



Humanity Worldwide
for a better world

Humanity Worldwide,
Concord House 3rd Floor
Hai Malakal, Juba
Central Equatorial State, South Sudan
E-mail: info@humanity-worldwide.org

TERMS OF REFERENCE (TOR)

YOUTH DIGITAL LITERACY, FINANCIAL SYSTEMS, DIGITAL M&E & EMPLOYABILITY CAPACITY BUILDING

RFP-HW- YDL-FMS-M&E 2026

28/9/2026

About Humanity Worldwide

Humanity Worldwide(HWW) is an international non-governmental organization (INGO) founded in 2013 and headquartered in the United States. The organization is dedicated to delivering integrated humanitarian and development solutions to crisis-affected and vulnerable populations. HWW operates across East Africa and the Horn of Africa, with established country programs in Somalia, Sudan, and South Sudan . The organization promotes sustainable human development through multi-sectoral programming, combining humanitarian response with long-term resilience building and community empowerment.

About the assignment

Organization: Humanity Worldwide **Target Group:** 90 Youth (45 in Juba, 45 in Yambio)

Locations: Juba and Yambio, South Sudan

Duration of Assignment: 8 to 10 Weeks

Contract Type: Short-Term Institutional Consultancy

Background & Rationale

Humanity Worldwide is dedicated to expanding economic opportunities, localization, and digital inclusion for youth and community-based organizations in South Sudan. In an increasingly digital economy, foundational computer literacy must be complemented by specialized, market-demanded technical competencies—specifically financial management tools and digital monitoring and evaluation (M&E)—alongside modern career navigation skills. This comprehensive capacity-building program targets 90 aspiring young professionals across Juba and Yambio. The intervention equips participants with end-to-end capabilities: from foundational digital productivity and practical AI usage to specialized setups in QuickBooks, digital data collection (KoboToolbox/ODK), and direct pathways into employment.

Objectives of the Consultancy

The selected consultancy firm will design and deliver an intensive training program structured around five core objectives:

1. **Foundational Employability & Career Planning:** Deliver practical training on job hunting strategies, interview readiness, and professional CV/cover letter design for 90 youth (45 in Juba, 45 in Yambio; 2 days per cohort).



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2. Core Digital Literacy & Office Productivity: Provide intensive, hands-on computer training covering Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams), internet navigation and security, and practical generative AI tools for 90 youth (45 in Juba, 45 in Yambio; 1 month per cohort).
3. Advanced Job Linkage, ATS & Digital Branding: Deliver training on navigating Applicant Tracking Systems (ATS), AI-assisted job matching, professional networking, and creating high-impact LinkedIn profiles for 90 youth (45 in Juba, 45 in Yambio; 3 days per cohort).
4. Financial Systems & Accounting Tools: Deliver practical training on setting up and operating computerized accounting workflows—focusing on QuickBooks configuration, chart of accounts management, and intermediate-to-advanced financial modeling in Microsoft Excel.
5. Digital Monitoring & Evaluation (M&E) Systems: Provide hands-on training on digital field data collection using KoboToolbox and ODK (survey design, form deployment, skip logic) and building operational reporting dashboards using Looker Studio or Power BI.

3. Scope of Work & Deliverables

The training will be conducted in parallel or sequential cohorts in Juba and Yambio:

Module Stream	Focus Area	Duration per Cohort	Key Outputs
Stream 1: Employability	Job hunting strategies, CV/cover letter drafting, and interview skills	2 Days Yambio and 2 days Juba	90 90 published LinkedIn profiles, tailored, professional CVs; individual job search action plans Total 90 youths have updated LinkedIn profiles .
Stream 2: Core Digital Literacy	MS Word, Excel, PowerPoint, Outlook, Teams, Internet navigation, and practical AI tools	1 Month Yambio, 1 month Juba	Verified digital competency across productivity suites and AI utility tools. Total 90 youths certified in Computer packages
Stream 3: Financial Systems	QuickBooks setup/usage, functional chart of accounts, and financial modeling in Excel	6 Days Yambio, 6 days Juba	Functional chart of accounts templates, completed bookkeeping exercises, and budget models. Total 12 RLOs have set up QuickBooks
Stream 4: Digital M&E Systems	Mobile data collection (KoboToolbox/ODK), XLSForm logic, and automated dashboard design	6 Days Juba , 6 days Yambio	Deployed digital survey forms, live sample dashboards (Power BI/Looker Studio), and data cleaning pipelines. Total 12 RLOs have set up M&E dashboard, Kobo accounts and automated log frame



