



## **Terms of reference (ToR) for Constitution Development and Registration of OPDs in Juba and Kajokeji Counties**

### **1. Background and Rationale**

The Multisectoral, Disability-inclusive Resilience Building for IDPs, Refugees, Returnees and their Host Communities in Central Equatoria State, South Sudan; is a project that objectively aims at Strengthening the resilience of refugees, IDPs and returnees (including persons with disabilities) and their host communities in Juba, Lainya, Yei, Morobo and Kajo-Keji Counties in Central Equatoria State. The project is funded by German Federal Ministry of Economic Cooperation and Development (**BMZ**) through CBM Christoffel-Blindenmission (Christian Blind Mission).

In support and recognition of Organizations of Persons with Disabilities (OPD) in the two counties of Central Equatoria State, ACROSS planned to hire a legal consultant/Lawyer to develop the constitution for each of the two (2) Organizations of Persons with Disabilities (OPDs) and register with them Relief and Rehabilitation Commission (RRC) at the national level in Juba. This process of constitutional development will involve the participation of board members of the OPD in each county so that the inputs of the members are incorporated in the constitution.

### **2. Objectives of the consultancy**

- I. Develop a constitution for each OPD in the two counties, Juba and Kajo-Keji with participation of the board members.
- II. Ensure that the developed constitution complies with South Sudan's constitutional and customary laws and stamp it to be a binding document on which OPDs can govern their affairs in the counties.
- III. With leadership support of each OPD board, register each OPD with RRC at national level in Juba.
- IV. Advice each board on legal issues as deemed necessary pertaining to the whole process of seeking legality in the country.

 

### **3. Expected Outputs**

- A copy of constitution signed by board members from each of the two counties and stamped by the Lawyer is developed and presented to ACROSS.
- Each of the two OPDs in the two counties received a certificate of registration delivered by the Lawyer from national RRC.

### **4. Timeframe of consultancy work**

Upon signing this Terms of Reference (TR) the consultant is expected to start the work on the following day. This will require the consultant to move to two counties where this activity of drafting the constitution will be conducted. The estimated timeframe for this activity is **two weeks** from the date of signing the TOR.

### **5. Quality Service and Compliance**

ACROSS expects a consultant to be a professional lawyer knowledgeable in the constitutional and customary laws of South Sudan and that a copy of the constitution developed for OPD will take care of all the aspects of the norms, regulations, and bylaws of each community where OPD is based. Laws that contravene the national or community co-existence are not encouraged to appear in any of the copies of the constitution that will be developed.

### **6. Scope of Work**

After agreeing to the terms indicated in this TOR by signing, the consultant shall start meeting with Board members in Yei River and Lainya Counties. Each county will have one (01) day meeting with the OPD's board member. However, ACROSS' Project Officer in the field will support in mobilizing the OPD's board members in the two counties. The purpose of the meeting is to incorporate inputs of the board members into the constitution. Ideally, the first draft copy of the constitution developed in the first county of this activity can be edited with participation of the board members and used in the other counties. Once a copy of constitution is endorsed and signed by the board members in each county, the consultant will officially register each OPDs with national Relief and Rehabilitation Commission (RRC) in Juba.

### **7. Consultancy Activity Report**

After a successful completion of constitutional development process in each of the two Counties indicated above, the consultant will submit a precise report to ACROSS which should entail the following:

- I. Governing Structure of the board in each county with their signatures
- II. List of general assembly members of OPD in each county
- III. Management structure of each OPD in the county



**ACROSS**

## 8. Consultancy Fees

The hired consultant will be paid after a successful completion of the work. ACROSS will cover the travel, feeding and accommodation costs for the consultant during the engagement days in the field. ACROSS will also pay the registration fees of each OPD at national RRC office in Juba.

## 9. Submission and Evaluation of Expressions of Interest

Consultants meeting the above criteria are invited to submit an Expression of Interest by email to ACROSS via the emails: to [logistics@across-ssd.org](mailto:logistics@across-ssd.org), [headoffinance@across-ssd.org](mailto:headoffinance@across-ssd.org) and copy the following emails; [William.atak@across-ssd.org](mailto:William.atak@across-ssd.org); [kuol@across-ssd.org](mailto:kuol@across-ssd.org); [headofprograms@across-ssd.org](mailto:headofprograms@across-ssd.org) with the subject line “**Constitution Development and Registration of OPDs in Juba and Kajo-Keji Counties**”.

Expressions of Interest should be received no later than **13<sup>th</sup> May 2024, 4:30pm central Africa time**. The main body of the EOI should be a maximum of 8 pages and should include the following:

- ❖ A (2-page max) cover letter including:
  - Bachelor of Law degree with at least two year’s Professional experience
  - A licensed Advocate.
  - Consultant’s daytime phone numbers and email contacts
  - Demonstrating an understanding of the project and the requirements of the ToR,
  - Any recommendations or modifications related to the ToR,
  - Experience in organizations/company constitution development and registration of some companies or NGO/INGO with relevant Government institutions.
  - Proposed schedule of availability during period May ,2024
  - Consultant’s budget,
- ❖ 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,
- ❖ Two examples of organizations constitution’s previously or recently completed. If possible, at least one of the plans should be relevant, or similar to, the subject of this TOR.



- ❖ ACROSS will review the EOI closely against this recommended outline in combination with the preceding section

#### **10. Confidentiality**

The preferred Consultant by ACROSS will have to sign a confidentiality document that will ensure that all information obtained from the Organization is not shared with any other parties during and after the assignment.

 