

# **Terms of Reference (TOR)**

## **Call for Expression of Interest (Eoi)**

**“Non-Fixed Price Framework Agreement for  
Consultancy Services in Various Thematic  
Areas”**

**Save the Children (SCI), South Sudan**

**July 17<sup>th</sup>- 2025**

## Table of Contents

1. BACKGROUND AND Introduction.....	2
1.1.1 Background and context.....	2
1.1.2 Introduction .....	2
2. THEMATIC (SECTORAL) AND cross - cutting BRIEF .....	3
2.1.1 Health and Nutrition: .....	3
2.1.2 Food Security, Livelihood and Social Protection:.....	3
2.1.3 Child Protection:.....	3
2.1.4 Economic Recovery and Market systems:.....	4
2.1.5 Coordination & Operational Services: .....	4
2.1.6 Community-Led Infrastructure & Services: .....	4
2.1.7 Child Rights Governance: .....	4
2.1.8 Community led Anticipatory Action: .....	4
2.1.9 Water, Sanitation & Hygiene (WASH): .....	5
2.1.10 Education:.....	5
2.1.11 Gender, Disability and Inclusion .....	5
2.1.12 Localization and Partnership, Conflict sensitivity and Social Cohesion .....	5
3. Specific instructions to applicants .....	6
4. Establishment of a Non-Fixed Price Framework Agreement for Consultancy Services Covering Multiple Thematic Areas.....	7
4.1.1 Conflict of interest .....	7
4.1.2 Updating consultancy firm/consultant information for participation in a non-fixed price (rate-based) tender .....	7
4.1.3 Bidding for an advertised consultancy .....	8
5. Disclaimer.....	8
6. Applications Scoring Criteria .....	9
7. Information required from the Consultancy firm – consultant.....	10
7.1.1 Required submission documents from the bidders .....	10
8. HOW TO APPLY.....	11
9. SECTION 1 - ESSENTIAL CRITERIA.....	12
10. SECTION 2 – CAPABILITY& INNOVATION QUESTIONS .....	13

## 1. BACKGROUND AND INTRODUCTION

### 1.1.1 Background and context

Save the Children International (SCI) has been working with and for children, their families and communities in South Sudan since 1991. We provide children with access to education, healthcare and nutrition support, and families with food security and livelihoods assistance. Save the children (SC) South Sudan is currently implementing a broad range of interventions relevant to host and displaced communities especially children in the country. Our child protection programmes support vulnerable children including former child soldiers and those affected by violence and displacement, as well as advocating for children's rights at national, state and community levels.

At Save the Children South Sudan, we continuously collaborate with local stakeholders and partners to develop community-led programs focusing on Child Protection, Child Right Governance, Education, Health and Nutrition, and Food Security, Livelihood and Social Protection. This has enabled us to amplify and multiply the impact of our programs to reach the most vulnerable children in South Sudan

### 1.1.2 Introduction

Save the children would like to sign a non-fix price FWA to assist with various assignments connected to our program work. We are looking for competent research firms / individuals, academic entities, think tanks, and other evidence-generating organizations both local and international for potential collaboration on research, evaluations, learning, and innovation initiatives. The potential selected consultants should have a broad range of expertise in one or more of the following sectors and subsectors: Food Security, child protection, Child rights governance, Durable Solutions, Food Security, Livelihoods, Cash and Voucher Assistance, Coordination & Operational Services, Community Infrastructure & Services, Armed Violence Reduction, Water, Sanitation & Hygiene (WASH), Education, Gender, Disability and Inclusion, and Localization and Partnership.

Save the children will identify Consultants who can provide or undertake the following consultancy services, related to the sectors/subsectors mentioned above and in section 2 below; Baseline assessments, evaluations both mid-term and end line as well as studies both desk and research-based to inform programming and policy. Consultancy firms should be able to demonstrate their competency in Cash programming/cash transfers, Conflict resolution, Environmental Management, Film making/Photography, Age, Gender and diversity programming, Graphic design, Household Economy Analysis (HEA), Market development, Natural resource management, Organizational development, Project evaluation, Capacity building/Trainers/facilitators (English and Arabic speaking) and Value chains assessment.

## 2. THEMATIC (SECTORAL) AND CROSS - CUTTING BRIEF

Below are some short exemplifications of activities under each sector in aid of application process.

### 2.1.1 Health and Nutrition:

Save the Children is committed to the delivery of the Basic Package of Health and Nutrition Services of South Sudan (BPHNS) in partnership with the Ministry of Health. We focus on maternal, new-born and child health and nutrition services, reproductive health services, and prevention and control of communicable diseases, through both static and outreach health services staffed by a network of qualified health workers and community volunteers.

