

Terms of Reference (TOR) for Consultancy

Project Title	Organisational Capacity Development, 2024 programme.
Location	Juba, South Sudan.
Duration	3 months

Organization View

AGENCY FOR CHILD RELIEF AID (ACRA) is a national Non-Profit, Non-Government Humanitarian Organization established by dedicated South Sudanese professionals. ACRA aims to offer sustainable livelihood opportunities to support and improve the lives of vulnerable children and populations in both urban and rural areas of South Sudan. The organization works to ensure access to essential services such as Child protection, Education, Gender-Based Violence (GBV) prevention and awareness, Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition, and Primary Health Care services while upholding human rights principles and promoting peace and social well-being for all.

Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.


Mission: ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.

ACRA has collaborated with GOAL's Global Partnership Centre to implement a capacity development project supported by funding from GOAL's Organizational Development Fund (ODF). This program aims to enhance and strengthen organizational development and systems strengthening for senior management and the Board of Directors.

Deliverables and Scope of Work.

- *A Consultant should specify the number of days and calculate the total cost based on the estimated delivery time for the results.*
- *A consultant may select **ALL SECTIONS OR ANY SPECIFIC SECTION** of their expertise, clearly indicating the Section category, capacity-building activities, and expected results.*

SECTION CATEGORY	CAPACITY BUILDING ACTIVITIES	KEY RESULT AREAS	NUMBER OF DAYS	TOTAL CONSULTANCY FEE IN USD
SECTION A: BOARD OF DIRECTORS	Board Development	<ul style="list-style-type: none"> • Carry out an organization SWOT analysis and provide a report • Training the BOD on governance, and resources mobilization • Development of clear and concise Terms of Reference (TOR) for the board to ensure clarity in roles and expectations. 		

<p>SECTION B:</p> <p>FUNDRAISING</p>	<p>Business Development Planning</p>	<ul style="list-style-type: none"> • New ACRA Strategic Plan developed (2024/2028) • New ACRA Fundraising Strategy developed and key staff trained on implementation. 	
<p>SECTION C:</p> <p>FINANCE SYSTEMS</p>	<p>Financial Management</p>	<ul style="list-style-type: none"> • Review ACRA Finance Policy and set-up an efficient cloud-based computerized financial system (ERPNext) and train all staff on usage. • Develop ACRA Cost Allocation Policy 	
<p>SECTION D:</p> <p>PROCUREMENT SYSTEMS</p>	<p>Procurement and Logistics</p>	<ul style="list-style-type: none"> • Integrate procurement system in ERPNext • Review and improve procurement policy • Train users/staff on procurement, logistics and safety management. 	
<p>SECTION E:</p> <p>DATA MANAGEMENT</p>	<p>Information and Technology</p>	<ul style="list-style-type: none"> • Develop mobile App to run Android and IOS platforms to help in collecting real-time data from our beneficiaries and a USSD code for our beneficiaries that may not be having access to smartphones. • Train staff trained on data management to improved data security 	
<p>SECTION F:</p> <p>PROGRAM</p>	<p>Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • Review and improve ACRA M & E manual • Existing M&E Framework improved • Templates and guidelines for comprehensive M&E reporting developed. • Staff trained in MEARL high quality reports generation for decision making. 	
<p>OPPORTUNITIES</p>			

The proposed activities will establish a robust internal control system for ACRA, ensuring accurate management of funds and assets.

ACRA wishes to implement a comprehensive cloud-based system for HR, finance, and operations, addressing inefficiencies and enabling remote work and real-time monitoring.

Capacity building through coaching will enhance productivity, streamline processes, and improve efficiency. A strong fundraising strategy will foster partnerships and secure resources for sustainability.

Enhanced coordination between headquarters and field teams will facilitate timely decision-making and approvals, boosting employee engagement and job satisfaction while ensuring transparency and accountability in progress tracking.

Qualifications and Requirements

- An independent consultancy firm or individual freelance consultants can apply.
- Applicants must have at least five years of experience in similar tasks.
- A minimum of two recommendations from previous donors or organizations is required.
- The consultant should provide the names and contacts of at least three referees that ACRA may contact during the evaluation process.
- Attach CVs of the lead consultant (s)

WORK CONDITIONS

- The consultancy service will be done in Juba, Central Equatorial State - South-Sudan.
- Applicants must have no history of violation of children's rights or of Child abuse and sexual Exploitation of any form.
- ACRA maintains a **ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE, CORRUPTION, and FRAUD** and enforces strict policies to protect children and vulnerable individuals.
- ACRA adheres to stringent data confidentiality and protection regulations.
- ACRA will also conduct ATC checks for all the shortlisted consultants.

STARTING DATE

Immediately. Please be aware that due to the urgent nature of the ACTIVITY, the evaluation of consultants' applications will occur on a rolling basis as we start to receive applications, and positions may be filled before the application deadline.

SUBMISSION OF APPLICATION

THE APPLICATION CAN BE SUBMITTED ONLY BY EMAIL TO

jobs@acra-ssd.org

CLOSING DATE

27th September 2024