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Stream 5: ATS & Career Linkage	ATS optimization, AI job-matching, LinkedIn profile development, and employer linkages	3 Days Juba , 3 days yambio	Total 90 youths have submitted ATS-compliant resumes, and an active job placement linkage database.
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Key Deliverables

- Inception Report: Comprehensive curriculum, module slide decks, practical exercise datasets, training schedule, and pre/post-assessment instruments within 7 days of contract signing.
- Training Execution: Delivery of hands-on, practical classroom and computer lab sessions across Juba and Yambio centers.
- Participant Portfolios: Complete digital portfolios for all 90 participants (custom CV, verified LinkedIn profile, deployed KoboToolbox survey form, and QuickBooks exercise file).
- Final Assignment Report: Detailed technical closeout report including attendance registers, pre/post competency evaluation analyses, participant feedback, lessons learned, and institutional recommendations for continuous placement and internship linkages.

Key Expert Qualifications

- Team Leader / Lead Coordinator: Master's degree in Education, International Development, Information Systems, or related field with at least 8 years of experience managing complex capacity-building or TVET programs.
- IT & Digital Skills Facilitator: Degree in Computer Science, Business Information Technology, or relevant certifications (e.g., Microsoft Certified Educator) with 3+ years of experience training adult learners.
- Financial Systems Specialist: Certified Public Accountant (CPA/ACCA) or equivalent with demonstrated mastery of QuickBooks implementation and non-profit/corporate accounting workflows.
- Digital MEAL Specialist: Demonstrated technical expertise in KoboToolbox, ODK deployment, XLSForm authoring, and business intelligence/dashboard tools (Power BI, Looker Studio).
- Career Development / HR Specialist: Experience in recruitment, ATS workflows, professional LinkedIn personal branding, and youth placement linkage.

Proposal Evaluation Criteria

Proposals will be evaluated using a **Quality and Cost-Based Selection (QCBS)** model, with a total score of 100 points (**70% Technical, 30% Financial**). Only firms scoring 50 points or above on the technical proposal will proceed to the financial evaluation stage.

Technical Evaluation (70 Points Total)

Evaluation Area	Sub-Criteria	Max Points
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1. Organizational Capacity & Experience	• Valid registration, tax compliance, and legal standing in South Sudan. • Minimum 3–5 years of demonstrated experience in digital literacy, TVET, or youth employability. • Proven past performance with verifiable references/completion certificates from at least 3 similar assignments. • Demonstrated operational presence or logistical capacity in Juba and Yambio.	20
2. Technical Approach & Methodology	• Clear understanding of the ToR and training objectives across all 5 streams. • Practical, adult-learning, and hands-on pedagogical methodology. • Quality, rigor, and relevance of proposed modular training curriculum (including QuickBooks and Digital M&E components). • Robust pre/post training evaluation framework and quality assurance mechanisms.	25
3. Work Plan & Execution Timelines	• Realistic, logical sequencing of training cohorts in Juba and Yambio. • Feasible activity schedule and clear milestone timeline.	10
4. Personnel & Team Competency	• Relevance of academic credentials and professional certifications (CPA/ACCA, IT/MEAL certifications). • Demonstrated training and facilitation experience of the proposed key experts. • Balanced team structure with designated leads across IT, Finance, and M&E.	15
Total Technical Score		70

Evaluation (30 Points Total)

Financial proposals will be evaluated based on cost-effectiveness, price realism, and budget clarity:

$$\text{Financial Score} = \left(\frac{\text{Lowest Proposed Financial Offer}}{\text{Offer Under Evaluation}} \right) \times 30$$

- All budgets must be presented in **USD** and itemized by professional fees, training materials, travel and daily subsistence allowances (DSA) for Juba/Yambio, communication, and statutory taxes.

Submission Guidelines & Deadlines

Interested consultancy firms must submit their technical and financial proposals in two separate, password-protected PDF files:

- **File 1:** [Firm Name] - Technical Proposal - RFP-HW- YDL-FMS-M&E 2026
- **File 2:** [Firm Name] - Financial Proposal - RFP-HW- YDL-FMS-M&E 2026
- **Submission Deadline:** Monday, October 12, 2026, at 5:00 PM (Juba Time)
- **Clarifications Window:** All inquiries must be submitted in writing by September 18, 2026.
- **Submission Address:** Send proposals via email to:

Proposals must be submitted via email to tenders@humanity-worldwide.org with the subject line: " RFP-HW- YDL-FMS-M&E 2026 -DIGITAL LITERACY [Firm Name]"

- Technical and Financial proposals must be attached as separate files.



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- **Deadline for Submission:** Monday, October 12, 2026, at 5:00 PM JUBA TIME. Proposals received after the deadline will not be considered.