

Call for Consultant for Business Start-Up Trainings

for the South Sudan Programme of Caritas Switzerland, South Sudan

Job Title	Consultant for Business Start-Up Trainings
Section /Department	International Cooperation, Country Group II, Country Programme South Sudan
Work Quota	The consultancy shall be conducted between February early march and shall have a duration of around 18 days (including reporting).
Start / End	February to early March 2023
Job location	Eastern Equatoria State, South Sudan
Tasks / Requirements	See detailed Terms of Reference in attachment
Deadline for applications	<p>January 27th 2023</p> <p>Applications should be submitted via email to the Caritas Switzerland Senior Project Officer: Gonda Toby Daniel tgonda@caritas.ch</p> <p>With CC to:</p> <ul style="list-style-type: none"> - Julian Jekel jjekel@caritas.ch - Samuel Lokiden slokiden@caritas.ch , Rahel Kunzle rkuenzle@caritas.ch

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Terms of Reference

For a Consultant to Implement Business Start-Up Trainings for the South Sudan Programme of Caritas Switzerland

January 20th 2023 ASAP

1. Introduction

Caritas Switzerland (CACH) has been working in Eastern Equatoria State since the early 1970's. From 2006 onwards, CACH has been present with an own office in Torit. After emergency activities aiming to respond to the drought of 2017 by providing access to water and contributing to improve food security, CACH is currently engaging in a project “**Restoration of Livelihoods for rural and semi-urban Communities in Eastern Equatoria State**” with the overall aim to strengthen the resilience of the vulnerable population. The project is co-financed by the Swiss Agency for Development and Cooperation (SDC).

One of the three main project outcomes is to diversify income opportunities and to support farmers and small-scale business holders with improved market access. It is planned that ecologically produced and fairly priced products are placed on local markets, thereby enhancing income and job opportunities for the poor.

In order to support inclusive and sustainable businesses, 30 selected vulnerable households will be supported to improve their livelihoods through conditional cash grants to generate alternative and possibly non-agricultural income sources. Individual Businesses as well as business groups (of more than one household) will be encouraged, with a special focus to include women and especially vulnerable groups as business owners. It is also encouraged that the trainings and the business start-up support is specifically designed for illiterate and semi-literate entrepreneurs in fragile settings.

The support of CACH to the Business Start-Ups will be provided in bomas in Torit County and will be implemented as follows:

- Interested candidates in the respective boma can take part in a 2-day **Business Idea Development Training** (max. 25 candidates per training; 2 trainings in total for 50 beneficiaries)
- **Selection Process:** Individual candidates / Business Groups fill out a Business Idea Template; Based on the submission of the filled-in template, an **Evaluation Committee** (1 CaCH staff / 1 County Authority staff / 1 consultant) selects the best candidates for support (ca. 30 persons).
- The selected candidates / business groups take part in a 3-day **In-Depth Business Start-Up Training** (taking place in Torit county to be decided on the businesses); ca. 15 persons per training, 2 trainings in total.
- After successful completion of both trainings, selected candidates / business groups are supported with a start-up grant (one off payment of max. 400 USD) as well as continuous monitoring support until the project end.

CACH is looking for a consultant to implement the tasks outlined in chapter 2 below.

2. Objectives / Specific Tasks / Deliverables

The Consultant for Business Start-Up Trainings is expected to perform the following tasks:

Task	Deliverables	Number of Days
Logistic Department	Booking of the consultant	
Prepare the 2-day Business Idea Development Training	- Training Plan - Training Materials - Simple Business Plan template (basis for selection process)	= 2 days
Lead the 2-day Business Idea Development Training	- Implementation of 2 x 2 days trainings (based in the Torit Town)	= 4 days

Taking part in the Evaluation Committee	- Input to the Evaluation Matrix - Participation at the Evaluation Committee Meetings	= 2 days
Prepare 3-day In-Depth Business Start-Up Training	- Training Plan - Training Materials - Simple tools for Business Management - Training Certificate	= 2 days
Lead 3-day In-Depth Business Start-Up Training	- Implementation of 2 x 3-day trainings (based in Torit county , or in the project bomas)	= 6 days
Total		= 16 days

3. Duration, Place of Execution and Methodology

The consultancy shall be conducted between February to early March 2023 and shall have a duration of around 18 days. The consultant is expected to conduct the training within Torit county (in the project areas of Torit county in Eastern Equatoria State). Any movement or transportation of beneficiaries and consultant will be organised by the Caritas Switzerland in Torit. The Consultant will report directly to the Senior Project Officer in Torit (in his absence to CACH Country Director) and will be expected to work closely with the field staff to ensure sustainable learning and networking effects for the project team.

CACH will provide:

- Relevant project and context documents;
- Guidance throughout the process;
- Logistical arrangements for all field travel;
- Key background resources identified;
- Facilitation with required key stakeholders;
- Comments and feedback on, and approval of, all deliverables within agreed timeline.
- While in the field, the consultant will be provided with security briefings from the field security focal person.

The consultant will be responsible for:

- Review of documents
- Regular progress reporting to the Country Director, including responding to any comments or technical inputs;
- Production of deliverables within agreed timeline and in accordance with standard quality requirements;
- The Consultant will be required to abide by CACH security procedures and rules in place for staff.

4. Technical and Financial Offer

Submitted bid documents have to fully comply with this Terms of Reference (TOR) and must contain following required documents.

- Up-to-date CV detailing the consultant's profile and relevant experience.
- Application letter
- Short technical (max 3 pages) and financial offer:
The financial offer shall include the proposed consultancy rate per day in USD (including all costs related to the consultancy). No detailed cost break is required, as CACH will organise field trips training materials hiring of training hall, transportation of trainees, accommodation and feeding.

5. Requirements

The Consultant must meet the following requirements:

- University degree in a relevant field (Agri-business, Rural Economics, Business Administration, Rural Development, or related field)

- At least 3-4 years professional working experience in the field and/or in the area of international cooperation / development
- Proven strong experience in implementing Business Start-Up Trainings, business plan development, fostering of inclusive and sustainable value chains on value creation. Added value is work experience with female entrepreneurs and illiterate / semi-illiterate business holders.
- Experience in setting up small-scale businesses in rural, conflict-affected areas
- Excellent writing skills
- Proven experience of cooperating with people from different cultures. Sensitivity for political, social, intercultural and security issues
- Analytical thinking and openness for innovative solutions
- Fluency in English
- Experiences of working under volatile circumstances and flexibility to cope with operational challenges

6. Liability, safety and security

The Consultant must adhere to all CACH policies concerning safety and security as well as to the Caritas Switzerland Code of Conduct.

Interested applicants must submit their proposal and financial offer (daily consultancy rate) until **January 27th 2023** per email to the Caritas Switzerland Office in Torit (see e-mail listed on overview page).

CACH reserves the right to fully or partially cancel this call for consultancy service.