



12/03/2025
Approved.

WOMEN ADVANCEMENT ORGANIZATION (WAO)
Opposite Holy Family Catholic Church
Munuki Suk-Libya, Off Mia-saba road. Juba, South Sudan



A TERMS OF REFERENCE (TOR) FOR A CONSULTANT TO CONDUCT A BOARD OF GOVERNANCE CAPACITY BUILDING TRAINING

Organization Background

Women Advancement Organization (WAO) is a national non-profit Organization (NNGO), founded in 2012 in Juba, South Sudan, registered by the Relief and Rehabilitation Commission (RRC) with the registration No.439. *Women advancement organization* was established to Empower, support vulnerable women and out of school youth through training in life skills, Alternative Education Systems and Technical, Vocational Education and Advocate for the Fundamental rights of marginalized groups to access basic education, healthcare and Promote inclusion in all sectors to ensure women, youth and people living with disability have equal access to opportunities and all barriers are removed to ensure their full Influence laws and policies in South Sudan to be fair to all citizens irrespective of their language, gender, religion or cultural makeup.

WAO continues to carry out its mandate of empowering and supporting disadvantaged local communities, children, women and elderly people through provision of training in life skills, *Alternative Education Systems and Technical, Vocational Education and advocating for the* Fundamental rights of marginalized groups to access basic education, healthcare and to Promote inclusion in all sectors to ensure women, youth and people living with disability have equal access to opportunities.

Geographical Coverage

Central Equatorial, Western Bahar El Ghazel, Lake's state, Western Equatorial, Jonglei state, Upper Nile, Unity, Eastern and Western Equatoria States and one administrative area of Abie.

Our Vision

Resilient society with sustainable services.

Our Mission

To reduce illiteracy among women and out of school youth, improve their livelihoods, protect their rights and increase their participation in socio-economic activities.



Introduction.

WAO acknowledges that good governance underpins effective leadership of the organization. Without sound governance practices it cannot operate effectively. Governance provides the systems through which organizations are managed, controlled and held accountable. Key governance principles are considered essential practices in any organizational leadership.

Therefore, this Leadership and Governance training will help the Board Members to appreciate that National NGOs' governance must be driven by total commitment and resolve of the collective board, the Executive Director (ED) and other partners that WAO works closely with. Participants will appreciate that good Organizational governance is a progressive process to confront the continuing challenges faced by organizations in the ever-changing global economic environment

Scope of Work

The consultant will be expected to conduct a Leadership and Governance training to the board comprising of 30 members, with emphasis on:

- The importance of Non-profit governmental Organizational Governance, Models of Non-profit Governmental Organization Governance and Mechanisms to successful NGO Governance, Leadership skills used to create and sustain a successful organization,
- revising the Organizational Policy documents,
- review of WAO strategic plans for 2025/2028,
- conduct an annual Assembly for the Board of Trustee to deliberate on the Organizational achievement, challenges and way forward.
- Production of training report in one week after the activity implementation

Intended Outcome

The intended outcome of the consultancy is to ensure that WAO Board members:

- Gain an understanding on the concept of Non-profit Organization Governance.
- Understand various models and mechanisms of Non-profit Organization Governance.
- Acquire the leadership skills to create and sustain a successful organization
- Embrace their role as change leaders through organizational transformation skills
- Understand National NGOs Governance principles
- Understand and anchor good governance in the organizational culture
- Integrate leadership and management to set the strategic direction

Key Deliverables



The consultants will be responsible for the following tasks:

- a) Develop the training modules outlining clear topics to be covered during the training.
- b) Conduct a three-day training to the Board of Directors on responsive and effective leadership and their governance role to support the achievement of the vision and mission of WAO.
- c) Capacity-build the Board of Directors on leadership, governance, management style, transparency, and accountability skills to enhance their provision of financial oversight, checks and balances and controls within WAO.
- d) Strengthen the knowledge and skills of the board of directors to develop leadership and development plans for WAO
- e) Capacity-build the Board of Directors in strategic networking and resource mobilization skills for the Organization
- f) Conduct a pre- and post-test survey to measure an understanding of the Board members on the topic of training
- g) A training report detailing the training approach used, proceedings during the training and recommendation for future related training; not later than 2 week after the training
- h) Provide annexes including all training manuals and material used during the training
- i) Be available for any follow-up comments or questions

Timelines

The consultant will have to provide WAO with a training plan for implementing the training that will articulate the overall requirements of the ToR including proposed methodology and work plan for 5 working days prior to the training date.

Qualifications

- The consultant should meet the following minimum requirements:
- Advanced Degree in the field of Strategic Planning and Management, Social Sciences, Program Management, or a closely related field.
- At least 5 years of experience in the field of training, establishment of governance boards and capacity building of board of directors on their governance role.
- Demonstrable experience in developing high quality training manuals specifically in the board members on governance and leadership area
- Experience in designing and developing training curricula, including workshop agendas, presentations, and training exercises
- Knowledge of policies and legal frameworks; guiding the formation and role of the Board of directors.



- Significant experience in capacity building, training, and facilitation of NGOs board of directors on governance
- Experience in communication, documentation and in developing high quality reports
- Familiarity with a wide range of capacity building techniques
- Submission of Bids

WAO invites interested consultants/service providers to submit the following documents (Not exceeding 6 pages).

- Expression of interest (EoI) outlining how the trainer/facilitator meets the selection criteria and their understanding of the ToR.
- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames.
- Curriculum vitae (CV) outlining relevant qualifications and experience
- At least three references for similar work done in the last three years

Itemized financial proposal.

Applications MUST be strictly sent via email to procurement.wao@gmail.com and due date by 28 March 2025.

N: B Any application submitted in hard copy shall NOT be considered by the evaluation team

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