



SOUTH SUDAN NETWORK OF PLHIV

ADVERTISEMENT

Date 22th Feb 2022.

SSNeP+ and NEPWU are soliciting for the services of national individual consultant to conduct review and improvement of SSNeP+ NEPWU manuals and to develop SSNeP+ and NEPWU policies which the assessment has reveal as gaps in SSNeP and NEPWU Organizations The manual are HR, Financial and procurement documents, the policies are as follows Gender, child and protection, whistle blower, anti-corruption and anti-fraud policies and any other policies deem necessary to be develop. ,

Below are the terms of the reference for the soliciting of the services.

TERMS OF REFERENCE (ToR) FOR HIRING A NATIONAL CONSULTANT.

GENERAL INFORMATION

Project Title:	To review and improve SSNeP+ and NEPWU manuals, and to develop policies for the two organizations SSNeP+ and NEWPU.
Post Title:	National Individual Consultant
Duty Station:	Head office SSNeP+ and NEPWU in Juba.
Duration:	thirty days (30)

BACKGROUND OF SSNeP+ AND NEPWU

South Sudan Network of People Living with HIV (SSNeP+) is a national umbrella body that represents and coordinates the interests and activities of member associations and support groups of PLHIV in South Sudan. SSNeP+ is registered in South Sudan with Ministry of Humanitarian affairs Relief and Rehabilitation Commission (RRC) and National NGO Forum (NNGO) as a non-governmental organization (NGO).

SSNeP+ draws membership from the States-based PLHIV associations and support groups PLHIV in the ten [10] states of South Sudan that are subscribing to one vision. SSNeP+ subscribes to the three (3) 'zeros' of the Joint United Nations Joint Programme on HIV/AIDS (UNAIDS), namely; 'Zero New Infections', 'Zero AIDS-related Deaths' and 'Zero

Discrimination', and ultimately works towards the attainment of these three (3) 'zeros' in South Sudan.

The National Empowerment of Positive Women United (NEPWU) is a registered National Non-Governmental organization under RRC and NNGO Forum, established in July 2013 by women and girls living with and affected by HIV from seven States of South Sudan, with support from UNWomen, UNAIDS, SSAC and SSNeP+. NEPWU was established in recognition of the fact that Women Living with HIV suffer physical abuse, sexual violence, stigma and discrimination, ignorance on their rights and basic reproductive health issues, and many are left out at decision-making levels. NEPWU was therefore established to empower women to address the inequality.

We are a network organization with head office in Juba at Jebel Kujur off Yei Road on SSAC compound, we have 10 staffs, 9 state Coordinators and a total of 583 volunteers (36 Males and 547 Females) spread across all our locations. NEPWU has 17 member associations in 10 states (CE, EE, WE, WBGL, Lakes, Northern Bahr-el Gazel, Unity, Upper Nile, Jonglei and Warrap) and continues to mobilize more members in all the mentioned locations.

SCOPE OF WORK FOR THE CONSULTANCY

Under the direct supervision of the SSNeP+ with support from UNFPA, the consultant is expected to undertake the following task;

The specific tasks the consultant is expected to undertake include;

a) Planning

- Develop a work plan for the duration of the review and improving the manual and the development of the policies in setting out clear milestones to be met
- Review and undertaken SSNeP+/NEPWU Manuals and the development of the policies.
- Familiarization with the independent review and improvement of manual and the development of the policies in coordination UNFPA capacity organization building using tools from UNPFA.

b) Capacity Organization building.

- Visit SSNeP+/NEPWU to receive the assessment report and Capacity development plan.
- Work with each of the Network organization to develop a capacity building to the organization.

c) Reporting

- Acquaint yourself with findings (strengths, weaknesses and gaps) of each organization and improve the manuals and develop the policies needed by the organization.

Essential and Desirable Experience/Qualifications

Essential

- Experience in working with organization capacity building [OCB].

- 5 years minimum demonstrated experience in Organizational capacity building, reforms and organization development of regional, international or national organizations as well as umbrellas organizations.
- Senior Consultant(s) - Master's degree in administration and management, social sciences or any other related area
- Associates – Bachelor's degree in business administration, finance & accounting, M&E, social science or any other related area
- Already with a base in Juba from which to work

Desirable

- Experience working with national umbrella bodies/organizations will be an added advantage.
- Excellent written and oral skills in English language
- Willingness to travel and work in tough field environments
- Documented supervisory, coordination and organization skills

EXPECTED DELIVERABLES AND DURATION

The contract duration is one Month working days to meet the expectations of the two Networks the following are the deliverables of the consultant;

- An organizational Manuals improved or reviewed.
 - Independently professionally verified scoring of each organization's organizational capacity building with details of evidence
- The manual reviewed and policies delivered..

CRITERIA FOR SELECTING THE BEST OFFER

The SSNeP+ and NEPWU will use the "best value for money" principle as part of the criteria for determining the best consultant/firm.

PAYMENT TERMS

The consultant will be paid 40% of the contract fee upon submission and approval of an inception report. The remaining 60% will be paid upon approval of the final report and capacity-building of the two Networks. .

GUIDELINE FOR SUBMISSION OF PROPOSAL

The consultant is expected to submit the following documents/information to demonstrate their suitability: - Technical Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the prescribed period; - Financial Proposal: (in USD, specifying the total lump sum amount as well as the requested amount of the fee).

CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents

prepared by the consultants under the assignment shall become and remain the property of SSNeP+ and NEPWU.

HOW TO APPLY

Interested candidates should submit their application clearly marked **National Individual Consultant** should include cover letter, detailed C.V written in English. The deadline is 5th March 2022 addressed to the SSNeP+/NEPWU Coordinator, Behind MCC Building- Nimra Talata Juba- or at NEPWU office in SSAC Compound. Soft copies can also be sending to the following emails: ssnepjuba@gmail.com/nepwu14@gmail.com.

Note: Females are highly encouraged to apply and only short-listed candidates will be contacted. Application files once retained will not be returned, so please submit photocopies.

Any application received later than 5th March 2022 will not be considered.

Thanks.

Mr Lole Laila Lole Timayo.

Country coordinator.

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