



SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

FUEL EFFICIENT STOVES TRAINING IN MALAKAL

Location: Malakal

Timeline: October 2023

Type of employee: Consultant

Background:

Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and access to justice. SAADO provides humanitarian assistance to families affected by disaster & and conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential in the youth, SAADO optimizes its role to foster peaceful co-existence and economic empowerment in South Sudan.

As part of SAADO's effort to address protection risks and conserve the environment under the project titled; *Provision of Lifesaving General Protection and GBV Prevention, mitigation and response services to 14,813 floods at-risk women, girls, boys, and men in Malakal, Upper Nile State, SAADO intends to conduct a training to 200 women and girls in Malakal on production of fuel-efficient stove*. The project seeks to provide protection, monitoring, and response services to flood-at-risk communities, internally displaced people, and returnees from the ongoing Sudan conflict populations both inside and outside the PoC. The project seeks to conduct regular protection assessments, as well as capacity-building training on fuel-efficient stove production, etc.

Activity Goal:

The overall objective of this terms of reference (TOR) is to identify and select a consultant who will support the training of 200 Women and girls in Malakal County on the Fuel-Efficient Stove whereby a locally suitable model is developed, produced with locally available materials as part of an introduction and testing phase

SAADO seeks to strengthen environmental protection and natural resource management to improve the self-reliance of the IDPs, returnees, and flood-at-risk host population in Malakal County. The consultancy is therefore to design an improved cooking stove that meets local cooking needs but also reduces fuel consumption.

An anticipated schedule is suggested below however, this may change due to agreements between the consultant and SAADO.

Activities for the Consultancy:

- Detailed inception report of the methodology and detailed calendar of activities.
- Evaluation and stove design phase.
- Draft Manual-prepare stove design sketch with dimensions and prepare molds for standardized production.
- Training in stove production.
- Final Manual with pictures from actual training and recommendation report with any important notes -final points.

The above work will be restricted and will occur within a total of 21 workdays. The schedule will be amended to ensure that the deliverables are completed within this time frame.

Consultant Objectives:

Overall Objective: To help SAADO increase access to their selected beneficiaries and to promote the use of improved/energy-efficient cookstoves.

Specific objectives:

- To increase access to energy-saving cook stoves for beneficiaries through communal production.
- To be used at the household level.
- To ease the food preparation process and reduce fuel (firewood/charcoal) consumption.
- To reduce the level of women exposed to protection risks.

Expected Key Results from the Consultancy:

- Provide an inception report with a detailed methodology.
- Select and design a low-cost stove appropriate for the refugee and Host community population in Fangak.
- All selected SAADO target population should be equipped with sufficient skills to understand the production process and quality controls needed for sustainable fuel-efficient energy-saving stove activity when called upon to do so.
- Training participants on the skills to manufacture the designed improved cooking stove, know where to access stove construction materials, be able to advise users on stove maintenance, and efficient cooking practices.
- Produce a basic pictorial instructional production manual for the selected and designed stove that will be used by the production groups.

Consultant Deliverables:

1) Inception Report

The consultant will produce an inception report that includes a comprehensive training plan and schedule, including dates, resources needed to start, and technical areas of intended capacity building.

2) Focus group survey/questionnaire

The consultant will design a questionnaire to understand local cooking needs and integrate them into the design (as much as possible while keeping it efficient) based on focus group feedback and local input. The consultant will design the questionnaire and conduct the focus group.

3) Training on fuel-efficient stove production

The consultant will provide training on the production, tooling, and firing (if needed) of the selected (designed with local input) improved fuel-efficient stove. As part of the training, each trainee will produce at least one improved cook stove.

4) Additional Training

The consultant will deliver practical capacity-building training for selected participants on fuel-efficient stove technologies. Training should include brief tips on maintenance methods, use, and adoption of improved cookstoves at the household level.

5) Final Production Manual

The consultant will write a production manual, directing producers on the selected stoves' design, production tools, and suggested production process. An additional recommendations report (5 pages minimum) consisting of recommendations and adoption of improved cook stoves in the selected area should also accompany the production manual as a final deliverable.

Qualifications

- Demonstrated technical expertise in fuel-efficient cooking solutions and development specifically domestic energy use.
- Demonstrated excellent analytical, writing, and reporting skills, with a focus on accessible, actionable, practitioner-focused reporting.
- Prior work experience in South Sudan is a strong asset.
- Familiarity with humanitarian and conflict-affected settings
- Fluency in written and spoken English required.
- Ability and willingness to travel to implementation sites in South Sudan (subject to approval by SAADO safety and security team, based on security situation).

How to apply

Applicants submit:

- Cover letter outlining relevant experience and skills against qualifications listed.
- Brief Technical Proposal outlining the methodology on how to carry out the evaluation including a detailed work plan.
- Financial Proposal to complete assignment detailing professional fees, enumerator fees, air tickets to Juba and field locations, airport transfers, accommodation, per diem, etc.
- CVs of proposed consultant and supporting team members.
- One sample of reports for similar assignments conducted in the past in a similar context of South Sudan/humanitarian setting will be an added value.

Qualifications/Work Experience:

The consultant or consulting firm should have:

1. Appropriate technical expertise in fuel-efficient cooking solutions and development specifically domestic energy use

1. Evaluation and Award of consultancy

Eligible proposals will be evaluated based on full and open competition, in strict adherence to the scoring criteria detailed below

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| • Interpretation of scope of work | 20 points |
| • Methodology suitability for conducting this review exercise | 20 Points |
| • Experience and expertise in Similar Assignments | 40 Points |
| • Financial proposal | 20 Points |

2. **Rate and currency:** The rate shall be in United States dollars (USD)

3. **Submission of proposals**

The proposal shall be submitted in Hard copy in a sealed envelope and also in soft copies for consultancy from that are outside South Sudan to the following address loice.charles@saado.org cc christin@saado.org Or

SAADO Office

Plot No:1 Ext ECSS Guest House, next to Keyan Embassy

Hai Cinema

Juba-South Sudan

4. Registration for submission:

Please ensure that you register your hand delivery bid with the Procurement department and drop it in the bid box yourself before you leave the procurement Department

5. Request for clarification

Any request for clarification must be made in writing through the email christin@saado.org

Strictly and must be received no later than Wednesday 4th of October 2023 at 3:00 P.M

Dateline for the submission of the proposals

The timeline for the submission of the quotes will be strictly on Wednesday 11th October 2023 at 3:00 P.M

6. Notification of the result

Only Successful and competitive bidders will be notified, and if you do not receive email communication within two weeks after the expiry of the dateline, consider your bids not successful

7. Language for the bids

The language for the bids shall be English only, but no other language to be used

Treatment of the Information

All data and information received for the purpose of this assignment is to be treated confidentially and is only to be used in connection with the execution of these terms of reference. All intellectual property rights arising from the execution of these terms of reference are assigned to SAADO. The contents of written material obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SAADO.

