



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN
DATE: 07th January, 2025

INVITATION TO BID (ITB)

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan calling for quotations from reputable companies **for Consultancy service on** Feasibility Study to assess the Proposal "**VOCATIONAL SKILLS FOR YOUTH AND WOMEN EMPLOYABILITY, SOCIAL INCLUSION AND LIVELIHOOD IMPROVEMENT IN SOUTH SUDAN**"

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE TOR AND VOCATIONAL LIST ATTACHED.



NOTE:

1. **Only Hand delivered bids will be considered for evaluation. Clearly Write your company name and contact on the registration list during submission.**
2. **Bids should be submitted in two envelopes i.e., technical proposal and financial proposal respectively. (Bid send on emails will be disqualified.)**

BID SUBMISSION DATELINE: Strictly on 14th January, 2025 at 4:00 PM local time

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal company registration documents, including latest bank statement, valid Tax clearance certificate, etc. Or other important documents that can aid in the authenticity of the companies, in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement before you leave.

For clarification/inquiries on bids, kindly write to this email:
dtaremba@adrasouthsudan.org

Copy:

logisticofficer@adrasouthsudan.org

mealmanager@adrasouthsudan.org

Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning **“Not to be open before the time and date for bid opening”**. ADRA South Sudan will not assume responsibility of any UNSEALED and UNMARKED envelope if misplaced and will be rejected by the committee.

The language for the bids shall be **ENGLISH** only.



FOR MORE CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office
Juba Munuki SDA Church Compound.



Wani James Joseph
Logistics and Procurement Officer
ADRA South Sudan





ADRA SOUTH SUDAN
QUOTATION REQUEST FORM

Request for quote# _____

Date 07/01/2025

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items/services listed in product "specification" below. Quotation from qualified vendors will be evaluated based on criteria listed established by ADRA including but not limited to, price, quality of goods, delivery, service/support, if applicable. ADRA reserves the right to accept or reject any and all bids. We would appreciate it if you could provide us with quotations for the items mentioned below. Specify additional information, if necessary.
Thank you in advance.

Supplier's Name: _____ Date: _____ Address: _____

Tel: _____ Email: _____

Line item	Date required	Item Description	Qty	Unit	Unit/ Price	Total
1	14/01/2025	Technical Proposal	1	Lot		
		Financial proposal	1	Lot		
TOTAL:						

Remarks: _____

Total Amount in Words: _____



Quotation Valid Until (Date): _____

Vendor's requested payment terms: _____

Delivery period: _____

Vendor's Authorized Signature: _____

Date: _____

Vendor's Stamp





Adventist Development & Relief Agency- South Sudan



TERMS OF REFERENCE (TOR) for a Feasibility Study to assess the Proposal “**VOCATIONAL SKILLS FOR YOUTH AND WOMEN EMPLOYABILITY, SOCIAL INCLUSION AND LIVELIHOOD IMPROVEMENT IN SOUTH SUDAN**”

For Submission to the German Federal Ministry for Economic Cooperation and Development (BMZ)

1. Background and Rationale:

South Sudan has experienced decades of repeated civil conflicts, which have roots in political contestation for power. The prolonged conflict has contributed to high levels of poverty due to lack of economic opportunities, high unemployment especially among the youth. **The project objective is to contribute to increased availability of quality demand-driven/employable vocational skills training opportunities for vulnerable youth in the targeted region and thereby to increase livelihood opportunities for targeted individuals (with a focus on youth and women).** The outcome of the project is to create inclusive and decent/productive employment with sustained income in the 4 tailored/demand-driven/employable job sectors, including green jobs and Basic Rural Green Technology as part of Productive Use of Renewable Energy. In addition, the project will promote social cohesion and peace building by mainstreaming human rights, trauma management, and peace building modules in all the training; and capacity development of the relevant government stakeholders to improve overall system strengthening and institutional development. These will contribute to addressing underlying drivers of fragility, enhance inclusivity and build resilience.

Since one of the requirements of BMZ as a donor partner is an external study on the feasibility of the proposed interventions and design, an exhaustive term of reference of the study is well stipulated in this document where all its outcomes will be included in the final proposal.

2. Objective

To provide decision makers of BMZ (donor) with sufficient information necessary for acceptance of the proposed project, a feasibility study is required. The primary goal of this feasibility study is to assess and prove the economic and technical viability of the project idea (“*Vocational Skills for Youth and Women Employability, Social Inclusion and Livelihood Improvement in South Sudan*”). The outcome of the study will determine if there is economic sense to take the project initiative and proceed with the development of project implementation plan.

The project feasibility study should help the donor identify and analyze whether the project implementation will be successfully completed or not. A feasibility study allows avoiding unfounded spending of effort, time and money, so it is a highly effective tool of project investment evaluation

and planning. It should help the donor to find out whether the project ideas are worth investing or not.

