

TERMS OF REFERENCE

Norwegian Church Aid (NCA) is an international humanitarian and development organization determined to bring inclusive and dignified care (Climate Resilient WASH, GBV, Peace Building and Economic Development and Food security) to people in crises around the world, when and where their needs are, regardless of religion, ethnical backgrounds, or political views.

Project/Mission:	Training on Business Skills – Enterprise development for small-scale producers and women’s groups in South Sudan (Kuajok and Torit State).
TRAINING DURATION	10 DAYS (5 days in Kuajok and 5 days in Torit)
Specific considerations:	The Training of Trainers (TOT) program will require simplified tools that are easy to use and adapt for frontline project staff and volunteers with lower technical capacity.
Requirements:	Interested applicants should submit: <ol style="list-style-type: none"> 1. A proposal outlining the training approach and methodology (including a separate budget). 2. A CV highlighting relevant experience. 3. A sample of previous written work.

1. BACKGROUND¹

From 2020–2024, NCA has worked through local partners and direct implementation to support peacebuilding, Climate Resilient WASH (CRWASH), and Gender-Based Violence (GBV) initiatives in South Sudan. The new 2025–2029 NCA Country Strategy integrates Economic Development and Food Security (EDFS) with these thematic areas to enhance resilience and sustainable livelihoods.

Description of the Project.

The NCA project employs an integrated, nexus-based approach to enhance service delivery and resilience in Eastern Equatoria, Warrap, and Western Bahr el Ghazal. By combining Economic and Food Security (EDFS), Gender-Based Violence (GBV) prevention, Climate Resilience in Water, Sanitation, and Hygiene (CRWASH), and Peacebuilding, the initiative addresses systemic challenges while empowering and fostering resilience among marginalized communities.

In Warrap and Western Bahr El Ghazal, the project is implemented by The Organization of Child Harmony (TOCH) and Community Development Support Services (CDSS) operating in Torit, Eastern Equatoria. The CDSS project enhances financial inclusion and market access by facilitating community-based savings schemes, delivering business skills training, and supporting apprenticeships for small-scale producers and micro-enterprises. Meanwhile, Toch fosters economic self-sufficiency through structured financial mechanisms, literacy programs, and capacity-building efforts tailored for farmers and service providers.

2. PURPOSE AND INTENDED USE OF THE TRAINING.

Small-scale producers, farmers, women, and youth face multiple barriers preventing them from integrating into mainstream market systems, including conflict-driven economic instability, lack of market

¹ The project background originated from G1530 Norad 2025-2029 South Sudan Civil Society Grant

information, the absence of formal mechanisms for collective purchasing and marketing and limited financial literacy and poor business skills.

To address these challenges, NCA seeks a consultant to enhance business skills, facilitate startup funding, and introduce Village Savings and Loan Associations (VSLA) in target locations. The TOT training will be conducted for partner staff and extension workers, equipping them to train project beneficiaries effectively.

3. SCOPE OF THE TRAINING.

The program will strengthen existing producer and farmers' groups including some women groups engaged in GBV-related supported economic activities. It will equip staff with essential knowledge to implement activities successfully, covering:

1. Understanding Business Fundamentals
 - Definition of business, profit/loss, credit, and financial management.
 - Risk mitigation and business sustainability.
 - Role of business communities in economic resilience.
2. Business Planning
 - Developing a business plan and identifying viable business opportunities.
 - Marketing strategies and financial planning, including micro-loans.
3. Business Operations and Record Keeping
 - Managing finances, tracking income and expenses.
 - Long-term sustainability planning and business growth strategies.
4. Startup Funding and Resource Allocation and Sustainability of funding
 - Distribution of startup kits through cash or in-kind modalities and how groups sustain income stream.
5. Financial Literacy and VSLA Concepts
 - Introduction to VSLA methodology, initial group meetings, and key financial literacy principles and VSLA methodology.

4. APPROACH AND METHODOLOGY

The Consultancy firm/Individual is expected to propose the approach and methodology for the assignment.

The consultant(s) will produce the following key outputs; these outputs can be further adjusted after the selection of the consultant:

- Design training on a modular approach (compressed into shorter durations of training) and dynamic teaching methods to develop group members' interest in business skills.
- To analyze training needs, education, and understanding level of participants and design training content and methodology accordingly.
- Provide training in the field for partner staff and maintain all the records (pre- and post-test, beneficiary list, etc.)
- Submit the Training Report.

5. LINES OF COMMUNICATION.

The consultant will coordinate with the EDFs Coordinator and Area Project Managers in Kuajok and Torit to ensure training success.

6. SKILLS, EXPERIENCE AND QUALIFICATIONS.

The consultant should possess:

- A postgraduate qualification in Business Administration, Marketing, Economics, or a related field.
- Minimum five years' experience designing and delivering business and enterprise training.
- Demonstrable expertise in business development training facilitation.
- Strong report writing and communication skills.
- Gender inclusion in the training team, preferably women and knowledge of Arabic or local languages will be an added advantage.
- Previous experience in agricultural value chain business development.

7. STRUCTURE OF TECHNICAL PROPOSAL AND SUBMISSION GUIDELINES.

Interested applicants should submit a **maximum 10-page proposal** (excluding CV and annexes), including:

- Training agenda and content details of not more than 5 days per each of the two locations
- Proposed training methodology and detailed curriculum of ToT covering the topics mentioned above
- Consultant profile with relevant capabilities and experience.
- List of past assignments with client details.
- Detailed assignment work plan.
- CVs of personnel assigned to the project, and
- A realistic financial proposal: including transportation to field locations from Juba, accommodation and per-diem
- Evidence of previous work on similar projects -Please attach only your work-related contracts with your bid (If contracts are not attached, points will not be considered)

8. MONITORING AND EVALUATION:

NCA will oversee the training implementation and evaluation process.

9. SUPPORT FROM NCA.

NCA, in coordination with implementing partners, will:

- Provide relevant project documents and materials.
- Offer timely feedback on work plans and training manuals.
- Identify and provide trainees for each session.
- Arrange any village-level training venues and seating as may be required.
- Supply stationery, handouts, and photocopies as needed.
- Provide cost associated with training venue, meals and refreshments for training participants, and transportation cost of training participants in case some participants would need to travel from remote locations to the training session Arrange field transport and logistics.

Please note: This consultancy is open exclusively to local firms or individuals based in South Sudan with a strong understanding of the local context. NCA will only cover costs for local travel between Juba–Kuajok and Juba–Torit. NCA will also provide breakfast and lunch to the consultant during the training.