Save the Children strives to access hard-to-reach communities through the scale up of Integrated Community Case Management (ICCM) working closely with the Ministry of Health in capacity building and system strengthening, as well supports sector coordination as the Co-lead of the Health Cluster in South Sudan.

Save the Children's nutrition programs focus on the delivery of evidence-based nutrition interventions during the "first 1000 days," i.e., the period between pregnancy and a child's second birthday. This period is referred to as the window of opportunity – any adverse impact on physical growth, brain development or immune system development during this period is largely irreversible. Our programs support efforts to ensure adequate food and nutrient intake in pregnant women and young children, effective infant and child feeding and care practices, and protection against infectious diseases. Priority intervention areas include Immediate and exclusive breastfeeding; Timely introduction of appropriate complementary foods; Feeding during and after illness; Management of acute malnutrition; Improved maternal diet; Iron/folate acid supplementation during pregnancy; Improved water, sanitation, and hygiene for children under; and Timely, appropriate care seeking for childhood illness (see Child Health).

### 2.1.2 Food Security, Livelihood and Social Protection:

Cash and voucher Assistance, Emergency and voucher food provision. Training and capacity development in agriculture, livestock, agricultural inputs (e.g. tools and seeds), agricultural grants.

### 2.1.3 Child Protection:

Child protection programming includes a core focus on: Prevention of violence against children: Response when a child requires protection and support and strengthening of the national child protection system. awareness-raising.

Prevention - Family and parenting support; Household economic strengthening; Community mobilization; And Empowering girls including boys.

Support provision - Family reunification or alternative safe care arrangements; Reintegration: Child Friendly Spaces (CFS); Psychological First Aid (PFA) and Access to legal services.

#### **2.1.4 Economic Recovery and Market systems:**

Business training and SME development, business grants, life-skills training, literacy and numeracy training, vocational training, micro-credit loans, savings groups, group enterprise development and facilitation, tracer studies, Natural resource management/Resilience programming, disaster Risk reductions and Early warning action.

#### **2.1.5 Coordination & Operational Services:**

Coordination and management of refugee and IDP camps, active participation in UN cluster coordination, humanitarian surveys and studies, facilitation of NGO Networks focused on displacement solutions, capacity development, training and support to local NGOs, secondment of experts to UN emergency operations worldwide

#### **2.1.6 Community-Led Infrastructure & Services:**

Provision of physical infrastructure like access roads, community centres, irrigation systems or other community structures, facilitation and training of infrastructure management groups at community level, facilitation and funding of community development plans, initiatives for disaster risk frameworks (including response, planning and reduction at community level.

#### **2.1.7 Child Rights Governance:**

Implementing comprehensive approach to improving local governance, enhancing the operational capacity of civil society, and ensuring inclusive participation of children, women, and youth in community development. Our programs support and deliver child and youth centered approaches that address violence and displacement, as well as policy change and advocacy strategies at the national, state, and community levels. Save the Children builds the capacity of children, civil society organizations (CSOs), and the government on the rights of youth and children to enable increased participation, engage duty bearers, and influence policy. Leading on several initiatives aimed at child and youth civic engagement and civil society strengthening.

#### **2.1.8 Community led Anticipatory Action:**

Community led anticipatory action activities such as; Community Support provision, enhancing participation and leadership of women and youth-led (national and local) actors in humanitarian interventions. Community led anticipatory action relies on credible information about risk and vulnerability, plans and ideally pre-defined resources to act based on forecasts to prevent or mitigate humanitarian impact on populations.

#### **2.1.9 Water, Sanitation & Hygiene (WASH):**

Water supply (in Emergency situations either directly or indirectly); hygiene item distribution, hygiene information and education; construction and/or rehabilitation of WASH assets including faecal sludge management systems; installation water points as well as water safety and handling (such as water storage and water purification).

#### **2.1.10 Education:**

Education programming including and not limited to incentive payment, education grants, fee support, school feeding programmes, teacher training and support, school materials provision and construction or rehabilitation of education structures.

#### **2.1.11 Gender, Disability and Inclusion**

Achieve gender equality and disability inclusion by ensuring that all children, especially girls and those with disabilities, have equal access to healthcare, education, and economic opportunities

#### **2.1.12 Localization and Partnership, Conflict sensitivity and Social Cohesion**

The local response pooled fund (LRPF) South Sudan's emphasis on local leadership and management signifies a departure from traditional top-down approaches and demonstrates a shift towards a more inclusive and participatory model of humanitarian assistance. By entrusting local and national actors with decision-making authority and providing them with financial support, the LRPF aims to strengthen their capacity and enable them to take on greater responsibilities in addressing humanitarian needs.

