

ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN

DATE: 13th November, 2024

REQUEST FOR QUOTATIONS/PROPOSAL

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its **ASPIRE** project is calling for quotations from reputable companies **for Consultancy service on Organization Capacity Assessment (OCA)** as specified in the TOR attached:

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE RFQ ATTACHED



KLS

NOTE:

1. Due to the urgent need of this service, quotations will be reviewed on daily basis.
2. Clearly Write your company name and contact on the registration list during submission.

BID SUBMISSION DATELINE: Strictly on 20th November, 2024 at 4:00 PM local time

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal company registration documents, including latest bank statement, valid Tax clearance certificate, etc. Or other important documents that can aid in the authenticity of the companies, in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement before you leave.

Online bids can be sent through this email: logisticofficer@adrasouthsudan.org

Copy: sebit@adrasouthsudan.org

Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning **“Not to be open before the time and date for bid opening”**. ADRA South Sudan will not assume responsibility of any UNSEALED and UNMARKED envelope if misplaced and will be rejected by the committee.

The language for the bids shall be **ENGLISH** only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office

Juba Munuki SDA Church Compound.



Wani James Joseph
Logistics and Procurement Officer
ADRA South Sudan





ADRA SOUTH SUDAN
QUOTATION REQUEST FORM

Request for quote# _____

Date 13/11/2024

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items/services listed in product "specification" below. Quotation from qualified vendors will be evaluated based on criteria listed established by ADRA including but not limited to, price, quality of goods, delivery, service/support, if applicable. ADRA reserves the right to accept or reject any and all bids. We would appreciate it if you could provide us with quotations for the items mentioned below. Specify additional information, if necessary.
Thank you in advance.

Supplier's Name: _____ Date: _____ Address: _____

Tel: _____ Email: _____

Line item	Date required	Item Description	Qty	Unit	Unit/ Price	Total
1	20/11/2024	Theoretical Proposal	1	Lot		
		Financial proposal (exclusive of ticket cost)	1	Lot		
TOTAL:						

Remarks: _____

Total Amount in Words: _____



15/11

Quotation Valid Until (Date): _____

Vendor's requested payment terms: _____

Delivery period: _____

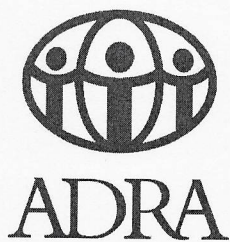
Vendor's Authorized Signature: _____

Date: _____

Vendor's Stamp



6/27



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

CONSULTANCY OPPORTUNITY

Terms of Reference: Organization Capacity Assessment (OCA)

1. Background of ADRA South Sudan and the ASPIRE project

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is "To serve humanity so all may live as God intended". ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihoods and emergency response.

ADRA's Motto: Justice. Compassion. Love

ADRA's Values: Courageous. Compassionate. Connected

The ASPIRE project aims to bridge education gaps for 47,018 children and youth and enhance resilience through partnerships with civil society and system level support in South Sudan. It is responsive to issues arising from conflicts, insecurity, gender inequality, poverty, climate change, food insecurity, youth unemployment, high out-of-school and dropout rates, and low teaching quality, and contributes towards building peaceful, resilient, and prosperous communities in Central Equatoria, Eastern Equatoria and Upper Nile States.

Goal: The ASPIRE project goal is that *inclusive education supported by strengthened civil society and delivered through strengthened institutions contributes to building peaceful, resilient, and prosperous communities.*

The ASPIRE project has four (4) main components

- Inclusive access to quality education
- Livelihood and food security in education including climate smart agriculture
- Advocacy and civil society strengthening on issues of education
- Partnership and collaboration with various stakeholders



12/5

2. Introduction

ADRA South Sudan is looking for suitable individual consultant or a consultancy firm to conduct organizational capacity assessment (OCA) of four (4) civil society organizations (CSOs) as part of the ASPIRE project for onboarding of national organizations.

Capacity assessment should help the organizations plan and manage their growth effectively, monitor progress and maintain performance, and manage risk and uncertainty. It promotes a culture based on performance measurement and controls. It also helps organizations understand their performance and current readiness to achieve their mission or that of the project for which funds are sought. Capacity assessments demonstrate why some organizations are high performing while others are in a constant state of distress, and why some organizations can deliver quality services

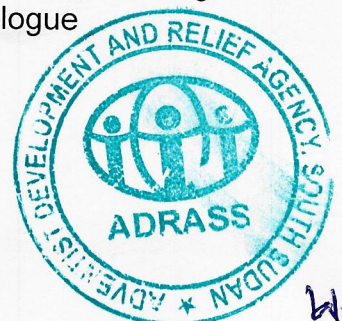
2.1 Background and Context

South Sudan's civil society faces numerous challenges with the major one being legal environment that has been in decline, particularly for CSOs involved in advocacy work. CSOs have struggled to renew their operating licenses and keep their bank accounts open. National NGOs face significant capacity constraints exacerbated by the lack of democratic political institutions. Lack of an independent and functioning judiciary have rendered NGOs vulnerable and weakened their efforts to play a critical watchdog role that promotes accountable governance in South Sudan.

The population is chronically food insecure and exposed to climate-related shocks, macro and micro-economic crises, conflict, insecurity. Despite significant progress in the development of civil society capacities, numerous capacity gaps continue to sway most CSOs towards brink of despair, with an alarming risk of slipping back to non-functionality. Challenges are wide-ranging and most are rooted in an underdeveloped state and society. Strengthening a broad cross-section of South Sudanese civil society is a powerful, low-cost pull factor in South Sudan.