The study should also perform an alternatives analysis and make description of possible solutions for the proposed project. Each of the solutions should be carefully analyzed, and necessary information required for making the final decision should also be available. Evaluation criteria to investigate the possible solutions should be set and defined. Once the criteria are used and compared to evaluate the solutions, most feasible solutions should be proposed in the feasibility report.

The feasibility study should be in line with the attached document: **“Guide for Feasibility Study”** and it should also consist the following key components:

- **Analysis:** The feasibility study should contain all the analytical information being used for investigating project requirements (e.g. It should identify technical requirements – materials & equipment needed to implement the project, operational costs,...; -> It should identify organizational requirements: qualifications required for managing the project, key staffs to be filled, type of experience the project team should have,...)
- **Risks Mitigation:** The project feasibility study should help in identifying risk factors that affect the development and implementation of the project.
- **Financial overview:** Total project costs required for the project (start-up costs and Operating costs, including wages, rent, ...); Possible sources of project financing;
- **Training:** Identify staff training needs.
- **Reporting:** Prepare a feasibility study report that give the donor information required for making well-grounded decisions.

3. Issues to be explored and analyzed against certain criteria / DAC Criteria for Evaluating Development Assistance

The feasibility study should study and dispute key issues and problematic areas to be addressed in order for the project to be implemented smoothly. The issues are the points of discussion or dispute throughout the project lifecycle. They cover any concern, query, request for change, or anything else that requires a resolution during the project. Unresolved issues may cause project failure. Range of evaluation criteria should be used for issue analysis and solving. The feasibility study should use the following issue evaluation criteria (see also page 8):

- **Efficiency** – this criterion determines how well a given activity transforms available resources into desired outputs in terms of quantity, quality and time
- **Relevance** – it helps analyze whether a given activity is being performed with the desired benefits
- **Effectiveness** – it concerns how far the project’s outputs have been utilized and whether the project’s purpose has been realized
- **Impact** – this measure helps figure out the extent to which the project’s benefits received by the target group have an overall effect on larger numbers of people concerned
- **Sustainability** – this criterion identifies whether the project’s positive outcomes will continue after funding ends



4. Approach and Methodology

- The consultant is required to outline the methodology on how she/he intends to conduct the feasibility study, including methodological limitations.
- The consultant is expected to provide a clear and concise feasibility study methodology on how she/he will analyze qualitative and quantitative data, primary and secondary information sources and how his data/information can be used as indicators and for the project proposal.
- The overarching methodological framework (for example, case study, sample survey, desk review, mixed methods, and so forth); Expected data collection and analysis methods, with descriptions of any instruments used to collect needed information; Outcome and output indicators that are being proposed or have been used to measure performance, along with associated baseline and target data; Availability of other relevant data, such as existing local, regional, or national data, or data from similar programs; The process for verifying findings with key stakeholders; Meetings or consultations or other interactions expected with particular stakeholder groups; How various users/stakeholders in the evaluation are likely to be involved.

5. Scope of work / Key Deliverables

The consultant or consultant team undertaking the feasibility study is expected to:

Assess and review the proposed intervention design and provide a qualified opinion on its feasibility.

The following will be addressed:

- The technical feasibility, contextual appropriateness, proposed timeline and budgetary cost effectiveness of the proposed interventions and their complementarity.
- The sustainability of the proposed intervention design and anticipated results and impacts.
- The criteria for selecting the local partners and the proposed cooperation framework defined, with particular emphasis to programmatic and financial monitoring and methodology.
- The proposed technical staff positions appropriateness to the interventions.

The feasibility study team is expected to use, at a minimum, the following methods for his/ her work:

- Review of the design documents, including technical annexes, literature review, documents from the implementing partners e.g. Vision 2013 and planned programs for year 2016 from the partner government ministries.
- Discussions with key ADRA staff involved in the design, including the Program Director, WASH Technical Expert, Food Security & Environment Expert, Project Accountant and the programs staff;
- Discussions with representatives from the proposed partner organizations, including the Ministry of Agriculture & Livestock, Ministry of Environment, Ministry of Water, National Drought Management Authority (NDMA) and targeted community.
- The consultant will visit the targeted communities for interviews, photos of the target area and collect any other relevant data.

The outputs and reporting requirements expected for the feasibility study include the following:

- Presentation of the inception report including feasibility study tools and fieldwork implementation plan. Discuss effectiveness.
- Realistic timeframe for the study, including milestones, evaluation matrix.
- Required meetings/consultations, including the frequency and types of meetings expected with consultant team and other stakeholders involved in the feasibility study.

