



TERMS OF REFERENCE

CONSULTANCY FOR THE TEAM BUILDING SERVICE-JUBA SOUTH SUDAN

BACKGROUND

ForAfrika formerly Joint Aid Management was Founded in 1984 in South Africa, ForAfrika is an International faith based, non-governmental organization working in South Sudan and duly registered with Relief Rehabilitation Commission with its head office located at UAP Equatoria Tower 4th Floor in hai Neem, Juba South Sudan. ForAfrika works to save lives, overcome poverty and create sustainable living for communities. We work exclusively in Africa (Angola, Mozambique, Rwanda, South Sudan, South Africa, Sierra leone and Uganda) implementing programs in food security, livelihoods, nutrition, WASH and economic recovery. ForAfrika is supported by affiliated offices in Canada, Germany, Norway, Switzerland, the United Kingdom and the United States of America.

CONSULTANCY OBJECTIVES

Engage a consultant to carry out team building sessions in Juba with an aim to build and improve the level of Trust among staff and ForAfrika SMT/Leadership, to improve staff productivity and performance at the workplace by conducting various fun, challenging and engaging activities to strengthen team spirit.

ACTIVITIES/DELIVERABLES

- Provide a professional resource person to implement the activities, additional assistants will be at own cost.
- Prepare and conduct fun and productive outdoor activities involving all staff that promote team spirit and encourage an understanding of the role of teams in the workplace.
- Provide the required training materials, props etc. required for the team building. Game prizes and awards are encouraged.
- Provide transportation for the professional resource person
- Prepare and submit a team building report with follow up activities/recommendation
- Staff/Team morale boosted
- Trust of staff and ForAfrika Management is restored



DURATION AND MANAGEMENT

- The consultancy will be for 2 days in Juba, under the supervision of the Procurement and Logistics Manager and Human Resources Coordinator.

Deliverables	Estimated Duration
Assess the team's working dynamics for 60 staff	0.5 days
Facilitation of the retreat	1 day on Propose Date, Friday 14 th , July 2023 for Juba
Preparation and presentation of final report including assessment results and recommendations	1 day

QUALIFICATION AND EXPERIENCE

- ❖ Proven experience of conducting team building activities
- ❖ Demonstrate knowledge and advanced skills and at least 3 years of previous experience in the preparation of Team Building for INGO's
- ❖ Excellent facilitation and communication skills in English
- ❖ Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
- ❖ Excellent interpersonal skills
- ❖ Ability to relate ForAfrika Core values (DELTA) to team building activities

FORAFRIKA RESPONSIBILITY

1. Cover the cost of professional fees
2. Participate in the team building activities



SUBMISSION PROCEDURE:

Firms/Individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send copies of the following:

1. Technical Proposal that will include:

- Interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Programs, Time and Activity Schedule
- Organizational and/or Personnel Capacity Statement
- Relevant experience related to the assignment. Must submit a list of clients/events handled. At least three professional references should be provided.
- A brief profile of the firm/individual and Curriculum Vitae of the Team Leader and any other senior team members

2. Financial proposal

- Consultants daily rate in USD

CONDITIONS:

1. ForAfrika reserves the right to accept or reject proposals
2. ForAfrika will Not cover the cost of flight ticket, Lodging, Feeding, Visas, Work permit. Medical insurance treatment, Transport and Accommodations. The consultant will obtain his/her own flight ticket, lodging, Feeding, Visa, Work permit, Insurance Treatment and Accommodations
3. All training materials related to the team building activities and specific type of games and funs will be provided by the facilitator/Consultant.
4. Only shortlisted candidates/Firms shall be contacted
5. Full payment shall be upon completion and submission of final report

DEADLINE:

6. Your proposals should be addressed to the Procurement Committee ForAfrika, Juba South Sudan. Dateline for submission of your proposal is **26th May, 2023 at 5:00 pm**, you can send your proposal to jamss.logs@jamint.com/j.samuel@forafrika.org or you can hand deliver your proposal to ForAfrika Head Office located at UAP Equatoria Tower 4th Floor, Juba South Sudan.