



Humanity Worldwide
for a better world

Humanity Worldwide,
Concord House 3rd Floor
Hai Malakal, Juba
Central Equatorial State, South Sudan
E-mail: info@humanity-worldwide.org

TERMS OF REFERENCE (TOR)

CONSULTANCY FOR AGRICULTURAL VALUE CHAINS, COOPERATIVE GOVERNANCE & FINANCIAL INCLUSION, AND VOCATIONAL LIFE SKILLS TRAINING

28th Sept 2026

About Humanity Worldwide

Humanity Worldwide(HWW) is an international non-governmental organization (INGO) founded in 2013 and headquartered in the United States. The organization is dedicated to delivering integrated humanitarian and development solutions to crisis-affected and vulnerable populations. HWW operates across East Africa and the Horn of Africa, with established country programs in Somalia, Sudan, and South Sudan . The organization promotes sustainable human development through multi-sectoral programming, combining humanitarian response with long-term resilience building and community empowerment.

About the Assignment

Location: Juba 2 cooperative societies and Yambio 4 cooperative societies South Sudan

Contract Type: Consultancy Firm

Humanity Worldwide is implementing an economic empowerment and livelihoods initiative designed to enhance food security, strengthen rural and peri-urban value chains, and professionalize technical and informal service delivery in South Sudan. To achieve sustainable impact, this intervention adopts a three-pronged approach: boosting the productivity and post-harvest quality of smallholder horticulture and cash crops; establishing sound internal controls, democratic governance, and capital access within agricultural cooperatives; and equipping vocational artisans with foundational soft skills, professional etiquette, and customer management capabilities.

Specific Objectives of the Assignment

The overall objective of this consultancy is to develop practical, context-appropriate training materials and execute interactive, field-level capacity-building sessions across three distinct objectives:

Objective 1: Quality Crop Production & Agronomic Practices: Develop, tailor, and deliver participatory, hands-on training materials focused on Good Agricultural Practices (GAP) for fruits, vegetables, nuts, and high-value field crops. The training will emphasize nursery establishment, integrated pest and soil fertility management, post-harvest handling, quality grading, and climate-resilient farming techniques tailored to the agro-ecological conditions of Juba and Yambio. (5 days in Juba, 5 days in Yambio) and post training monitoring. Total 10 days training



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Objective 2: Cooperative Governance, Financial Management & SACCO/VSLA Capital Access:

Design and deliver comprehensive training packages to reinforce the institutional, operational, and financial infrastructure of agricultural cooperative societies (5 days in juba, 5 days in Yambio). Core topics include: Total 10 days

- Cooperative leadership structures, internal bylaws, roles and responsibilities of executive committees, and democratic decision-making.
- Internal controls, basic financial reporting, transparency, and book-keeping.
- Mobilization and management of member savings and internal lending mechanisms (Village Savings and Loan Association / SACCO models).
- Group aggregation, collective bargaining, and linking farmer groups to formal and informal financing channels.

Objective 3: Life Skills, Work Etiquette, Conduct & Customer Experience for Trade Artisans:

Develop and deliver interactive modules focused on soft skills, workplace ethics, personal accountability, conflict resolution, professional presentation, and customer service standards. For 90 youths (45 youths in juba, 45 youths in Yambio) (3 days in juba, 3 days in Yambio). Total 6 days. This training targets artisans and informal technicians across key trade groups:

- **Building & Infrastructure:** Masons, plumbers, water technicians.
- **Culinary & Hospitality:** Chefs, kitchen hands, waiters.
- **Fashion, Beauty & Personal Care:** Dressmakers, tailors, fashion artisans, cosmetology/beauty professionals.
- **Facilities & Support Services:** Domestic workers, cleaners, security guards, landscaping/gardening crews.
- **Community Services:** Community veterinary technicians/officers.

Key Deliverables and Phased Timelines

#	Deliverable	Scope and Requirements	Indicative Timeline
D1	Inception Report & Needs Matrix	Finalized methodology, detailed training needs assessment (TNA) framework, baseline data tools, and activity rollout schedule.	10 working days post-award
D2	Complete Training Curricula & Toolkits	3 separate manuals one per objective Highly visual, participatory training manuals, learner handouts, and facilitator guides covering all 3 objectives (GAP, Cooperative Governance/Finance, and Artisan Etiquette).	3 weeks post-inception approval
D3	Field Training Execution	3 separate trainings Delivery of practical, modular training sessions to targeted cooperatives, SACCO/VSLA groups, and vocational trade cohorts in Juba and Yambio.	Weeks 4 – 12



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D4	Comprehensive Final Report	3 separate reports one per objective Consolidated report including pre- and post-training impact assessments, disaggregated participant logs (gender/age/disability), action plans for cooperatives, and actionable institutional recommendations.	2 weeks post-training completion
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Required Firm Profile & Key Personnel

Firm Eligibility:

- Legally registered corporate consultancy firm with a minimum of 5 years of experience delivering agricultural extension, cooperative development, microfinance/VSLA setup, and TVET soft-skills programming in fragile or post-conflict settings.
- Proven operational presence or verifiable field experience executing community training programs in Central Equatoria (Juba) and Western Equatoria (Yambio).