- A debrief after the site visit and meetings with partners on his/ her discussions and findings with ADRA staff involved in the proposal design
- Presentation of the draft feasibility study report
- Outline of the proposed, discussed and agreed upon methodology; methodological tools/ instruments used; data collected (e.g. pictures from site visit, notes from meetings with partners);
- Submission of a comprehensive final Feasibility Study report in line with BMZ required structure and format including the required annexes (see below)

6. Expertise required / Required qualifications

- The candidate/feasibility study team is expected to have qualifications, expertise, knowledge, skills, and relevant experience in the following:
 - Master's degree in Development Studies, Sociology, Social science or any other relevant field of study (including statistics).
 - Renewable Energy background (especially in the solar energy sector)
 - Experience in TVET, Vocational Skills Development, Entrepreneurship, and/or other related topics
 - Experience in environment/climate change projects
 - Technical competence in conducting feasibility study
 - Proven experience in qualitative and quantitative social research methods
 - She/he should have a professional understanding of socio-economic dynamics and analytical skills as well as programme management skills in general
 - Adequate experience on vulnerabilities, socio-economic and coping mechanisms
 - Significant experience in drawing concepts (proposal draft) including technical recommendation in relation to WASH, food security, disaster risk reduction (including early warning), recovery and development
- The feasibility study team is expected to be able to work with minimal supervision, under time pressure, to be able to organize himself / herself efficiently in the country context, and to communicate and cooperate effectively with partners with different operating styles.
- Local candidates from South Sudan are preferred.
- The team will be working with the ADRA South Sudan Programs team and the Program Director
- The feasibility study team is requested to submit curriculum vitae, references, or examples of feasibility study recently completed.

7. Reporting requirements

Once the feasibility study is done, a *feasibility study report* should be developed to summarize the activity and state if the particular project is realistic and practical. The feasibility study report is a formally documented output of feasibility study that summarizes results of the analysis and evaluations conducted to review the proposed project and investigate project alternatives for the purpose of identifying if the project is really feasible, cost-effective and sustainable. The report should describe and support the most feasible solution applicable to the project. In practice, it should signify that the donor will get the necessary information required for making key decisions on budgeting and investment planning, and make necessary assignments to the project implementing partner. The feasibility study report should let develop solutions for: 1) Project analysis / linking project efficiency to budgeted costs. 2) Risk mitigation because it helps with contingency planning

and risk treatment strategy development. 3) Identification of staffing needs as well as acquire and train necessary specialists.

The feasibility study team should submit the report by using the below reporting format (see page 8-10). Deadline for presentation and submission of the feasibility study report is 3 weeks from date of signature.

8. Workplan, / tasks, responsibilities and tentative timeline

The feasibility study is expected to be accomplished within 3 weeks starting from the signing of the agreement (two weeks for conducting the study and one week for report writing, presentation of final report, recommendations). The first draft of the report has to be shared after exactly 15 days and the final document by the 21th day. The feasibility study team can provide a detailed timeline and milestones within the timeline specified as follows:

<i>Activity</i>	<i>Responsibility</i>	<i>Deliverables</i>	<i>Dates (Tentative)</i>
		▪	
		▪	
		▪	
		▪	
		▪	
		▪	

9. Location, travel requirements

The review process should involve a site visit and meetings with partners in the following States: **Warrap, Lakes and Western Bar Ghazal**), a list of TVET Centre/Colleges to be assessed is attached to the TORs. ADRA will facilitate in organizing for logistics between states.

10. Team structure

The consultant will work in consultation with the ADRA South Sudan Programs team and report to the Program Director during the time of the consultancy. The consultant should submit list of the team and each person’s expertise or area of responsibility for the study (to be annexed)

11. Accountability, Communication and Administrative issues

The consultant is assigned by ADRA South Sudan South Sudan and is accountable towards ADRA South Sudan (Programs Director). He is obliged to fulfill his duties according to the Service Agreement. The consultant is responsible to ADRA South Sudan for all assigned activities. All activities related to his duties should be done in cooperation with the Program Director of ADRA South Sudan or his designee.

12. Code of Conduct

The consultant has to adhere to the Code of Conduct and his mission objectives (TOR).

13. Remuneration and budget

To be quoted by the consultant US\$ (a budget breakdown should be attached). Note that this is a brut remuneration and that the consultant is expected to take care of all taxes and other fees that he/ she might need to pay to his/ her government.

Additional cost covered by ADRA South Sudan: ADRA South Sudan will facilitate logistics to the field.

Conditions of payment:

40% upon signing the agreement

60% upon submission of the final report

These Terms of Reference are an integral part of the service agreement contract.

