



TERMS OF REFERENCE (TOR)

Consultation for developing a tailor-made Training Manual on business and Entrepreneurial skills development for training fishing groups and value chain actors in Bor South County, Jonglei State.

1. SUMMARY OF CONSULTANCY

Project Outputs

Outputs I: Improved business and entrepreneurial skills of fisheries and value chain actors

Outputs I: Fishery value chain actors have improved business skills, market linkages and access to inputs and post-harvest infrastructure that enhance their business operation.

Location : Bor South County in Jonglei State, South Sudan

Application Deadline : 2nd June 2022, Midnight- South Sudan Time

Type of Contract : Consultancy Firm

Post Level : Open (National and International Consultancy Firms)

Languages Required : English Language (Advanced language skills level)

Starting Date : 25th May 2022

2. PURPOSE OF THE CONSULTANCY:

The purpose of this consultancy is to develop a tailor-made training manual to be used for training 300 fisher folks (10 fishing groups) on business skills, entrepreneurship, financial management, VSLA, business planning and market linkages in Bor South, Jonglei State.

3. BACKGROUND

Christian Mission for Development (CMD) is a registered South Sudanese non-profit relief and development organization, working in collaboration with UN Agencies, International Organizations, churches and community-based organizations in South Sudan founded in 2005 following the signing of the Comprehensive Peace Agreement – CPA. CMD operates in three States (Jonglei, Upper Nile and Eastern Equatorial). CMD works with the poorest people, regardless of their religious beliefs, ethnic background or political convictions. Our operation includes long-term development cooperation, humanitarian assistance and advocacy, and operates around five thematic areas: Right to Quality Education, Right to Livelihoods, Right to Access to Water and Sanitation, and Right to Health and Nutrition.

4. JUSTIFICATION

CMD is currently implementing “Fisher Community Resilience Enhancement Project”- FICREP with a goal of contributing to food and nutrition security through a coordinated, conflict sensitive and environmentally sustainable approach that enhance fishery resource management, optimize value chains, and improve supply and access to quality fish products in Bor County. The project runs from February 2022 to August 2023. The project specific objectives are; #1: Improved business and entrepreneurial skills of fisheries and value chain actors and #2: Fishery value chain actors have improved business skills, market linkages and access to inputs and post-harvest infrastructure that enhance their business operation. As a component of fisheries support, this project is aiming at training 300 fisher folks (10 fishing groups) and value chain actors to enhance fishery resource management, optimize value chains, and improve supply and access to quality fish products in Bor. The 300 fishers and sampled traditional canoe builders have been assessed for entrepreneurial skills and training needs identified for training support. The 10 fishery producer groups will be trained on business skills. The groups will also be introduced to village savings and lending practices (VSLA) in their fishing operations and supported through start up kits – saving boxes and record items. CMD aims to create market linkages for the fishing groups and value chain actors (fish collectors, transporters, traders, restaurants, fishing input suppliers etc).

Communities in Bor South practice fishing as primary source of livelihoods. Fishery plays an important role in improving food and nutritional needs, and as well a reliable source of economic development. The main challenges facing fishing communities in target areas include weak infrastructure and inadequate institutional capacity in terms of human resource, limited access to markets, low business skills, lack of coordination amongst the fishing groups and stakeholders, limited availability of fishing gear, lack of knowledge and skills in fishing and fish handling. In addition, post-harvest loss is very high due to lack of knowledge and use of inappropriate fishing methods/handling, preservation/storage and other post-harvest practices. Generally, there is lack of data on fishery sector, limited management of aquatic resources including utilization of unauthorized fishing equipment and under-developed value chain system.

To achieve this and other activities as specifically detailed below, CMD is seeking to recruit an experienced consultant in the field of Fish Production Management to develop a tailor-made training manual to be adapted in training 300 fisher folks (men and women) working in 10 organized informal groups.

5. DUTIES AND RESPONSIBILITIES OF THE CONSULTANCY

1. Review and adopt the Fisher Community Resilience Enhancement Project (FICREP) training needs assessment report including existing literature from MAF and frameworks.
2. Hold consultation sessions with stakeholders; fishery value chain actors, closely coordinated with CMD Business Development Officers and officials from the State or County department of MAF.
3. Development of action plans which includes response to the specific training needs on business skills, VSLA, entrepreneurship and financial management.
4. In line with agreed standards and procedures, develop a tailor-made business and entrepreneurship skills development manual to be used to deliver training to fisher folks and fishery value chain actors.
5. The consultant will work closely with CMD FSL Program Manager in Juba, and Business Development Officers based in project locations during the period of assignment.

6. SCOPE OF THE ASSIGNMENT

The assignment shall be limited to assessing the fisher Fork groups, value chain actors, and Market Cooperatives in Bor South County of Jonglei State only. The three primary producer groups to be benefited from the manual development, business planning development and technical service are as follows:

Name	Location/Payams
1. Fisher Fork Groups	1. Anyidii
2. Value chain actors	2. Baidit
3. Market Cooperative	3. Jalle
	4. Kolnyang
	5. Makuach

The Consultant is expected to submit a detailed plan for how the assignment will be carried out. The plan will outline the tools and detailed work plan.

