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15/4/2021



## TERMS OF REFERENCE FOR

### QUALITY REPORT WRITING AND MANAGEMENT TRAINING

#### 1. BACKGROUND

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan and was founded in 2002 by a group of concerned men and women of Upper Nile State, to respond to the dire social, economic, livelihoods and health conditions experienced by the South Sudan citizenry. Its initial purpose was to design strategies and interventions to fight the deadly Kalaazar disease which is highly prevalent in Upper Nile. With time, it's mandate has expanded to include other interventions for provision of basic services such as Food Security and Livelihoods, Nutrition, primary health care, water and sanitation, education; social development of youth, women; economic development, Access to Justice and peace building.

##### 1.1 Introduction

UNKEA's Food Security and Livelihood (FSL) Program is currently implementing Emergency Response Projects in Ulang and Longechuk with support from DCA and Diakonie.

FSL wishes to hire, a highly qualified, competent, proactive, result-oriented and self-driven person/firm/consultant to effectively facilitate 5 days Quality Management and Reporting training of its FSL project in Juba. The organization is therefore inviting qualified firm/consultants to offer intensive training within stipulated time frame.

#### 2. Goals of the Assignment

The purpose of the assignment is to build capacity of staff and develop training materials for enhanced performance at organizational level.

##### 2.1 Specific objectives

1. Build capacity of staff on quality report writing and management
2. Develop appropriate training materials for effective report writing and guidelines for COVID-19 prevention as well as hazard management

3. Provide post training services on quality reports writing and resource mobilization skills (Proposal writing) for FSL team) for one month (virtually)

## 2.2 Tasks and related activities

- The consultant is expected to review project documents and existing tools for reporting that will improve subsequent donor reporting in FSL
- Develop appropriate training materials
- Facilitate 5 days training
- Demonstrate during the training steps of effective writing skills
- Provide basic skills and knowledge on writing a “winning proposal”
- Provide post-training services for one month



## 3 Training Methodology

The consultancy is expected to use a mix of participatory and interactive approach but he/she can propose suitable methodology of delivering the training taking into consideration the local context of South Sudan and COVID-19 Mitigation measures. After signing contract, the consultant will discuss final methodology, training contents and tools, which will be reviewed and discussed with UNKEA Head of Program.

### 3.1 Duration of training

The assignment is expected to commence urgently and takes maximum of 10 working days, which includes document reviews, inception , report, facilitation of the training and submission of reports

Tentative timeline is summarized below

Activity	Time line
ToR development and advertisement	8 <sup>th</sup> April 2021
Hiring of consultant	30 <sup>th</sup> April 2021
Inception report and training materials	3 <sup>rd</sup> May 2021
Facilitation of 5 days training	4-8 <sup>th</sup> May 2021
Training report	11 <sup>th</sup> May 2021



### **3.2 Target Audience**

The training will include 8 Food Security and Livelihood (FSL) staff and 2 Monitoring and Evaluation officers totaling 10 participants

### **3.3 Expected deliverables/Expected outcome of the training**

- Inception reports outlining the methodology and work plan for the training
- Developed training materials and designed IEC messages on prevention of COVID-19 and hazard mitigation (ppt and handouts)
- Facilitation of 5 days training
- Submission of training reports using simple and concise English words without jargons including recommendations for future training
- Provides post-training services to FSL team for one month

### **3.4 Line of communication**

The consultant will report directly to the Head of Programs for all the deliverables and approval of the training reports.

**3.5 Venue of Training:** The training will be done in Juba but the consultant should be ready to provide virtual opportunity for those who may not attend the training in person.

## **4. Consultants/Resource Persons Qualifications and Requirements for Consultancy:**

The trainer/consultants are invited to comply with the below specified requirements:

- Master's degree in related fields (Agriculture, Mass communication, Education, Community development, international relations and social sector Development).
- Post graduate studies in Project Planning and Management or Monitoring and Evaluation
- At least 5 years' experience working in FSL or cash programming in South Sudan is an added advantage
- Strong commend in English writing and Speaking
- Essential skills in Ms word, Excel, power point and ability to use electronic gadget for facilitation
- Willing to support and provide post-training services on reporting for one month



- Strong analytical and conceptual skills
- Ability to lead a team of professionals and control group dynamics during facilitation
- Dynamic and adaptable to cultural diversity
- Able to provide hands-on skills during the training
- Strong interpersonal and organizational skills

#### **4. Consultancy Bids, Evaluation and Award of Consultancy**

Interested Consultants (firms or individuals) are requested to submit their bids including technical and financial proposals maximum 10 pages in Roman Times, font 12. The Consultant/s is/are further expected to submit in their financial bid outlining cost of professional fees per day, cost of design and printing of training materials as well as post-training service. UNKEA will provide venue for the training. Likewise, a detailed indication of availability.

#### **5. Submission Deadlines**

Interested applicants are requested to submit their consultancy firm/individual profiles including CVs of the lead consultants with Names of **3 potential Referees** before 5<sup>th</sup> May 2021. Late submission will not be considered. Only shortlisted applicant(s) will be contacted. Due to urgency of this training, applications will be reviewed on rolling basis and UNKEA reserves the right to contract consultant/consulting firm before deadline elapses.

Please submit your technical and financial bid to: [jobs@unkea.org](mailto:jobs@unkea.org) and copy [unkeahrm@gmail.com](mailto:unkeahrm@gmail.com). The email subject line must clearly and correctly be marked "**Training Consultancy Services**"

