

RFQ Reference number: 809/25/IPPASJ

27<sup>th</sup> October 2025

**“Disclaimer: Suppliers who have previously submitted an application are not required to apply again”.**

**CAFOD\_ Call for Quotations for Provision of Consultancy Services to Develop Governance Protocols Framework for the South Sudan Hub.**

**Reference No: 809/25/IPPASJ**

**Opening Date: 27<sup>th</sup> October 2025**

**Closing Date: 28<sup>th</sup> November 2025**

**Time: 4:00pm**

**CAFOD and Trocaire in Partnership (CTP)  
CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
Next to Save the Children International  
Juba, South Sudan**



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**Call for Quotations for Provision of Consultancy Services to Develop Governance Protocols Framework for the South Sudan Hub.**

1. **Background;** The South Sudan Hub is a locally led network of ten active local, national, and international non-governmental organizations part of the Start Network. Established in 2021, the hub is currently in the incubation phase, a critical stage in a hub’s growth, where the hub builds the systems, strategies, and capacities for long-term sustainability and impact, with a mission to enhance inclusive, locally led leadership engagement in humanitarian systems to effectively address priority community needs. As a systems change movement, the hub actively drives locally led innovative solutions aimed at achieving sustainable systems change. Its governance must therefore embody the very principles of localization and inclusivity it seeks to promote externally.

To move from a formative stage to a fully operational and sustainable entity, the Hub requires a robust and legitimate internal framework. Given its mission and the commitment to a locally led agenda, the hub must ensure its internal processes for leadership, succession, and decision-making are democratic, fair, and transparent. The hub therefore seeks to engage a local consultant with expertise in governance, organizational development, and humanitarian localization.

To support its operations, through support from CAFOD and Trocaire in Partnership Office as a host Organization, CTP is seeking a qualified consultant to Develop Governance Protocols Framework for South Sudan Hub as per the Terms of Reference (TOR) in appendices section.

2. **The details of our call for Quotation for Provision of Consultancy Services for the Develop Governance Protocols Framework for the South Sudan Hub as outlines in Terms of Reference (TOR) document in appendices schedule 5.**



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**3. Application Process;** interested Consultants/Firms are invited to submit the following documents:

- a) Updated Curriculum Vitae (CV) highlighting relevant experience.
- b) A brief Proposal outlining your understanding of the assignment and approach.
- c) Financial Proposal (budget breakdown)
- d) Samples of previous similar work
- e) References
- f) Valid Registration Certificates includes Certificate of Incorporation, Operations License, and Tax Clearance Certificate/ **this requirement is not applicable for Individual Consultants,** and
- g) Sign Appendices are CAFOD Policies and submit together with your proposal.

**4. Extension of Submission Deadline;** Please submit your application through email address: [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk) by **Friday 28<sup>th</sup> November 2025, before or at 4:00pm.**

**5. Appendices – CAFOD Policies, Terms and Conditions, and Terms of Reference (ToR)**

- 1. Appendix A: CAFOD Terms & Conditions
- 2. Appendix B: CAFOD Ethical Code of Conduct of Supplier
- 3. Appendix C: CAFOD Safeguarding Policy
- 4. Appendix D: CAFOD Antibribery Policy
- 5. Appendix E: CAFOD Dignity in the Workplace
- 6. Appendix F: TOR for Provision of Consultancy services to Develop Governance Protocols Framework for the South Sudan Hub.

<b>Name of Person:</b>	
<b>Physical Address:</b>	
<b>Active Phone Number</b>	
<b>Email:</b>	

