



## Terms of Reference

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### Monitoring and Evaluation training (excel, data collection, data analysis and Kobo)

#### Introduction

South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013, it was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units across the country. There are currently over 250 SSRC staff members and approximately 18,000 volunteers across the country.

SSRC has a long-term partnership with the Partner National Societies in advancing its humanitarian work in South Sudan. Building the capacity of staff, volunteers and Board members is one of the strategies to deliver quality results.

Accordingly, SSRC through funding support from the Swiss Red Cross (SRC) seeks to commission a consultant to undertake training on "Monitoring and Evaluation Mainly focusing on data analysis using SPSS and Excel (advanced Excel), Kobo, POWERBi etc) in November/December 2022 for a period of seven (7) working days in Juba, Central Equatoria State. Therefore, SSRC invites companies/firms with relevant experience and expertise to submit proposal for the provision of the training.

#### Purpose of the Assignment

The main purpose of the consultant is to provide training on Monitoring and Evaluation and equip participants with the necessary knowledge and skills of data collection and analysis using advanced softwares (SPSS, advanced excel, Kobo, POWERBi etc). It is also to analyse the participants' knowledge by administering a pre -and post-test. The training will be tailored based on the current humanitarian context and practices, baseline/endline survey methodology, Ikwoto project proposal, objective, outcomes, outputs, report, and other components. Therefore, the consultant is expected to review the project documents ahead of time before the training. Following the training, participants are expected to cascade the training for others.

#### Scope of the Work

The consultant shall undertake the following:

- Evaluate the knowledge of participants on Monitoring and Evaluation Training before and after the training.
- Review SSRC documents and organise the training tailored to the projects;



- Provide a five (5) working days training on M&E- data collection and analysis using current data collection methods (Kobo collect, SPSS, advanced excel, POWERBi etc) with excellent facilitation skills.
- Document the participants' reflection and discussion;
- Share training materials with participants for future reference;

## **Key Tasks and Deliverables**

- Development of an inception report highlighting details of the deliverables and methodologies, detailed tools, and instruments (first of all the inception report will be approved by SSRC before allowing the training). The agreement with the consulting company or individual consultant can be cancelled if the inception report is not approved. This would include all designed materials that would be used during the training;
- Detailed schedule, and plans with required materials for the training;
- Prepare and share training manual that must be approved by SSRC before training;
- Training proceeding/report for financial settlement and documentation.

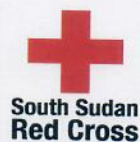
## **Roles and Responsibilities:**

### ***Responsibilities and Tasks of the Consultant:***

- The Consultant(s) is expected to come up with a detailed schedule and proposal regarding the overall training and methods to be used;
- Responsible for his/her own logistics
- Provide training materials for participants;
- Prepare and provide certificates for participants;
- Together with participants, develop action plan to cascade the training;
- Write a proceeding report.

### ***Responsibilities and Tasks of the South Sudan Red Cross (SSRC)***

- Prepare invitation to participants and inform the consultant on the number of participants.
- Provide all the necessary documents for preparation of the training;
- Organise the training and support the consultant during the training;
- Provide feedback on the training facilitation on a daily basis and create good learning environment with participants;
- Accommodation of participants
- Perdiem for participants
- Conference facilities (training venue, projector, stationery etc.)
- Lunch and refreshments during the training
- Facilitate payments for the consultant as per the agreement



## **Job Requirement**

### ***Required qualifications and experience***

The Consultancy firm should have:

- Extensive experience in providing training on Project Cycle Management Training including Monitoring and Evaluation and its components.
- Professional(s) with MA/MSc degree or above in Management/ Development/Social Anthropology/Social Work/Sociology/Communication/ Psychology and Statistics and have proven project implementation experience;
- In-depth understanding of project cycle management, Analysis, monitoring and evaluation framework, project proposal, reporting and communication strategies/ tools;
- Proven experience in conducting similar training in South Sudan particularly for non-governmental organisation employees;
- Excellent proficiency in English and Arabic, oral and written;
- Good facilitation skill and able to accommodate different view of participants, understanding and experience.

## **Budget**

The consultant(s) or firm should submit a detailed cost breakdown (in United States dollars) for the Project Cycle Management training (consultant fee, travel, etc.) along with the technical proposal that is responsive to the TOR.

## **Application Requirements**

Interested candidates for the consultancy are expected to provide the following documentations:

- A technical proposal with the detailed response to the TOR, with specific focus on addressing the scope of work and methodology for the work;
- Sample of previous similar works on Monitoring and Evaluation and its components;
- Initial work plan based on methodology outlined, and indication of availability;
- A financial proposal detailing all the necessary costs as per the scope of work;
- Company profile and demonstration of relevant prior experience;
- Team composition with a lead consultant, and CVs of all key personnel to be involved in the assignment, including relevant experience mainly in fields of development.

## **Management Arrangement and Modality for Payment**

The assignment will be overseen by the Organisational Development Department (based at SSRC HQ) and assisted by the Head of Branch (SSRC Torit Branch). Additionally, the consultant(s) or consulting firm will work closely with the Project Coordinator for the Integrated Health Improvement project II at the SSRC Headquarters in Juba. The methodology and deliverables will be shared for consultation and inputs from relevant colleagues in SSRC Headquarters and Torit Branch.



The **payment modality** will be 100% by cheque upon completion of the training and acceptance of the proceeding report.

### **Evaluation and Selection Criteria**

The bid proposals received will be evaluated using a two-stage procedure (i.e. technical evaluation 70% and financial evaluation 30%) with evaluation of the technical part being completed first before evaluating financial package as per scoring matrix.

### **Submission of Offers**

If you qualify, please send CVs/resumes of your responsible personnel, technical proposal detailing methodology, work plan and budget along with Company's profile. All requested documents specified above should be sent to: **tenders@ssdredcross.org** and copying **hillary.manase@ssdredcross.org** with subject line: **TOR\_M&E Training**

**OR**

Submit sealed envelopes with same subject line above to the South Sudan Red Cross Headquarters at reception box at the following address: Munuki Area, Block 4, Block Ministries.

**Please note, the evaluation team reserves the right to accept or reject any proposal received without offering explanations and or justifications whatsoever, and/ or deficient in requirement and is not bound to accept the lowest or the highest bidder.**

**Deadline for submission is on 4<sup>th</sup> November 2022 before 3:00 pm.**

