



TERMS OF REFERENCE (ToR)

Organization:	National Education Coalition (NEC)
Consultancy Title:	Development of Advocacy Tools for Grassroots Communities and Community-Based Organizations
Location:	Remote/Juba, South Sudan.
Duration:	2 months.
Type of Contract:	Short-term (Consultancy)
Application start date:	August 27 th 2026
Closing Date:	September 15 th 2026

1. Background

The National Education Coalition (NEC) is the leading civil society voice for education in South Sudan. The Coalition convenes civil society organizations, educators, and community leaders to advocate for inclusive, equitable, and quality education for all. NEC employs a constructive, collaborative, and evidence-based approach to policy engagement, working with government and development partners to drive education reform.

Despite progress, South Sudan's education sector remains critically under-resourced, and many grassroots communities and Community-Based Organizations (CBOs) lack the tools to effectively influence decisions affecting their children's education. To bridge the gap between national policy and local realities, NEC is committed to empowering community-level actors with practical advocacy, policy engagement, monitoring, and budget tracking skills.

This initiative responds to the need for locally-led advocacy platforms that can translate community voices into actionable influence on education policy and financing.

2. Rationale

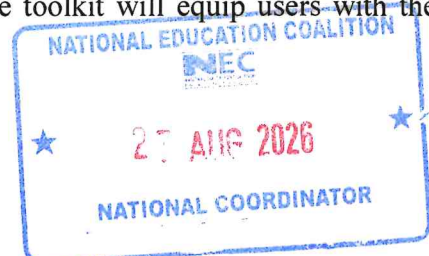
While NEC has successfully engaged at national and state levels, many grassroots communities and CBOs remain excluded from decision-making processes, lacking the capacity to:

- Understand and engage with complex education policies and budget documents.
- Monitor education service delivery and hold duty-bearers accountable.
- Effectively advocate for local priorities, such as teacher recruitment, infrastructure, and resource allocation.

This consultancy will address this gap by developing a user-friendly, context-specific advocacy toolkit designed for the unique operating environment of South Sudan (including low literacy levels, political sensitivity, and restricted civic space). This toolkit will empower CBOs and communities to transition from passive observers to active participants in shaping education in their areas.

3. Overall Objective

The primary objective of this consultancy is to develop a comprehensive, practical, and accessible advocacy toolkit for grassroots communities and CBOs. The toolkit will equip users with the



knowledge and skills to effectively engage in education policy advocacy, monitor service delivery, and track education budgets, thereby strengthening community voice and accountability in the education sector.

4. Specific Objectives and Scope of Work

The consultant will be responsible for the following tasks:

1. Inception and Context Analysis

- Conduct a desk review of existing advocacy guides, budget monitoring tools (such as BMET), and relevant policies (e.g., Education Act, NGO Act) to identify existing resources and gaps
- Undertake a consultative scoping (via key informant interviews and/or focus group discussions) with NEC members, CBOs, PTA representatives, and community leaders in target states to assess specific needs and communication preferences.

2. Toolkit Development

- **Module 1: Advocacy Fundamentals:** Basic concepts of advocacy; understanding South Sudan's political and civic space; building advocacy messages; engaging with decision-makers and using media (radio, community forums).
- **Module 2: Policy Engagement:** Understanding the policy cycle; identifying entry points for community influence, translating national policies (e.g., the Education Act, 'free and compulsory education, to local contexts.
- **Module 3: Monitoring and Evaluation:** Simple methods to monitor education services (e.g., tracking teacher attendance, school enrollment, and infrastructure); using evidence to advocate for change.
- **Module 4: Budget Tracking:** Understanding public finance; practical steps to access and analyze county/state education budgets; using Budget Monitoring and Expenditure Tracking (BMET) techniques; linking budget tracking to advocacy.
- **Module 5: Conflict Sensitivity and Do No Harm:** Adapting advocacy approaches to South Sudan's sensitive context; ensuring interventions do not exacerbate conflict; maintaining a non-confrontational and collaborative advocacy style.

3. Toolkit Design and Validation

- Develop the toolkit as a visually engaging, plain-language guide (including graphics, checklists, and templates) that is accessible to low-literacy users.
- Present the draft toolkit to NEC secretariat and a selected group of CBO partners for feedback and validation.
- Finalize the toolkit based on feedback, ensuring it is practical and ready for dissemination.

4. Training of Trainers (ToT) and Finalization

- Develop a facilitator's guide and a brief training curriculum to accompany the toolkit.
- Conduct a ToT workshop for selected NEC members and partner CBO staff to ensure effective roll-out and utilization of the toolkit.