Deliverables and timeline

The following products are to be delivered in the course of consultancy assignment:

1. A work plan in preparation of the field work, in which the consultant establishes:
 - A detailed work plan/schedule for review by CMD during the beginning of the assignment
2. Draft Business and entrepreneurial training manual
 - The consultant shall share a soft copy of the draft manual with relevant CMD staff (project manager and Business Development officer) in particular as per the detailed schedule
3. Final Business and entrepreneurial training manual
 - The manual shall be written in English not exceeding a length of 50 pages using Time New Romans font typed and spaced in 1.5 on standard-sized A4 paper size (29.7mm x 21mm)
 - The consultant shares booklet not more than 5 pages

The assignment should be completed within 2 weeks beginning from 6th June to 22rd June 2022 as detailed below.

Table: Timeline for the consultancy service

Activity	Timeline	Est. # of days
Work plan/schedule development and designing the training	6-7 June	2
CMD feedback on the work plan and training topics/schedules	8-Jun	1
Review and adoption of FICREP training needs assessment report including existing literature from MAF frameworks	8-11 June	4
Development of action plans which includes response to the specific training needs on business skills, VSLA, entrepreneurship and financial management.	12-Jun	1
Hold consultation sessions with stakeholders; fishery value chain actors.	14-15 June	2
Submit draft business and entrepreneurship skills development manual	17-Jun	1
CMD feedback on the draft manual	19-Jun	1
Finalize the business and entrepreneurship skills development manual and submit the final version both in soft and hard copies	22-Jun	1
Brief validation meeting with cmd field staffs	22-Jun	1

7. CONSULTANT PROFILE

The consultant is expected to have the following qualifications:

Master's degree in relevant field (e.g. Financial management, International Development with solid experience in Food Security and Livelihood, Agric Economics);

- Proven training skills and manual development experience;
- Extensive field experience in implementing Fisheries activities related to formation of fisheries groups, vendors, cooperatives or related preferably in South Sudan
- Strong communicative skills and cultural sensitivity;

- Able to demonstrate standard of professionalism;
- Fluency in English

Work Relations:

The consultant will work under the supervision of the FSL Manager and FAO Project Manager. More support shall be provided by the rest of the Business Development Officers at Bor Field Office. The consultant will also from time to time coordinate with State and County authorities on key issues that are relevant to this assignment.

Contractual Relationship:

The consultant/ Consulting firm selected to perform the services describe herein, or others as may be required, will enter a contract with CMD for the stipulated period. However, S/he will be expected to maintain a close working relationship with the local and traditional authorities, relevant State/County departments for coordination and guidance. It will be the consultant's role to ensure successful completion of the assignment as specified in the section on tasks and responsibilities. CMD's role will be to provide coordination with Juba office and local authorities on the ground.

Logistical Support:

CMD provides printing, photocopying of tools and vehicles for field work. CMD also reimburses air-fare ; one return trip from Juba to Bor up on valid receipt.

Note: The consultant shall be responsible to pay for assistant (s) if S/he needs to have one.

Guiding Principles and Values:

Adherence to CMD Code of conduct, Child and Adult Safeguarding practices and confidentiality when interviewing or photographing.

10. EXPECTED DELIVERABLES:

Inception report: Consultant prepares an inception report with details of the technical training, and submits to CMD FSL Manager for review and approval. The inception report should include methodology, content, scope of work, work plan, timeframe/schedule of tasks and deliverables, with clear responsibilities for each task.

Draft Manual: Consultant prepares draft business and entrepreneurship skills development manual, submits to CMD for review and comments, which includes checking for technical compliance. CMD FSL Manager reviews and provides comments within 1 day of receiving the draft, and reverts to consultant.

Final Manual: Consultant submits final report within 4 days after receiving comments from CMD.

11. PROPOSED PAYMENT SCHEDULE.

Consultancy fee paid upon completion of the following milestones.

- 20 % after adoption of the inception report
- 30 % after presentation of the draft Manual
- 50 % after the approval of the final Manual

The consultancy fee is subject to statutory deduction in accordance with South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016.

NOTE: The contract price remains fixed regardless of changes in the cost components.

12. Required Qualification, Expertise and Experience

The consultant should possess the following requirements:

- Master's degree or Bachelor of Science in Fisheries and Aquaculture
- More than 5 years of experience in delivering similar consultancy assignments with reputable clients/organizations.
- Extensive expertise, knowledge, and experience in fisheries based livelihoods in humanitarian context.
- Fluency in English, practical knowledge of the project area and local language is an added advantage.

Selection Criteria

CMD procurement committee will evaluate applications based on **Quality and Value for Money** (combined scoring method). Technical proposal evaluated at 70% score, financial proposal at 30% score.

General Guidelines.

CMD covers fully transport (flight) costs and accommodation for the consultant(s). Budget does not include provision of refreshment to participants

HOW TO SUBMIT TECHNICAL AND FINANCIAL PROPOSAL.

Interested Parties are requested to submit a proposal both financial and Technical explaining their comprehension of the proposed consultancy, previous experience and how S/he would approach this assignment.

The financial proposal will be subject to negotiation. CMD reserve the right to accept or reject whole or part of the offer without showing any reason whatsoever.

The deadline for submission of application from interested parties is 2nd June 2022. Proposals should contain a brief work plan and budget. Proposals can be submitted to eotunga@cmd.org and CC pc@cmd.org