Through its localized and community-centric approach, the LRPF South Sudan seeks to address the gaps and challenges faced by vulnerable communities. By prioritizing funding for local and national actors considered too high risk by traditional funding mechanisms, the initiative strives to overcome barriers and facilitate access to resources for those who are often left behind. By investing in the capacities of these actors, the LRPF aims to create a sustainable and locally led response that not only meets immediate needs but also strengthens the resilience and self-reliance of the affected communities in the long run.

### 3. SPECIFIC INSTRUCTIONS TO APPLICANTS

Applicants will be informed, in due course regarding the result of the evaluation of their applications. Only selected firms under this process will be invited to bid for the projects at a later stage.

Any false statement(s) by the Applicant will result into disqualification at any stage of the process.

The name and mailing address of the Applicant should be clearly written and specified in the documentation shared.

All applications shall be prepared in English language. Information in any other language must be accompanied by translation in English. Save The Children reserves the rights for disqualification in case of non-compliance of the above requirement.

The Applicants must respond to all questions and provide complete and verifiable information with complete supporting data as advised in this document. Any failure to provide essential information or references may result in dis-qualification of the Applicant.

The clarifications (if required by the Save The Children) may be asked by post/other communication means or discussed in a meeting at a mutually agreed time and date.

#### 4. ESTABLISHMENT OF A NON-FIXED PRICE FRAMEWORK AGREEMENT FOR CONSULTANCY SERVICES COVERING MULTIPLE THEMATIC AREAS

consultancy firm's/consultants selection will be based on Save The Children policies led by the procurement committee team as shown in succeeding clauses regarding the firms/consultants general and particular experience in the previously mentioned sector/s and/or including; their ability to perform the aforementioned activities, personnel capabilities and financial position as demonstrated by the Applicant's responses in the forms attached within this document and in any supporting documents provided. Sub-contractor's experience and resources shall not be considered in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered, and the applicant will be required to provide documentary proof of the same. A consortium or Association of firms will be considered for similar treatment as in case of Joint Venture. Save The Children reserves the right to waive minor deviations, if these do not materially affect the capability of an applicant to perform its obligations as per the Save The Children terms of agreement. Experience and resources of the firms/consultants intended to be enlisted as sub-awardees/consultants shall not be taken into account in determining the applicant's compliance with the qualifying criteria.

##### 4.1.1 Conflict of interest

The consultancy firm/consultant must not be associated, nor have been associated in the past with the Save The Children or any of its affiliates, subsidiaries in interest, and legal representatives, that have prepared or will prepare any specifications, and other prequalification and bidding documents for any consultancy works or have been associated with the Save The Children as Consultants. Any such association may result in disqualification of the Applicant.

##### 4.1.2 Updating consultancy firm/consultant information for participation in a non-fixed price (rate-based) tender

During the proposal sharing stage i.e. consultancy works bidding stage, the prequalified consultancy firm/consultant shall be required to update the financial, personnel and other information used for pre-qualification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification. A consultancy bid shall be rejected if the applying firm's/individual's qualification thresholds are no longer met at the time of bidding.

#### 4.1.3 Bidding for an advertised consultancy

Consultancy firms and/or individual consultants that have been prequalified under this procedure shall be invited to bid for any advertised consultancy. If a Consultancy firm and/or a consultant sends a bid to Save The Children and is not in the pre-qualified database, their bids will be reviewed but priority given to the ones already in the approved database.

#### 5. DISCLAIMER

Save The Children reserves the right to:

- a. Amend the scope and value of any advertised consultancy to be shared for advertisement, in event which the Consultancy firms and/or consultants will only bid for the advertised works as amended. However, Save The Children will review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b. Reject or accept any application.
- c. Cancel the advertised consultancy at any specified time and reject all applications.
- d. Save The Children shall neither be liable for any such actions nor be under any obligation to inform the Consultancy firms and/or individual consultants of the grounds for rejection.

## 6. APPLICATIONS SCORING CRITERIA

No.	Description	Points
1.	Government Registration (Including relevant ministries recognition)	Mandatory
2.	Special bodies registration (Standard bodies)	Mandatory
3.	Financial strength	Mandatory
4.	Complete certified copies of all litigations	Mandatory
5.	Years of experience;	
	0 – 5 years	5
	6 – 10 years	10
	11 years and above;	15
6.	Area of Speciality in relation to the advert	20
7.	Individual/firm having experience in undertaking similar exercises with Save The Children with special focus of the advertised sectors	10
8.	Teams composition (CV's included)	15
9.	Ability to undertake an assignment in South Sudan (Presence or having a formidable team in South Sudan) through self or sub-contracting	20
10.	References including samples of previous works	5

