



JOHANNITER

REQUEST FOR QUOTATION (RFQ)

Requester: Opira Kizito

Regional/Country Office Johanniter Juba office

Point of Contact Oryem Richard Lamton

Address: Floor Number 07, UAP Equatoria Towers, Hai Neem, Along Malakia-Juba Road, P.O. Box 201, Juba South Sudan.

Phone +211 921 059 597

Email: hr.southsudan@thejohanniter.org; CC jana.jakubikova@thejohanniter.org; Kizito.Opira@thejohanniter.org;

Date: 13.09.2024

This is just a request for quotation, not an order. Please reply promptly.

(To be completed by supplier!)

Supplier:

Name of supplier:

Mobile:

Address:

Phone:

Email:

Date of offer:

Validity of offer

Item No:	Specification of item:	Quantity	Unit price	Total
01	Consultant to conduct Training of Trainers on Farming as a Business in Eastern Equatoria state, South Sudan; Refer to detailed TOR attached. <i>Project for Economic Cooperation and Development (BMZ) is planning to End a project titled, Strengthening of IDP and host community resilience in Jur River and Wau Counties, South Sudan.</i>	1 Set		
		Subtotal		
		VAT (If applicable)		
		TOTAL		

Terms of payment:

Delivery time:

Currency of Quotation:

Delivery address:

Terms of shipment:

Point of Contact Supplier:

Stamp of company

Name:



JOHANNITER

Position:		
Signature		

Quotation Requirement:

- Detailed specification of service or works requested.
- All prices must be provided in United States Dollars, inclusive of any applicable taxes.
- Date of quotation must be clearly indicated.
- Validity of quotation must be indicated preferably 60 days or longer.
- Lead time necessary to deliver all items.
- Terms of delivery (Delivery shall be made to any Johanniter requesting office).
- Terms of payment should be indicated clearly.
- All quotes must be stamped and signed including the RFQ.
- Payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.

Terms and conditions:

- Johanniter accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their bid.
- Johanniter reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted.
- Johanniter shall only make payment upon delivery and verification of the services/items.
- Johanniter reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- Johanniter reserves the right to accept or reject any proposal and to cancel the procurement process at any stage. The selected consultant(s) or firm will be expected to adhere to Johanniter's ethical standards and guidelines, and Johanniter's safeguarding policy throughout the duration of the consultancy.
- All data and information collected, and any reports, as well as the methodology of the study, will be the property of Johanniter International Assistance

Award Criteria:

The proposals will be evaluated according to the following criteria;

Preliminary Evaluation (Mandatory Submission Requirement).

1. Curriculum vitae of the consultant.
2. Copies of relevant academic qualifications.
3. Suggested work plan with the number of days indicated for each phase.
4. Suggested training plan.
5. Financial proposal in USD
6. A minimum of three traceable references in the last five years for similar training indicating the name of the organizations worked for and details of contact person.



7. Banking details.

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve the best value for money:

- **Validation of Technical capacity (Interview) (40%).**
- **Financial Evaluation (30%); Refer to detail attached in the TOR**

Technical Evaluation Stage (30%).

- Proposed personnel for the assignment: Master Trainer have qualifications aligned to thematic sector of the training or other relevant qualification. Copies of relevant academic qualification and CV of the trainer required - (10%)
- Proposed training topics and their detailed description, appropriate methodology (10%)
- Demonstrated similar experience in the last 5 years in conducting similar training of trainers. At least three copies of evidence (e.g. Approved reports for previous similar works, work statement, etc.) required - (10%)

Submission Requirement:

- Quotations should be submitted to Johanniter Office - Floor Number 07, UAP Equatoria Towers, Hai Neem, Along Malakia-Juba Road, P.O. Box 201, Juba South Sudan in a sealed envelope clearly marked with subject name ***Need for Consultant to conduct Training of Trainers on Farming Business of Project for Economic Cooperation and Development (BMZ) in Eastern Equatoria state South Sudan.*** and procurement reference **JUB/EAFO102/0032** Or Via Email by replying to all copied in the email.
- Any quotations must be submitted by **23.09.2024 starting 16.09.2024** and quotes submitted after **4:00 PM** of the deadline shall not be considered.
- Soliciting or canvassing for favours from any Johanniter staff to manipulate the procurement process shall lead to automatic disqualification.
- Johanniter shall request for sample is required and failure to submit samples will lead to automatic disqualification.
- A signed and stamped copy of the RFQ should accompany the quotation.