14. Application:

To apply, please send your proposal for the feasibility study with your curriculum vitae including your consultancy team and their CVs. Include your references, examples of feasibility study recently completed, budget, time availability and send sealed envelopes addressed to:

The Procurement Committee, Munuki SDA Church compound, Ikuwait Estate Road, P.O Box 247, Juba

ANNEXES

Annex 1. Service Agreement

Annex 2. Team composition

Annex 3. Code of Conduct

The Document structure of the feasibility study report shall be as follows (Maximum 20 pages):

Table of contents: (contents, tables, figures, illustrations, annexes, maps/ graphs, acronyms)

Executive summary: (background, key findings and recommendations)

1. Introduction & Background

1.1 Executive Summary of the proposed intervention - the rationale/importance of the feasibility study and the purpose of the feasibility report; a description of the problem highlighted in the study

1.2 Background - a more detailed description of the feasibility study, who it was carried out

1.3 Description of the study process (timeline, composition of the team/ qualifications of the evaluator, external factors and their impact on the assessment process)

2. Approach & Methodology

2.1 Methodology – an examination and evaluation method employed in the conducting the feasibility study (methods/ instruments, ethical considerations for consultant and partners/ beneficiaries met)

2.2 Methodological limitations

3. Analysis of the project context

3.1 Were external factors, potential challenges and the anticipated potential of the proposed intervention adequately assessed and taken into consideration?

3.2 Is the intervention based on a gap analysis of existing interventions by other actors? Are duplications avoided?

3.3 Have risks been adequately analyzed and can the proposed mitigation measures be reasonably expected to address them?

4. Assessment of the capacity and potential of the proposed partners

4.1 Have the following aspects been assessed for the selection of local partners: Qualification of staff, organizational capacity (technical, financial, managerial, and administrative)?

4.2 Have capacity gaps and potential been assessed appropriately?

4.3 Has a capacity building plan been developed in cooperation with the local partner? Is it addressing the identified needs, cost effective, and can it reasonably be assumed to have the desired impact?

5. Anticipated developmental impact / DAC Criteria for Evaluating Development Assistance

5.1 *Relevance & appropriateness*

- Is the proposed intervention meeting the beneficiaries' needs and aligned with the objectives of BMZ, of ADRA and the local partners, and South Sudan's national objectives?
- Are the proposed interventions contextually appropriate given possible alternatives?
- Alternatives and Options – an overview of any alternative proposals or options and their features in comparison to the main proposal of the study

5.2 Effectiveness

- How do you assess the quality of the planning process for this project?
- How do you assess the quality of the intervention logic, including the indicators?
- How do you assess the quality of the proposed monitoring system? Have potential negative effects been considered and are they planned to be monitored?
- How do you assess the quality of the proposed implementation structure, and of the proposed management system?
- How do you assess motivation, ownership and legitimacy of the agencies implementing the project?

5.3: Efficiency

- Are the proposed activities cost-effective compared to alternatives?
- Cost-Benefit Evaluation – a rigorous analysis method that was implemented to examine and evaluate the main proposal for cost-benefit effectiveness and to demonstrate the technical feasibility, economic practicality, social desirability, and economic soundness of the proposal.

5.4 Developmental impacts to which the project seeks to contribute

Can the project reasonably be assumed to make a contribution to the stated developmental impacts?

- How are you assessing the intervention to contribute to promoting local capacity for sustainable service delivery, and to resilience among the local population?
- Is the intervention innovative and could these innovations be up-scaled/ replicated?
- What is the reach of the intervention in terms of benefits to the local population/ long-term changes?
- What might be potential negative effects/ unintended development consequences?

5.5 Sustainability

- How do you assess the potential for sustainability of the proposed intervention after project end? Please take into account projected trends in the context in which the project takes place.
- What are risks (and potential) that could undermine sustainability?

6. Cross-cutting issues

- To what extent were cross-cutting issues, in particular gender, disability, environment and peacebuilding, considered in the project design?

- Can the proposed activities to address these issues be reasonably assumed to have the desired consequences?

7. Conclusions and recommendations

7.1 Conclusions – a summary of the work done and own conclusions regarding the analysis

7.3 Recommendations – a series of recommendations, practices and follow-up actions based on the conclusions

8. Annexes:

- Terms of reference (TOR)
- Composition and independence of the team undertaken the feasibility study
- Evaluation matrix
- Timetable and process of the feasibility study
- List of persons interviewed/ participating
- Methods/ instruments (e.g. questionnaires etc.)
- Protocol of the debrief
- Log-frame
- Reference page - the report should include a Reference page that lists all reference material (articles, books, web pages, periodicals, reports, etc.) cited in the document.
- Appendix page - create an Appendix page that provides detailed discussions of all criteria used in analyzing feasibility and examples of each criterion.
- Other