CSOs act as an agent of change and can encourage the state to provide for its citizens and ensure decision-making is representative and accountable. Further, by working autonomously, civil society can also prompt reforms to already contentious governance initiatives. If properly strengthened and empowered in terms of capacity and provided with the right opportunities, South Sudanese civil society organizations have shown willingness and capability to contribute effectively and from a complementary vantage point to the state in South Sudan's journey from peace agreement to lasting peace and development

The ASPIRE program aims to strengthen inclusive quality education, sustainable economic development, peacebuilding, and policy advocacy through collaboration with various government ministries and civil society actors including organizations of persons with disabilities (OPDs). The program will support civil society through capacity building, coalition formation, research, accountability improvement, and policy dialogue



engagement.

3. Purpose of the Assessment

Every organisation should be striving to improve and be the best it can, for the benefit of their target stakeholders. The purpose of the OCA is to enable CSOs/OPDs to reflect on their own structure, personnel, policies and practices, and to plan and implement changes. In an ever-changing world, even successful organisations need to think about their longer-term sustainability.

2.1. Objectives

The following are the objectives of the OCA.

- 2.1.1 To conduct a capacity needs assessment to identify areas for organizational improvement and develop a capacity building plan (CBP).
- 2.1.2 To develop the organizational capacity, establish a baseline, appraise successes, and identify needs for improvement.
- 2.1.3 To examine the six OCAT competencies including the additional two optional competencies and develop an action plan for capacity building and advocacy.

3 Scope of Work

The successful consultant or the consultancy firm will use the organization capacity assessment tool (OCAT) adopted from the Atlas Alliance Organizational Capacity Tool which was originally developed in 2013 to carry out this assignment. The consultant or the consultancy firm will work together with ADRA Education Technical Advisor, to coordinate and organize the OCA.

The OCA will cover four (4) CSOs inclusive of South Sudan Union of Persons with Disabilities (SSUPWD). These CSOs are in Juba, Torit and Budi Counties. The OCA will involve two days consultation workshop with the Board of Directors and members of the senior management of these CSOs.

The Tool is comprised of six **components**, each of which contains several sub-components that are referred to as '**capacities**'. The **capacities** explore different aspects of the components. For example, the 'Ability to Be' component is comprised of six capacities: Legal status; Vision, Mission, Values, Approach; Strategic Plan; Governance; Governing documents; Leadership.

The assignment comprises of two optional capacities:

- Promotion of inclusivity in education – this capacity will only be assessed for those CSOs/OPDs who will be supported to strengthen their capacity to improve the inclusivity of education systems, institutions and facilities.
- Promotion of economic opportunities – this capacity will only be assessed for those CSOs/OPDs who will be supported to strengthen their capacity to improve the



inclusivity of programs and service providers that offer financial support and/ or services to people with disabilities and their families.

4. Methodology

The Consultant will use participatory and consultative approaches during this assignment. The consultant will conduct the assessment using a methodology developed and approved by ADRA. It is expected that the assessment will be built around self-assessment processes as well as broad consultation to help validate, expand and improve the range of information collected.

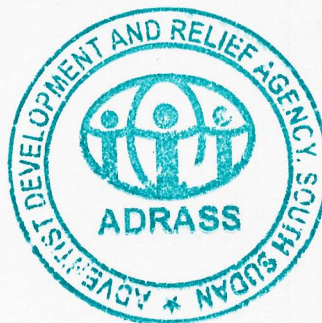
The OCA capacity assessment framework recognizes the multiple dimensions of capacity in relation to each other as well as to the expected results. This approach ensures that capacity building go beyond human resource capacity (relevant skills and abilities) to include organizational capacity (governance, structures, processes, policies etc.) as well as the broader context and environment within which the organization functions.

4. Deliverables and Timeline

1. An inception report including a work plan, detailed methodology, reporting format and timeline, to be submitted within 7 days from the commencement of the assignment.
2. Facilitation of a validation workshop, to be conducted within 12 days after presentation of the inception report; and
3. A consolidated report which includes findings of the capacity needs assessment and agreed capacity building plan, to be submitted within 3 days after the validation workshop.

5. Duration and timeline

The duration and timeframe for the assignment will depend on the organization, but will generally align to the key milestones in the table below:



#	Key Tasks	# days	Location
1.	Desk review	4	
2.	Presentation of inception report	2	
3.	Data collection and analysis	8	
4.	Preparation of draft consolidated report	3	
6.	Preparation/Facilitation of validation workshop.	1	
8.	Preparation of final consolidated report	3	
	Total	21 days	

6. Skills and experience required of consultant or consultancy firm

The consultant is expected to have the following skills and expertise:

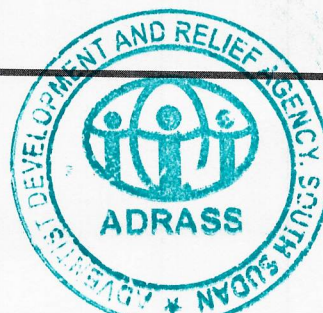
- Advanced degrees in economics, development studies, social sciences or related discipline.
- A minimum of ten (10) years' experience in conducting organizational capacity needs assessments, experience with self-assessment processes will be an advantage.
- At least 5 years of experience working in organizational development, capacity building in the specified area.
- Excellent writing and communication skills in English.
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

Instructions for applications:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org. copying The Education Advisor at sebit@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Due to the urgency of the position, shortlist will be done on a rolling basis. Qualified female South Sudanese nationals are highly encouraged to apply.

Standards of professional conduct:

- ***ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.***
- ***ADRA South Sudan is an equal-opportunity employer; women are highly encouraged to apply for this position.***



W.A.