Terms of Reference (ToR)

Training of trainers on Farming as a business

Eastern Equatoria State, South Sudan

Date: 23.8.2024

PROJECT TITLE	Strengthening the resilience of South Sudanese refugees in Uganda and internally displaced persons in South Sudan as well as their host communities through a holistic approach.
PROJECT CODE	EAF0102
PROJECT DURATION	October 2022 – September 2025
DONOR	Federal Ministry for Economic Cooperation and Development (BMZ)
PROJECT LOCATIONS	Eastern Equatoria State, South Sudan
DATE	23 August 2024

1. TERMS OF REFERENCE

This Consultancy Services Terms of Reference (ToR) for delivery of training of trainers on Farming as a business for smallholder farmers serves as a request for applications from individual consultants interested in conducting the training for Johanniter International Assistance (Johanniter) in Eastern Equatoria, South Sudan.

2. BACKGROUND AND RATIONALE

2.1. About Johanniter International Assistance

Founded in 1952, the Johanniter-Unfall-Hilfe has developed into a significant NGO in Europe, employing over 29,000 staff members and supported by 45,000 volunteers. Johanniter-Unfall-Hilfe offers a wide range of medical and social services primarily in Germany, including emergency medical services, hospitals, hospices, schools, kindergartens, elder care, and refugee support. The headquarters is located in Berlin, with a dedicated team comprising more than 40 expatriates, 250 national staff, and over 1,000 volunteers.

Johanniter International Assistance (Johanniter), a partially autonomous branch, focuses on emergency response and resilience building. Johanniter implements projects in the fields of health (primary health care, nutrition, water, sanitation and hygiene - WASH) and livelihoods across 20 countries in Africa, Southeast Asia, Latin America, the Middle East, Ukraine, Moldova, and Afghanistan. This involves a total of 45 projects in collaboration with 55 partner organizations.

In South Sudan, Johanniter has been supporting host communities, refugees, and internally displaced persons (IDPs) through food security, WASH, gender-based violence (GBV) programming, health, and nutrition assistance since 2013 in Western Bahr-el Ghazal state (Jur River and Wau Counties), and expanded to Eastern Equatoria State (Magwi, Torit and Ikotos counties) in late 2021.

2.2. Project Objective

Johanniter through funding from the Transitional Development Assistance provided by the Federal Ministry for Economic Cooperation and Development (BMZ) has been implementing a project titled *„Strengthening the resilience of South Sudanese refugees in Uganda and internally displaced persons in South Sudan as well as their host communities through a holistic approach,”* since October 2022. The implementation of the project will be carried out over a period of 36 months until September 2025.

The intended project objective is to increase the resilience of South Sudanese refugees and their host communities in Uganda, as well as internally displaced persons, returnees and their host communities in South Sudan. This refers to increasing their social and economic resilience to strengthen their self-reliance and build positive coping mechanisms to be utilised at times of re-occurring external shocks. Building resilience will be achieved through four groups of integrated measures:

1. **Food security for vulnerable target households** in the project catchment areas in Uganda and South Sudan through improved knowledge about nutrition as well as subsistence and commercial agriculture production is enhanced.
2. The target **group increases chances of employment and income** at the household level through improved access to vocational education and training (in Uganda only)
3. The target groups have **improved access to safe water, dignified sanitation facilities and knowledge** of good hygiene practices by 2025 (in South Sudan only).
4. **Peaceful coexistence and social cohesion** among the target population are improved through the provision of psycho-social services and conflict mitigation efforts.

3. PURPOSE AND OBJECTIVES

The purpose of this consultancy is to **conduct a training of Johanniter trainers/agriculture extension workers on *Farming as a business for smallholder farmers*** to improve their knowledge on commercial agricultural production.

The external trainer will conduct this training of trainers (ToT) for Johanniter team, who will then pass on the knowledge to 4,250 subsistence farmers in three counties of Eastern Equatoria State (Ikotos, Magwi, Torit Counties), so they can improve the profitability of their farming activities and contribute to achieving positive nutrition status of their family members by increasing their income to regularly buy additional food.

Specific objectives of this assessment are:

- conduct training needs assessment of the Johanniter extension workers

- prepare training plan including detailed agenda, training methodology (including training methodology for the ToT as well as the one for the farmers - considering a mixture of illiterate, semi-literate and literate participants), training guide and curriculum
- deliver the training
- conduct pre-training and post-training knowledge assessment
- write a brief report including the assessment results

4. Scope of the assignment

The training curriculum needs to follow one of the standardised curriculums for similar trainings and needs to be adjusted to the context and needs of subsistence farmers living in rural areas of three counties in Eastern Equatoria: Ikotos, Magwi, Torit.