## 7. INFORMATION REQUIRED FROM THE CONSULTANCY FIRM – CONSULTANT

No	Particulars	Details
1.	Name of Organization  (Indicate Legal Name)	
2.	Operating name of the firm (If different from Legal name)	
3.	Country of Incorporation	
4.	Ownership of the Organization  [Attach Evidence of required valid legal documents such as (Registration Deed/Partnership Deed/Memorandum & Article of Association, tax clearance certificate, operation license among others)]	(Sole Proprietorship/ Partnership/Private Limited Co./ Public Limited Co./ Public Listed Co.)
5.	Date of Establishment/Incorporation	
6.	Address of Registered / Main Office	
7.	Telephone / Fax / Email Address of the Firm's Registered Office	
8.	Consultancy firm's/Individual Consultant's Website	
10.	Local and International Affiliations	

### 7.1.1 Required submission documents from the bidders

**Interested firms/individuals MUST submit evidence of the following documents without fail, as they will be used as an integral part for evaluating the capacity of firms to be included in the pre-qualification pool.**

- 1) Share the company or individual legal / registration documents
- 2) Submit a detailed proposal including the following
  - Capability statement of the firm / Individual
  - Specify the proposed thematic strength (s) of the consultancy firm or individual from heading 2 above.
  - Justify the thematic strengths identified with relevant experiences (if possible relevant experience in fragile contexts like South Sudan).
  - Evidence of at least 3 written relevant experiences with respect to the selected thematic areas

- Expected challenges carrying out assignments, lessons learned and Recommendations
- 3) Bidder should provide references including samples of previous works in their area of specialty. As evidence, the consultant should share three signed copies of consultancy engagements done to show their experience of offering similar services indicating their US dollar value to other non-governmental organizations, UN agencies, public institutions or other large multinationals corporations.
  - 4) Share a financial statement including the daily fee for each of the proposed consultants that are to be engaged in each of the thematic areas selected.
  - 5) Curriculum Vitae (CVs) of proposed consultants with respect to each of the identified thematic areas.

**NOTE:**

- i. Failure to submit any of the above required documents may lead to automatic disqualification.*
- ii. Firms / individuals that submitted before for this similar EoI at the end of last year – 2024, are encouraged to re-apply with all the full requirements stated above.*

## 8. HOW TO APPLY

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply **by 12:00 AM CAT on August 7, 2025.**"to

[SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) with Subject Title “**Non-Fixed Price Framework Agreement for Consultancy Services in Various Thematic Areas – South Sudan - ITT/SCI/SSD/CONSULT/2025/005**”.

Candidates, institutions, or firms that fail to complete the evaluation criteria in Annex 1 below or do not provide the required supporting documents will not be considered for evaluation.

For any clarifications, please contact: [Juba.Procurement@savethechildren.org](mailto:Juba.Procurement@savethechildren.org).

## Annex 1-Evaluation criteria

### 9. SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS** – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):  - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate</i>	
		<i>Business Registration Certificate</i>	
<i>Trading License</i>			



## 10. SECTION 2 – CAPABILITY & INNOVATION QUESTIONS

**Instructions – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	<b>REFERENCES</b> Consultant's expertise including demonstrated and technical proficiency relevant to the thematic areas identified. Should provide evidence of 3 signed Consultancy agreement copies indicating their amount	1)		
		2)		
2	Bidders clearly indicate their thematic area of Specialization in relation to this advert. More points will be awarded for evidence of organizations worked for on similar thematic areas	<b>Bidder Response</b>		<b>Attachment(s)</b>
3	The bidders should demonstrate a highly qualified team with respect to the thematic areas identified	<b>Bidder Response</b>		<b>Attachment(s)</b>
4	Experience in fragile Context. Ability to undertake an assignment in South Sudan (Presence or having a formidable team in South Sudan) through self or sub-contracting	<b>Bidder Response</b>		<b>Comments</b>
5	References including samples of previous works	<b>Bidder Response</b>		<b>Comments</b>
6	Financial Rang of proposed consultant (s) with respect to each thematic area	<b>Bidder Response</b>		<b>Attachment(s)</b>
7	Challenges experienced while conducting similar assignments	<b>Bidder Response</b>		<b>Attachment(s)</b>

### SECTION3; SUSTAINABILITY QUESTIONS

8		<b>Bidder Response</b>	<b>Attachment(s)</b>
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	The bidder demonstrates experience and understanding of local context and community. This can be evidenced by the previous assignments carried out		
9	Bidder to confirm whether they have a policy of Diversity, Equity and Inclusion (DEI) with the recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background. If yes, provide a copy of your DEI policy along with your bid offer.	<b>Bidder Response</b>	<b>Attachment(s)</b>