

October 2020



CALL FOR EXPRESSION OF INTEREST

TERMS OF REFERENCE (TOR): CONSULTANCY FOR TRAINING OF JONGLEI CSO NETWORK ORGANISATION STAFF IN ALLIANCE BUILDING, NETWORKING, LOBBYING AND ADVOCACY AND DEVELOPMENT OF THE JCSN ADVOCACY STRATEGY.

1. Introduction

ZOA is an international Non-governmental organization with headquarters in The Netherlands. ZOA's mission is to support refugees, Internally displaced Persons, returnees and other people affected by conflict or natural disaster in their transition from instability and lack of basic needs, towards a situation in which conditions enabling a process of structural development have been (re) established.

To contribute to the above organizational mandate, ZOA identifies and supports the institutional development of local organizations to champion social development in their respective communities.

ZOA has acquired a grant from the Civil Society Facility (CSF) to implement the Bor Civil Society Support Project. The overall goal of the project is to contribute to the development of a stronger civil society in Bor area, represented by CSOs that act and advocate towards authorities and decision makers on behalf of their constituency and in their interest.

Under the Bor Civil Society support Project, ZOA assesses the capacity of selected local Civil society organizations (CSOs) and then facilitate their capacity strengthening through sequenced trainings, mentorship and coaching support.

ZOA would like to use part of the grant from the civil society facility to engage a professional firm / consultant to conduct a capacity building training of at least 35 staff members of the Jonglei CSO Network in alliance building, networking, lobbying and advocacy through a 5 days training.

2.0. Purpose of the consultancy

- ✓ To prepare and facilitate a five-days training on alliance building, networking lobbying and advocacy focusing on key issues such as Environment, gender, education, peace building & conflict resolution for staff and representatives of partner NGOs staff.
- ✓ At the end of the consultancy, CSO staff know how to network and build alliances for collective lobbying, and advocacy for improved access to basic services.
- ✓ At the end of the consultancy, partner CSO staff have acquired the required skills to competently lobby the highest level authorities for the needs and priorities of communities and groups / subjects.
- ✓ Support the civil society Network to develop a networking, lobbying and advocacy strategy for advocacy for the rights and priorities of communities and groups in Jonglei.

2.1. Specific activities / tasks :

Task 1 - Preparing and facilitating the training on lobbying and advocacy for Jonglei Civil Society organizations staff and partners (5 days)



Develop a training programme (for a 5 day workshop);

1. Review and select relevant information materials, handouts, DVDs on advocacy for the workshop.
2. Send all the relevant materials to ZOA at least 3 days before you travel. NB if you choose to photocopy yourself, keep a receipt ZOA will refund your expenses incurred in photo copying.
3. Facilitate a five-days' workshop on lobbying and advocacy with particular focus on the key social issues for ZOA and partner NGO staff.
4. Prepare and submit relevant training report to ZOA on the progress of the activity.

Task 2 – Drafting a networking, lobbying and advocacy strategy that the Jonglei CSO network can continue to use after the training for lobbying and advocacy for issues in the interest of communities and groups - (3 days)

1. Develop a draft lobbying and advocacy strategy to be used by the Jonglei CSO network for alliance building, networking, lobbying and advocacy about public interest issues in Jonglei.

3.0. Qualifications/experience required

1. Degree in Human Rights, Adult and Community Education, Law, Development studies etc. An MA in these areas is preferred.
2. Extensive knowledge and experience of human rights advocacy and good governance issues etc.;
3. Extended experience in carrying out training;
4. Knowledge of International and regional rights instruments related to gender; environment and Education
5. Knowledge of South Sudan and regional context will be an asset.

4.0. Expected outputs/deliverables:

1. Training programme;
2. Materials for the training;
3. Five day workshop on lobbying and advocacy and policy monitoring;
4. A final training report to contain information on the training course (agenda, participants, and materials), training evaluation results;
5. A lobbying and Advocacy strategy for the Jonglei CSO network .

5.0. Performance indicators

The Consultant's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, and quality of the products delivered.



6.0. Supervision arrangements

The selected consultant will work under the supervision of the Programme Manager, although the Supervision task may be assign to another Manager, if required. The Programme Manager or his appointee will give a written comment on the quality of the consultant's work before final payment.

7.0. Proposed period and duration of consultancy:

No	Task to complete	Period
1	Preparation of the agenda and training materials	1 day
2	Facilitation of the workshop (to be communicated)	5 days
3	Preparing consultancy report (online)	1 day
4	Preparing lobbying and advocacy manual (online)	3 days
	Total estimated duration of consultancy	10 days

8.0. Fees

The Consultant shall specify the fee per working day (8 hours) including all taxes and VAT. NB. 15% of the consultancy fee shall be retained and remitted to the National Revenue authority as tax.

8.1. Reimbursables

The consultant is to specify anticipated reimbursable costs. The details of the costs for reimbursables shall be indicative only. Revisions and re-allocations will be decided in dialogue with ZOA along the course of work. ZOA will arrange local transport and accommodation in South Sudan. No reimbursables for these costs should be indicated in the tender documentation.

6.1 Documentation and information required

The consultant should present a CV with relevant experience and background for the assignment and the following information:

- Detailed workplan
- Description of the approach and methodology to be applied
- Detailed budget indicating consultant fee per day, all costs / taxes included

NB. ZOA is not obliged to take the lowest cost quotation.

6.2 Final date of Submission

The application, including all required information, is to be submitted by email to recruitment.southsudan@zoa.ngo by m.kamya@zoa.ngo 27th October 2020.

