



CONSULTANCY ADVERTISEMENT

TERMS OF REFERENCE FOR CONSULTANT TO FACILITATE TRAINING ON ORGANIZATIONAL CAPACITY DEVELOPMENT

Introduction

The Rescue Initiative-South Sudan (TRI-SS) is a national Nongovernmental organization founded in 2014 that works to alleviate suffering among vulnerable communities in the areas of health/nutrition, WASH, peace building, education, FSL, and protection, with physical presence in Juba, Tambura and Yambio; Kajo Keji and Yei. The organization has partnered with National and International Organizations and UN agencies including IMA-Momentum, Oxfam, GOAL and UNICEF for the implementation of projects funded by USAID, GiZ, ECHO, and South Sudan Humanitarian Fund (SSHF).

Project Background

This consultancy aims to support the local partner (TRI-SS) to effectively strengthen its governance strategies to manage donor-funded grants. Recently, IMA-MOMENTUM conducted an organizational Capacity Assessment for the partner using the local Integrated Capacity Assessment Tool (LOICAT) to identify existing capacity and recommend relevant actions to address gaps. The organizational capacity areas assessed included the Technical, Financial and Programmatic areas among others. Following a self-scoring and verification by the technical team, IMA MOMENTUM recommended the services of an external management consultant to review the Technical, Financial and Programmatic areas assessed and support the development of standard functions and practices as per the LOICAT results

Purpose.

The purpose of this assignment is to engage a consultant to facilitate review and strengthen the TRISS Monitoring, Evaluation, Reporting & Learning (MERL) policy/manual, TRISS Finance Manual and TRISS HR Manual.

The overall objective of the assignment:

Review the LOICAT scores and recommendations on Finance, HR, and MEAL. Using a participatory process, revise the Finance Manual, Monitoring, Evaluation, Learning & Reporting Manual, and HR manual to reflect the standard view in respect to the local context

Specific objectives of the assignment:

- Review and or develop a standard Finance and HR Manual, including request and reporting tools.
- Critically examine the MEAL manual, procedures and practices and advise and or develop appropriate MEAL operational guidelines and tools.

Scopes of the work:

TRISS will be equipped with an up-to-date policy for the various departments of Finance Human Resource and Monitoring Evaluation and Learning

Key Deliverables of the consultancy:

The consultant(s) shall carry out the Overall revision of TRISS Manual/Policy as per the local laws of the Republic of South Sudan.

1. Financial Manual/Policy

Overall revision of TRISS Finance Manual/Policy as per local law. Key inputs among others should include

- Job description of the finance unit/department
- Financial/accounting/bookkeeping systems
- Chart of Accounts
- Bank Account Management
- Bank Reconciliation
- Banking Policies & Procedures
- Segregation of Duties
- Financial Records Management Policies & Procedures
- Contingency Planning for Documentation
- Financial Reporting
- Audits
- Cash Flow Statements
- Advances
- Policies on Financial Statements
- Analysis Reports
- Variance reports
- Others as may be discussed with management of TRISS

2. Human Resources Management Policy/Manual

Work with the management team and staff to understand their experiences, and meaningfully review and revise the manual, practices, and procedures on the following:

- Staff Staffing Plan
- Staff JD Template
- Employee Handbook
- TOIL
- ORGANOGRAM
- Volunteers/ Interns
- Gender & Non-Discrimination Policies
- Payroll System Including Compensation & Beneficiaries Scheme Policy
- Travel Policies & Procedures
- Travel Advance Document
- Diversity Respect
- Youth Expertise
- Others as may be discussed with management

3. Monitoring, Evaluation, Results and Learning

Engage with the headquarter in South Sudan and field staff to understand the existing MEAL practices and procedures and together develop appropriate tools and recommend standard MEAL practices, including but not limited to:

- M&E Framework/Plan

- Operation Manual
- MERL Training
- Strategic Information
- MERL Planning & Budgeting
- Data Collection Tools
- Routine Data Collection Policy
- Data Storage & Back-up Policy
- Data Quality Assurance
- Quality Improvement Processes
- Feedback Cycles
- Reporting to National Systems Policy
- Documentation
- Learning Agenda
- Ethical Use of Data Policy
- Gender Sensitive MERL Policy.

Suggested timeline

The assignment will be for a duration of 10 working days from the start date of the consultancy.

Expected outcome:

- Develop a standard Finance and HR Manual, including request and reporting tools.
- Develop appropriate MEAL operational guidelines and tools.

Location of the assignment:

The Consultancy will be conducted in TRI-SS Headquarters in Juba, Central Equatoria State, South Sudan. The consultant must bring his/her/their own tools like laptop computer computers etc. for the assignment.

Professional qualification and expected level of competency

- Advanced university degree in human rights law or its equivalent
- Minimum of 5 years of professional working experience in policy reviews and development
- Good understanding of National legislations and procedures and policies
- Good interpersonal skills
- Excellent written and verbal communication.
- Good time management and organizational skills
- Fluency in written and spoken English is required.

How to apply:

The interested firm/consultant should submit the following PDF version information:

1. Cover letter highlighting competencies required
2. Curriculum Vitae (4 pages maximum per CV submitted)
3. Technical Proposal including a detailed work plan
4. Detailed Financial (Business) Proposal showing daily rates for consultant/firm
5. Examples of a similar policy reviews
6. Copies of Recommendations from entities for whom a similar task has been successfully performed

Interested candidates should submit their application by email to southsudanprocurement@lwrima.org with the subject line "Consultancy **Application for TRI-SS Organizational Capacity development**"

Or

Hand delivery:

To IMA WORLD HEALTH
Haden Building, Opposite Juba Stadium
Juba, South Sudan

Application deadline: 14th September 2022