsouthsudan@cordaid.org

The **closing date** for submission of the EOI and financial proposal is Friday, 28th June 2024, at 4:00pm (South Sudan Local Time).

Note: These Terms of Reference are subject to negotiation and revision before a final contract is signed.

