

## Call for Consultant for Business Start-Up Trainings

for the South Sudan Programme of Caritas Switzerland, South Sudan

<b>Job Title</b>	Consultant for Business Start-Up Trainings
<b>Section /Department</b>	International Cooperation, Country Group II, Country Programme South Sudan
<b>Work Quota</b>	The consultancy shall be conducted between May and June 2022 and shall have a duration of around 18 days (including reporting,)
<b>Start / End</b>	May – June 2022
<b>Job location</b>	Eastern Equatoria State, South Sudan
<b>Tasks Requirements</b> /	See detailed Terms of Reference in attachment
<b>Deadline applications</b> for	<p><b>May 6<sup>th</sup>, 2022</b></p> <p>Applications should be submitted via email to the Caritas Switzerland Project Manager: Mark Ottaviano <a href="mailto:mottaviano@caritas.ch">mottaviano@caritas.ch</a></p> <p>With CC to:</p> <ul style="list-style-type: none"> <li>- Mary Lemiya <a href="mailto:mlemiya@caritas.ch">mlemiya@caritas.ch</a></li> <li>- Jackline Adokorach <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a></li> </ul>

# Terms of Reference

## For a Consultant to Implement Business Start-Up Trainings

### for the South Sudan Programme of Caritas Switzerland

April, 22<sup>nd</sup>.2022

#### 1. Introduction

Caritas Switzerland (CACH) has been working in former Eastern Equatoria State since the early 1970's. CACH is currently engaging in a project "**Enhanced Food Security and Economic Empowerment for communities with returnees and IDP's in Torit and Ikwoto County, Eastern Equatoria State**" with the overall aim to increase the food security and economic empowerment of communities in Torit and Ikwoto County, which are affected by population movements, through improved access to crop and vegetable seeds, agricultural training, adopted cooperative approach, value addition and development of non-agricultural businesses and services. The project is co-financed by the German Corporation for International Co-operation (GIZ).

One of the two main project outcomes is to diversify income opportunities and to support youth with improved income generating activities. In order to support inclusive and sustainable businesses, 30 selected vulnerable youth will be supported to improve their livelihoods through conditional cash grants to generate alternative and if possible 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.

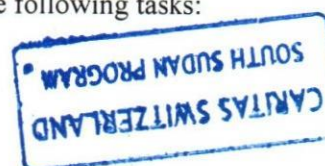
The support of CACH to the Business Start-Ups will be provided in 5 bomas in Torit County and will be implemented as follows:

- Interested candidates in the respective boma can take part in a 2-day **Business Idea Development Training** ( 30 candidates per training; 7 trainings in total)
- **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. 20 persons in Nyong and 10 persons in Ifwotu Payam) .
- The selected candidates / business groups take part in a 3-day **In-Depth Business Start-Up Training** (taking place in Torit 30 persons per training, ca. 3 trainings in total.
- After successful completion of both trainings, selected candidates / business groups are supported with a start-up grant (in two instalments, in total ca. 600 USD) as well as continuous monitoring support for 8 months.

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:





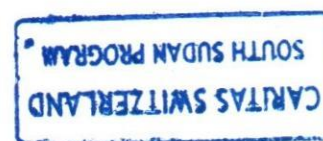
Task	Deliverables	Number of Days (estimate)
Arrival of the consultant to Torit	- Booking form/ - Air transport	=1 day
Prepare the 2-day <b>Business Idea Development Training</b>	- Training Plan & Time Plan - Training Materials - Simple Business Plan template (basis for selection process)	= 2 days
Lead the 2-day <b>Business Idea Development Training</b>	- Implementation of max. 2 ,2-day trainings in Torit town	= 5 days
Taking part in the Evaluation Committee	- Input to the Evaluation Matrix. - Participation at the 2 Evaluation Committee Meetings (one meeting for each of the 2 Payams)	= 3 days
Prepare 3-day <b>In-Depth Business Start-Up Training</b>	- Training Plan & Time Plan - Training Materials - Simple tools for Business Management - Training Certificate	= 2 days
Lead 3-day <b>In-Depth Business Start-Up Training</b>	- Implementation of 3-day trainings (based in Torit town)	= 5 days
Total	- Working with Saturdays, Sundays and Public Holidays not included.	<b>18 days</b>

### 3. Duration, Place of Execution and Methodology

The consultancy shall be conducted between May and June 2022 and shall have a duration of around 18 days. The consultant is expected to travel to the 7 project bomas (in the project area Torit County in Eastern Equatoria State In Nyong and Ifwotu Payams ). Travel to the area will be organised by the Caritas Switzerland office in Torit. The Consultant will report directly to the Project Manager in Torit and will be expected to work closely with the field staff in Torit 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;
- Organisation of hall hire, accommodation, per diem for participants, etc.
- 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. Consultant Skills Requirements

The Consultant must meet the following requirements:

- Based in South Sudan and good knowledge of the South Sudanese context
- University degree in a relevant field (Economics, Business Administration, Agricultural Economics, Rural Development, and or related field)
- At least 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. 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

#### 5. Technical and Financial Offer

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

- Up-to-date CV detailing the consultant's profile and relevant experience
- Application letter
- Short technical 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 travel, the hall hire, accommodation and provision of food in Torit, etc.

#### 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 **May 6<sup>th</sup> 2022** 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.*