Proposed Key Experts:

- **Team Leader / Agronomy & Value Chain Specialist:** Advanced degree (Master's or equivalent) in Agronomy, Crop Production, or Horticulture with 7+ years of field training experience in smallholder fruit, vegetable, and crop production.
- **Cooperative Governance & Microfinance Specialist:** Advanced degree in Agribusiness, Finance, Cooperative Management, or Rural Development with 5+ years of experience formalizing SACCOs/VSLAs and setting up cooperative accounting and internal control frameworks.
- **Vocational Pedagogy & Soft Skills Specialist:** Degree in Adult Education, Social Work, Human Resource Development, or TVET pedagogy with extensive field experience training informal trade artisans.
- **Language Requirements:** Fluency in English and Juba Arabic is mandatory across the team; working knowledge of local languages spoken in Western Equatoria (e.g., Pazande) will be considered a significant advantage.

Evaluation Methodology and Criteria

A cumulative, two-stage evaluation procedure using a **Quality and Cost-Based Selection (QCBS)** model will be applied, with an overall ratio of **70% Technical Weighting** and **30% Financial Weighting**.

Stage 1: Preliminary / Mandatory Examination (Pass/Fail)

Proposals must meet all administrative prerequisites to proceed to technical evaluation:

- Valid Certificate of Incorporation or Business Registration.
- Valid Tax Clearance Certificate.



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- Verifiable submission of separate Technical and Financial proposals (no financial data in the technical file).

Stage 2: Technical Proposal Evaluation (100 Points; Weighted at 70%)

Firms must achieve a minimum qualifying technical score of **70 out of 100 points** to qualify for financial evaluation.

Evaluation Criteria	Scoring Breakdown	Max Points
Organizational Capacity & Relevant Experience	• Minimum 5 years of institutional experience in agricultural extension, cooperative governance, and TVET/soft-skills development (10 pts) • Specific operational experience in South Sudan, particularly in Central Equatoria (Juba) and Western Equatoria (Yambio) (10 pts) • Proven track record with references from at least 3 similar past assignments (5 pts)	25
Proposed Methodology & Work Plan	• Demonstrated understanding of the TOR and target community needs (10 pts) • Soundness, clarity, and pedagogical approach for GAP, VSLA/cooperative governance, and artisan etiquette (15 pts) • Realistic, logical work plan, clear milestone sequencing, and risk mitigation strategies (10 pts)	35
Qualifications and Competence of Key Personnel	• Team Leader / Agronomy Specialist: Qualifications, years of agronomy training experience, and track record (12 pts) • Cooperative & VSLA Specialist: Qualifications, expertise in SACCO/VSLA governance, and accounting systems (10 pts) • Soft-Skills Specialist: Qualifications and experience training informal artisan groups (8 pts) • Appropriate language competencies across the team (English, Juba Arabic, and local Western Equatoria languages) (5 pts)	35
Quality of Curricula Sample / Training Tools	• Relevance, layout, and appropriateness of submitted sample training tools/outlines tailored to low-literacy adult learning environments	5
Total Technical Score		100

Stage 3: Financial Proposal Evaluation (100 Points; Weighted at 30%)

Financial proposals of only technically qualified firms (scoring ≥ 70 points) will be opened and evaluated.

The maximum financial score (100 points) will be allocated to the lowest priced proposal:



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$$\text{Financial Score (FS)} = \left(\frac{\text{Lowest Price Evaluated}}{\text{Price Under Evaluation}} \right) \times 100$$

Stage 4: Combined Final Ranking

The total score (S) is calculated as follows:

$$\text{Total Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

The contract will be awarded to the responsive consultancy firm achieving the highest combined score.

Proposal Submission Guidelines

Interested firms must submit their offers in **two separate PDF files** (Technical Proposal and Financial Proposal) to ensure unbiased evaluation:

1. Document 1: Technical Proposal

- Detailed understanding of the TOR and proposed methodological approach.
- Annotated work plan and assignment delivery schedule.
- Institutional profile, client references, and summaries of 3 recent past assignments of comparable scope.
- Full CVs of proposed key experts.
- Sample training module or curriculum outline.
- Copies of valid legal registration and tax certificates.

2. Document 2: Financial Proposal

- Comprehensive, itemized cost breakdown presented in USD, including professional fees, travel, field transport, training venue/logistical allowances, printing, and all applicable statutory taxes.
- Financial proposals must be submitted either in a separate file

• **Submission Address:** tenders@humanityworldwide.org

• **Subject Line:** *CONSULTANCY PROPOSAL – AGRI-COOP & ARTISAN CAPACITY BUILDING*
[NAME OF FIRM]

• **Submission Deadline:** October 12th, 2026, at 5:00 PM Central Africa Time (CAT)

Note: Blended submissions containing financial figures inside the technical document, or submissions received after the deadline, will be automatically disqualified.