



Terms of Reference (ToR) for Information and Communication Technology (ICT) Training Consultancy work at ACROSS Juba, South Sudan

1. Background:

ACROSS is an International, faith based Non-Governmental Organization operating in South Sudan since 1972. ACROSS' head office is in Juba, International Liaison office in Nairobi Kenya, field offices in Yei, Lainya, Rumbek, Boma, Kapoeta and regional office in Arua Uganda. ACROSS has multiple donors and is implementing various projects in the sectors of Education, Food Security & Livelihood, Health, WASH, Nutrition, Protection, GBV and Emergency responses to IDPs, Refugees and Host communities. ACROSS is implementing a Nutrition Project in Central Equatoria State (Yei, Lainya Morobo) funded by UNICEF&WFP, General Food and Non-Food Distribution (NFIs) Distribution in Lainya and Kapoeta through PMU funding and an inclusive humanitarian project on enhancing Food Security and Livelihoods project in Gorom and Juba, funded by Christian Blind Mission (CBM). The UNICEF & WFP funded project targets intervention to address the Nutrition needs in Central Equatoria state and the CBM project targets Inclusive Humanitarian Action Project on Food security and Livelihoods Intervention to address needs of vulnerable Refugees and Host Community in Gorom and Juba.

The trainer(s) will be responsible for the training of selected 24 Teachers on basic ICT skills, evaluation, and certification upon a successful completion of the training.

Project Justification:

In most of the meetings conducted and assessment of teachers' capacity in Godo Primary and Nursery school, the school administration and the teachers have presented limited Information and Communication Technology (ICT) knowledge and skills which challenges delays in processing of Internal examinations and reports submission. Therefore, this program prepares the selected Teachers to understand, use, and apply information communications technology (ICT) in effective, efficient, and ethical ways. ICT is more pervasive today than before and its uses are expanding every day. Information and Communications Technology (ICT) is significantly enhancing and altering human activity and enabling people to live, work, and think in ways that most users never thought possible. Learners will actively explore the fundamental concepts, knowledge, skills, and attitudes for applying technology in daily activities. The teachers will also learn to develop skills like collaboration, higher-order thinking, problem-solving, and self-direction through the effective use of technology tools and resources, thus enabling them to be lifelong learners in the twenty-first century and beyond.



Project Objectives

- To provide basic foundational concepts of computer literacy skills.
- To provide an application of Computer literacy and competency skills to real-world systems.

Course Content to be covered.

- Introduction to computers.
- Computer hardware and software.
- Interacting/interfacing with a computer
- Productivity applications (MS Word, MS Excel, MS PowerPoint, etc. on demand.)
- Internet and communication.
- Computer security and privacy and ethics.

Learning Outcomes

Upon completion of this program, the learners will be able to:

- Use computer technology as a tool for communication and collaboration.
- Develop confidence and an attitude toward the use of computers.
- Create, open, save, and manage files and folders.
- Explain office productivity and communications software.
- Create productivity materials related to the teaching profession (lesson plans, result sheets, etc.)
- Use computer technology for personal and professional growth.
- Use computer technology for research and generating new knowledge.
- Explore new technologies/knowledge for career growth as lifelong learners.

2. Location/Transport arrangement.

ACROSS head office, Juba South Sudan, and travels to the field (Gorom refugee settlement). ACROSS will facilitate the transportation of the trainer(s) to Godo primary school. The trainers are requested to present valid Identity cards before they are authorized to board any ACROSS car assigned for field trip.

3. Duration:

The consultancy will be for a period of one (01) month beginning on **March 24th 2023**.

Project Evaluation

At the end of the training, a training evaluation questionnaire will be filled by the participants. The data will be analyzed to evaluate whether the course objectives have been achieved and provide future recommendations.



4. Payment

Payment will be done after submission of final report and approved timesheet signed by the supervisor.

5. Supervisor:

S/he will report directly to the ACROSS Education Officer and coordinate with Education Assistant Officer.

6. Technical Consultant Minimum Requirement.

- ✓ At least Degree/Diploma in ICT from a recognized Institution
- ✓ Previous experiences of training people on ICT. (Minimum 3 professional reference letters)
- ✓ Have a registered ICT training Centre within Juba.
- ✓ Attached legal registration certificates and tax clearance.
- ✓ Attach evidence of physical existence (rent agreement, utility bills etc)

BID EVALUATION

EVALUATION CRITERIA		Percentage
1	Qualifications	30%
2	Previous experiences of training people on ICT	50%
3	Legal certificates (updated)	10%
4	Evidence of physical office within Juba.	10%
Total		100%

SUBMISSIONS

Bids should be sent by email to procurement@across-ssd.org and Cc to headoffinance@across-ssd.org, financeanalyst@across-ssd.org making reference in the subject line as follows: The deadline for application submission is at **1600Hrs Friday 17th March 2023..**

Subject: "**Provision of (ICT) Training**".

Hard copies in a sealed envelope can be dropped at our office located in Buluk off ministries Road Next to UNHCR during working days Monday – Friday 8:00 AM – 4:00 PM

NB; ACROSS reserves the right to reject any application(s) without disclosing the reasons.