The training methodology will be responding to the current capacity of the Johanniter agriculture extension workers, assessed through the initial training needs assessment. The methodology will be participatory and will follow the adult learning principles. It will allow the training participants to gain theoretical knowledge on agriculture as business, gain practical tips suitable for the context of Eastern Equatoria as well as teach them how to pass the knowledge to a mixture of literate, semi-literate and illiterate farmers. It will also help them to rehearse their sessions during the training and get feedback from the trainer

The training will be conducted in Torit town in English in combination with Arabic.

Roles and responsibilities of Johanniter:

1. Provide all necessary project documents
2. Brief stakeholders about the purpose of the training
3. Facilitate engagement with the training participants prior the training
4. Review and approve of tools, methodology and training materials
5. Cover and arrange the consultant's travel and accommodation to and in Torit
6. Logistical arrangements for training: hall rental, food, stationery
7. Prepare and administer payment for the consultant upon completion of the assignment.

Roles and responsibilities of the consultant (beyond those already described in this ToR):

1. Responsible for any insurance including medical and travel related to this assignment
2. Cover and arrange the consultant's food during stay in Torit
3. Responsible for using their own personal work tools to deliver the assignment (computer, camera, phone, Internet/airtime)
4. Payment of any tax or other fees related to this assignment.

5. Products to be delivered by the consultancy

The consultant shall be expected to:

- 1) prepare a **training needs assessment** upon commencement of the assignment - 3 days after signing the contract

- 2) prepare a **detailed training plan** including agenda, description of the sessions, time required, resources needed and training methodology (including training methodology for the ToT as well as the one for the farmers - considering a mixture of illiterate, semi-literate and literate participants) - 3 days after receiving training needs assessment filled by the training participants
- 3) share a **full training curriculum** adjusted to the training needs assessment findings and context of Eastern Equatoria, training presentation as well as handouts for participants - 8 days after receiving training needs assessment filled by the training participants
- 4) prepare a **training report** - 3 days after the training completion.

6. DURATION OF ASSIGNMENT

The table below gives an indicative timeline:

Activity	Estimated # of days
Preparation of the training needs assessment tool	0.5
Johanniter review of the tool	cca 1
Adjusting training needs assessment tool	0.5
Administering the tool by Johanniter staff	cca 3-4
Analysis of the findings by the consultant	0.5
Preparation of detailed training plan	0.5
Adjusting curriculum to the local context and capacity of the trainees	1.5
Preparation of training presentation and handouts	0.5
Johanniter review	cca 3-4
Adjustments to the materials	1
Travel to and from Eastern Equatoria	2
Delivery of the training	5-7
Training report writing and submission	1
Total estimated number of consultancy days	11-13 days

The timeline is tentative and needs to be adjusted in line with a realistic plan prepared by the consultant.

7. MANAGEMENT (REPORTING ARRANGEMENTS)

Johanniter shall prepare a contract that the consultant shall sign to commit themselves; the consultant shall be answerable to the Johanniter team. The Head of Mission in South Sudan shall represent Johanniter, the Food Security and Livelihoods Officer will provide technical guidance and a Field Manager will be the focal person for day-to-day communication.

8. INTELLECTUAL PROPERTY AND DATA PROTECTION

All intellectual property generated by the consultancy will be owned by Johanniter who will retain the right to disseminate and publish the materials generated. The consultant will follow the data protection policy of Johanniter while collecting, processing, and storing the program-related data.

9. SAFEGUARDING AND PROTECTION

The consultant will be expected to sign a Johanniter Safeguarding and protection policy, ensuring adherence to high standards of safeguarding, the protection of its staff, and people Johanniter works with (project participants) during the course of this exercise.

10. ETHICAL CONSIDERATIONS

The consultancy will respect the essential Johanniter ethical guidelines. The consultant is required to abide by the same ethical principles and guidelines developed by Johanniter during this mission.

11. ESSENTIAL EXPERIENCE OF THE CONSULTANT

Required

- A postgraduate qualification in agriculture, agribusiness, or any other related field.
- Demonstrable experience (at least 5 years) in delivering training of trainers in relevant field.
- Strong understanding of the South Sudan agriculture context.
- Strong experience in curriculum development, training needs assessment.
- Strong experience in participatory teaching methodologies and adult learning principles.
- Excellent facilitation skills and coordination.
- Ability to meet deadlines, and respond to requests and feedback provided timely and appropriately.
- Strong analytical and conceptual skills to synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports promptly.
- Excellent oral and written communication skills in English and Arabic.
- Willingness and ability to travel to Torit.
- South Sudanese national.

