



Adventist Development  
Relief Agency  
South Sudan.



MUNUKI SDA CHURCH COMPOUND  
KUWAIT ESTATE RD  
PO Box 247  
JUBA, SOUTH SUDAN

## Terms of Reference Engagement of consultant Training ADRA staff VSLA activities

### Background:

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, ADRA implements programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender/protection.

### Programme Description:

ADRA South Sudan works in four states across South Sudan (Upper Nile, Warrap, Eastern Equatoria and Western Equatoria). The agency works in both humanitarian and development sectors in four thematic areas namely, Education, Food Security and Livelihood, Emergency response/protection, Health and WASH. ADRA has been implementing projects, within these sectors, in Upper Nile for over a decade.

Currently, ADRA South Sudan implements a multiyear Education in Emergency program (EiEMY), which is an intervention ongoing till the end of 2023, funded by the Norwegian government (NORAD), through ADRA South Sudan's partner ADRA Norway. The overall objective of the project is that **"Conflict-affected children and their families in Nasir and Maiwut Counties are equipped with the attitudes and skills that will help them access opportunities and achieve their potential"**. The project activities are centred around 22 schools and their communities within Nasir and Maiwut Counties in Upper Nile State, South Sudan.

One of the outputs of the program is related to community support: "Output 4.2 Communities demonstrate increased support to educational institutions". To help increase the capacity of the communities, to support educational institutions, there is a need to: **"A4.2.2: Set up parent groups for REFLECT learning, literacy circles and VSLAs"**. Consultants will be engaged to do Training of Trainers (ToT) to facilitate this output, and all project staff will be trained for 5 days and provide





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technical support for 5 days to the VSLA groups being a total of 10 days of engagement. ADRA South Sudan wish to engage a consultant, capable of conducting ToT training for VSLA program.

**Expected output of the training:**

After the training, the ADRA South Sudan staff are expected to be able to conduct the following:

- ✓ Set up and facilitate VSLA groups
  - Establish VSLA centres, each centre having 30 members.
  - Train the VSLA groups in savings and VSLA activities based on the VSLA manual.
  - Facilitate the groups to conduct their weekly saving meetings until each group will be able to graduate, after the cycle of 9 months is completed.
  - Train the groups on the purpose and function of Village Agents (VA) and the need to pay the VA for his/her service.
- ✓ Identify and train VSLA Village Agents
  - Identify VAs from each of the graduated groups, to become VSLA facilitators.
  - Train VAs to be supporting the groups and establishing new groups.

It is expected that the consultant will provide all necessary training materials, manuals and handouts for the participants during the training sessions.

**Location:**

The training will be conducted at the ADRA South Sudan sub office in Nasir County, Upper Nile State. There might also be short time spent at ADRA South Sudan's head office in Juba. From Juba, the consultant should expect to travel by air to Mandeng (Nasir County) then use a speed boat to Jikmir field office.

**Scope of Work:**

The selected consultant will carry out the following:

- ✓ The consultant is expected to do a presentation on the detailed training methodology and training approaches, based on his/her understanding of the terms of reference (program description/expected output) of the training, which was submitted in a technical and financial proposal during the application for the consultancy.
- ✓ The final training methodology and training approaches shall be discussed and agreed upon between the consultant and the ADRA South Sudan Programs Director.
- ✓ Travel to the field location and conduct the trainings VSLA according to the final agreed training program.







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- ✓ After the training, submit the final training documents (manual and power point slides, group work exercise etc.)
- ✓ Prepare and submit a training report with photos from the training. The report should include a description of the conducted training, how well the participants performed and absorbed the training and can be able to use their new skills, any challenges encountered, and any recommendations or observations related to the accomplished training.
- ✓ The total number of days to do the scope of work is expected to be 15 working days, including time spent in Juba at ADRA head office. There is no work on Saturdays.

#### **Consultant Qualifications and Experience:**

This following is the preferred profile of the consultant:

- ✓ University master's degree in economics, business management, rural development related discipline including, agro-economics, agriculture, development studies, social work, development studies or similar field.
- ✓ Minimum of 5 years of proven working experience in field of livelihoods and rural development including ToT for conducting community or staff trainings with strong focus on micro finances, small business management and empowering women.
- ✓ Demonstrated experience in facilitation of VSLA trainings and use of participatory and adult learning techniques. Must have conducted similar work for other INGOs or UN agencies.
- ✓ Have presentation skills and good report writing skills

#### **Contracts and Logistics:**

- ✓ The consultant will sign a contract including terms and conditions of the consultancy and payment modalities.
- ✓ The consultant's travel costs (to and from locations) as well as accommodation will be covered by ADRA South Sudan.
- ✓ The consultant will abide with ADRA's rules and regulations related to security, protection and operations policies such as code of conduct, protection/safeguarding and conflict of interest declaration.
- ✓ The consultant will fulfil and respect and adhere to internationally recognized humanitarian, human rights, refugee, returnee, IDPs, effected people by hazards and ethical standards at all times and during the entire consultancy period.

#### **Submission Process:**

Interested individuals should submit a technical and financial proposal, based on the scope of work, expected outputs and the program description, together with their CV, proof of education and proof of previous experience and results, doing Training of Trainers in VSLA program.

#### **How to apply:**





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Please submit your required documents to: [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org), or hand delivery to ADRA Head office in Juba. Applications should be addressed to ADRA South Sudan Human Resource Manager.

**Application deadline: October 18<sup>th</sup> 2023.**

**Posting date: October 10<sup>th</sup>, 2023**

**Note:** Due to the urgent need for the consultant, we shall be reviewing the applications as they trickle in.