5. Target Users



- Grassroots community members (parents, teachers, PTA members, and youth) .
- Community-Based Organizations (CBOs) and local civil society groups working on education.

6. Key Deliverables and Timeline

The consultancy is expected to be completed within a period of **45 working days** from the date of contract signing.

Deliverable	Description	Timeline
1. Inception Report	Detailed work plan, methodology, and contextual analysis.	Week 1-2
2. Draft Toolkit	Complete draft of the advocacy toolkit (including all modules).	Week 3-4
3. Validation Report	Feedback from the validation workshop and plan for revisions.	Week 4-5
4. Final Toolkit	Finalized toolkit incorporating feedback, ready for print and dissemination.	Week 6
5. Facilitator's Guide	A complementary guide for trainers utilizing the toolkit.	Week 7
6. Final Report	Comprehensive report summarizing the entire consultancy process, challenges, and lessons learned.	Week 8

7. Consultant Requirements

The ideal consultant/team will demonstrate:

- **Experience:** A minimum of 7 years of experience in civil society capacity building, advocacy, and policy engagement in South Sudan or a similar fragile/conflict-affected context.
- **Expertise:** Demonstrable expertise in developing training manuals and practical tools for community-level use. Experience in public finance monitoring and budget tracking (BMET) is essential.
- **Contextual Knowledge:** Deep understanding of South Sudan's political, social, and civic space, including the operational constraints faced by CBOs.
- **Skills:** Excellent facilitation, communication, and writing skills. Proven ability to present complex information in simple, accessible language.
- **Qualifications:** An advanced degree in Education, Social Sciences, Development Studies, Public Policy, or a related field.

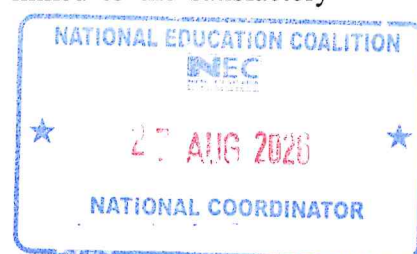
8. Application Process

Qualified consultants/firms are invited to submit a technical and financial proposal, including:

- **Technical Proposal:** Understanding of the ToR, detailed methodology, work plan, and CVs of key personnel.
- **Financial Proposal:** Detailed budget breakdown, including professional fees, travel, and workshop costs.

9. Budget & Payment Schedule

Payments under this assignment will be made in three instalments, linked to the satisfactory completion and approval of key deliverables, as outlined below:



9.1.First Instalment, 20%: An initial payment of **twenty percent (20%)** of the total contract value will be made upon:

- ❖ Signing of the contract; and
- ❖ Submission and approval of the **Inception Report**, including the agreed methodology, work plan, timeline, and proposed structure of the research report.

9.2.Second Instalment, 50%: A second payment of fifty percent (50%) of the total contract value will be made upon:

- ❖ Submission of the draft toolkit;
- ❖ Formal review and acceptance of the drafts by the relevant departments and directorates at MoGEI, NEC confirming that they meet the requirements outlined in the Terms of Reference.

9.3.Final Instalment – 30%: The final payment of **thirty percent (30%)** of the total contract value will be made upon:

- ❖ Submission and approval of the **finalized toolkit**, incorporating all agreed feedback; and
- ❖ Delivery of all outputs in both editable and print-ready formats.

All payments will be subject to the submission of acceptable invoices and confirmation that deliverables have been completed to the required quality standards and within the agreed timelines.

Submission of Applications

Interested consultants should submit:

- a) Technical proposal detailing understanding of the components of an education advocacy toolkit
- b) Financial proposal (daily rate where applicable).

Applications can be submitted either electronically to the Secretariat of the National Education Coalition (NEC) via email at: hr@nec-ss.org. or by dropping hard copies to the NEC secretariat office at Complex Building of Catholic Archdiocese of Juba (Curia), St. Joseph Parish opposite Juba Teaching Hospital, Juba.

All application documents submitted electronically should be in **PDF format** and clearly labelled with the subject line: **“Application: Consultancy for Development of Advocacy Toolkit”**

Deadline for Submission

Applications must be received by the NEC Secretariat **no later than 5:00PM on 15th September 2026**. Late submissions will not be considered. Only shortlisted candidates will be contacted for further engagement.

Note: Submission of an application does not guarantee selection, and the NEC secretariat reserves the right to accept or reject any application without obligation to provide justification.