Desirable:

- Certified master trainer.
- Contextual knowledge of Eastern Equatoria State.
- A qualification in social sciences, development studies, or other related disciplines,
- Experience with German Government - funded projects.
- Have an eye for details.

12. APPLICATION AND SELECTION PROCESS

12.1. Selection criteria

The proposals will be evaluated according to the following criteria;

Preliminary Evaluation (Mandatory Submission Requirement).

1. Curriculum vitae of the consultant.
2. Copies of relevant academic qualifications.
3. Suggested work plan with the number of days indicated for each phase.

4. Suggested training plan.
5. Financial proposal in USD
6. A minimum of three traceable references in the last five years for similar training indicating the name of the organizations worked for and details of contact person.
7. Banking details.

Phase 1: Technical Evaluation Stage (30%).

- I. Proposed personnel for the assignment: Master Trainer have qualifications aligned to thematic sector of the training or other relevant qualification. Copies of relevant academic qualification and CV of the trainer required - (10%)
- II. Proposed training topics and their detailed description, appropriate methodology (10%)
- III. Demonstrated similar experience in the last 5 years in conducting similar training of trainers. At least three copies of evidence (e.g. Approved reports for previous similar works, work statement, etc.) required - (10%)

Phase 2: Validation of Technical capacity (interview) (40%).

Financial Evaluation (30%).

Based on the details in the ToR, the consultant will develop a financial proposal aligned with the proposed work plan. All prices must be quoted in US Dollars (**USD**). The validity period for the financial proposal should be indicated, and consultants' professional fee per day should be quoted. The overall consultancy fee must include all relevant taxes. The format for the overall consultancy cost must be summarised as indicated below:

No.	Item Description	Units	Unit Type	Unit Price	Total Amount	Remark/Description
1	Consultant's fees					
2	Transport cost					
3	Subsistence costs (including accommodation, communication, meals, etc.)					
4	Any other costs that are critical					
	Total					

Johanniter will make the logistic arrangement for the training (hall rental, food and refreshment, stationery) on its own cost. Any other cost that are critical for this assignment need to be included in the budget.

12.2. Payment Methods

A full payment will be made upon the completion of the assignment and submission of all deliverables. The payment of the fee is dependent on Johanniter agreeing on final sign-off on the report.

If the consultant does not meet the agreed deadlines (without advance agreement from Johanniter), the payment will be reduced by 5% for each calendar day if the submission is late.

12.3. Application

Interested consultant is required to submit complete proposals in soft copy to the email address: **betty.lagua@thejohanniter.org** with the subject line "EAF 0102 BMZ-EES Agribusiness ToT" by 23rd September 2024 (midnight Central Africa Time). Please note that hard copies dropped at the Johanniter Offices and incomplete packages will not be considered.

Mandatory Submission requirements

- A technical proposal (max 10 pages). The **Technical Proposal** should contain inter alia:
 - o Assignment work plan and timeline
 - o Detailed training plan including training topics, details/sub-topics, training methodology, timeline
 - o Name and reference to the suggested standard training curriculum used for the training that will be later adjusted.
 - o Curriculum vitae of the master trainer
 - o A minimum of three traceable references in the last five years for similar training indicating the name of the organization's worked for and details of contact person.
- A **financial proposal** with a clear breakdown as indicated in 12.1.
- All the documents mentioned in 12.1.

For inquiries and clarifications, please email jana.jakubikova@thejohanniter.org.

13. TERMS AND CONDITIONS

Johanniter reserves the right to accept or reject any proposal and to cancel the procurement process at any stage. The selected consultant will be expected to adhere to Johanniters ethical standards and guidelines, and Johanniters safeguarding policy throughout the duration of the consultancy. All data and information collected, and any reports, as well as the methodology of the study, will be the property of Johanniter International Assistance.

Bidders Signature.

I have read and understood this document, and all information provided as part of this expression of interest for this consultancy is a true representation.

Signed: _____ Date: _____

Name: _____ Position: _____

Submitted by:

Name: Opira Kizito Lopwonya Position: Food security and livelihoods officer

Date: 5th September, 2024 Sign: 

Reviewed by:

Name: QUINCY GABRIEL Position: FIELD MANAGER

Date: 5/9/2024 Sign: 

Approve by:

Name: QUINCY GABRIEL Position: FIELD MANAGER

Date: 5/9/2024 Sign: 