

**External Trainer Required to Conduct Human Resource and Administration Training in ACTED Juba Office.****1. About ACTED**

ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

ACTED has been present in South Sudan since 2007, delivering life sustaining, resilience and development projects in several sectors such as food security, livelihoods and agriculture, CCCM, WASH, protection, and shelter. ACTED is also a key emergency response partner in times of crisis, providing life-saving assistance such as distribution of food and NFIs, and provision of water.

ACTED has currently 5 operational bases across South Sudan (Juba, Mingkaman, Bor, Wau, and Maban), along with 5 sub-offices (Juba POC, Yirol Town, Gendrassa/Batil/Kaya Camps), and therefore has a presence in 7 of the 10 states (Western Equatoria, Central Equatoria, Lakes, Jonglei, Upper Nile, Western Bahr el Ghazal and Warrap).

**2. Objectives of the consultancy**

The overall objectives of this project and Trainer is to:

- Improve the capacity of staff working in the Organisation to enable them to play a more influential role in interventions impacting communities.
- Improve the access of medium- and high- risk in the Organization to direct or indirect humanitarian funding for NNGOs in South Sudan through a structured capacity building programme for local staff and international staffs, in order for them to have the key skills and experience to apply for funding. ACTED aims to do so by improving the internal systems of Organization by providing trainings focused on Motivation, Employee Counselling, Resignations and Retirement, Financial & Grant Management, Human Resources Management theory and practices and Leadership and Management

**3. Methodology of the Trainer****1. Training Preparation & Delivery**

Provision of structured trainings to HR/ finance team and senior Project Managers, the Trainer /company will implement the training modules in ACTED Juba Office.

**2. Follow-up Report**

A report containing the methodology and structure of the training, analysed feedback and suggested recommendations for future improvements to the trainings, along with what worked well, should be conducted following the finalisation of the training sessions and submitted to ACTED management.

**4. Major Tasks, Deliverables and Timeframe**

Lead the training exercise involving HR/ finance team and senior Project Managers:

**1. Motivation, Employee Counselling, Resignations and Retirement and areas to be covered are;**

- Motivational theories, scientific management, task needs and relationships needs
- Management styles, managerial theories.



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- The manager/employee relationship, attitudes, supervisory techniques, delegation of responsibility.
- Employee counselling, resignations and retirements; how to avoid unwanted resignations.

## **2. Financial & Grant Management**

1. Taxation Planning & Management.
  - ❖ Training on the Republic of South Sudan Taxation Acts 2009 – 2020
  - ❖ Tax Planning.
  - ❖ Tax Audits
2. Grant Management & Donor Reporting.
3. International Financial Reporting Standards. (IFRS)
4. International Auditing standards (IAS).
5. Internal Control Risk Management and Measurement.
6. Audit Process and its expectation from Donors/Board
7. Internal Audit Risks & Compliance Issues.
8. Managing the Internal Audit function.

## **3. Human Resources Management theory and practices areas to be covered are;**

- ❖ Define Human Resource Management.
- ❖ Explain the four (4) key dimensions to Human Resource Management.
- ❖ Explain Human Capital Management.
- ❖ Identify four (4) types of Assets in Organizations.
- ❖ Explain Human resource in Organizations.
- ❖ Discuss the relationship between Human resource and Operating Managers in organizations.
- ❖ Outline the roles and purpose of Human resource in organizations.
- ❖ Discuss the contradictions in the models.
- ❖ Enumerate the Human resource management activities.
- ❖ Explain the barriers to high performances in organizations.
- ❖ Discuss the relationships that exist between Strategy & Human resource management.
- ❖ Discuss ethics in Human resource management.
- ❖ Explain the challenges facing Human resource management in organizations

## **4. Leadership and Management. Topics to be covered includes;**

- ❖ Conflict resolution. ...
- ❖ Dealing with change.
- ❖ Problem-solving.
- ❖ Leading innovation.
- ❖ Virtual leadership.
- ❖ Building trust and respect.
- ❖ Coaching to improve employee performance.

***Total 7 days. The training is planned to take place in the 17<sup>th</sup> to 25<sup>th</sup> of May 2021.***



By undertaking this assignment, the Trainer/Company is expected to abide by humanitarian principles and to ensure the confidentiality of any data collected.

## 5. All training courses developed as part of this course will remain ACTED's property for future use. **Outputs**

ACTED will expect two final outputs:

1. Deliver two high-quality, senior-management targeted training courses covering the topics Motivation, Employee Counselling, Resignations and Retirement, Financial & Grant Management, Human Resources Management theory and practices and Leadership and Management; and,
2. A report detailing findings from the training conducted and the participant feedback evaluation, along with any proposed recommendations for improvements.

Both the training course and final report should be delivered in English.

## 6. Qualifications

ACTED will consider both individual Trainer or training companies with the following qualifications:

- At least 3-5years' experiences in delivering senior-management level capacity building initiatives.
- Experience in conducting similar topics of training
- Concrete experience in providing written reports that can influence key decision-makers
- Knowledge of South Sudan context is an asset
- Must have access to the most current research and innovations in the training topic areas
- Must have excellent communication skills. i.e. break down complicated concepts and explain them clearly to trainees
- Communicate information clearly and concisely to the trainees
- Should Create a comfortable and friendly environment which engages trainees to ask questions.

## 7. Application Process

Criteria and technical documentation required listed in the table below;

<b>Criteria</b>	<b>Evaluated Documents</b>	<b>Weighting</b>
<i>Experience in topic delivery</i>	<i>CV &amp; Cover letter Company brochure Past performance reviews</i>	<i>15%</i>
<i>Training Reports</i>	<i>Sample post-training report</i>	<i>15%</i>
<i>Methodology</i>	<i>Draft methodology Training course summaries</i>	<i>20%</i>
<i>Budget</i>	<i>Inclusive daily rates</i>	<i>50%</i>