



NORWEGIAN CHURCH AID

actalliance

NCA SOUTH SUDAN PROGRAMME

TERMS OF REFERENCE (TOR) for NCA Capacity Building

SUMMARY OF CONSULTANCY

Locations:	Juba
Tentative Start Date:	15 th August 2022
Duration of Assignment:	30 days

1. Background and Context

Norwegian Church Aid (NCA) is a diaconal organization working for global justice. This mission has been given to us by churches and Christian organizations in Norway. NCA is one of the largest development organizations in Norway, with a solid foundation among the Norwegian people and a unique partnership approach to its international cooperation. Together with our constituency and our partners, NCA commits itself to the vision: "Together for a just world".

NCA started operations in South Sudan in 1972, providing long term development and humanitarian assistance. Currently, NCA is implementing a five-year strategy (2020-2025) in South Sudan with interventions focusing on Peacebuilding, Gender-Based Violence, Climate Resilient Water Sanitation and Hygiene (CR WASH), contextualised projects in Education and Inclusion, and emergency preparedness and response to address immediate humanitarian needs in South Sudan. NCA envisions its contribution to the role of our partners through accompaniment, especially in working towards – and supporting - improved sustainability. To achieve this, NCA has embedded capacity strengthening as an integral component in all NCA programmes. We strengthen the sustainability of civil society organizations and faith-based organisations that promote human rights and deliver crucial services to marginalised groups. This includes our work to strengthen partners' capacities to become sustainable, accountable and relevant civil society organizations because our partners are an integral part of their society before and after co-operating with NCA.

Therefore, NCA wishes to carry out training for its staff and partners on identified capacity areas which include Monitoring and Evaluation, Project Planning and Management, Financial Management for non-finance staff. In addition, NCA will also carry out an organisational capacity assessment to map out capacity needs for development of a comprehensive country capacity development plan.

2. Purpose

NCA intends to carry out training for its staff and partners in South Sudan. The aim of the training is to strengthen the capacity of NCA staff and partners in programme and financial management. The trainings will cover various courses which include trainings in project planning and management, financial management for non-finance professionals, monitoring and evaluation. An organizational capacity assessment will be separately conducted to inform holistic development of NCA country capacity building plan.

Scope of Work

NCA is looking for accredited training institutions and consultancy firms with extensive experience in capacity building/training of non-governmental organizations to carry out three trainings covering project planning and management, financial management for non-finance professionals, monitoring, and evaluation in Juba. In addition, the institution or consultancy firm is expected to carry out a comprehensive NCA organizational capacity assessment in Juba

In consultation with NCA, the institution/consultancy firm will be responsible for the development of the training materials and assessment tools.

3. Objectives

The main objectives of this consultancy are the following:

- 1) To prepare and present training assessment tools to NCA for review and incorporate suggestions from NCA
- 2) To conduct a comprehensive Training Needs Assessment (TNA) in consultation with NCA
- 3) To prepare a training plan based on the TNA and present to NCA for review
- 4) To develop training materials and course books for participants for the three training courses highlighted in the terms of reference.
- 5) Present training materials to NCA for comments and feedback
- 6) Conduct three trainings and NCA organizational capacity assessment
- 7) To advise NCA on developing a cascaded training programme for partners and staff
- 8) To prepare and present a training report to NCA for each of the trainings including participants assessments by the participants
- 9) Propose recommendations for strengthening similar capacity building sessions in the future

4. Methodology

The institution(s)/consultancy firm will be required to develop and share a detailed methodology, all necessary materials, and propose the course outlines/structure of the trainings. The consultant(s) is expected to.

- 1) Develop training materials, capacity assessment tools and plan
- 2) Conduct the three trainings (face to face) and organization capacity assessment.
- 3) Presentation of training report: The consultant/team of consultants/consultancy firm will be required to submit the training report in form of a draft report to NCA for review and feedback. The report will be validated through a workshop (in person or online) among key NCA staff, partners, and other key stakeholders. The consultant will make the necessary changes as directed through the feedback at the validation workshop.
- 4) Capacity assessment report: The consultant/team of consultants/consultancy firm will be required to submit the report to NCA.
 - a. The consultant/team of consultants/consultancy firm will manage the execution of the trainings & assessment.

NCA will provide quality assurance and approval of the training and assessment process deliverables. The consultants will report to NCA's Programme Advisor.

6. Key outputs/deliverables

- 1) Inception report within 3 days after signing the consultancy agreement with NCA. The report must detail the training design, methodology, training content/material/instruments and workplan/fieldwork schedule. The institution, consultant/team of consultants/consultancy firm is/are responsible for obtaining ethical approval – when required.
 - 2) A Training Needs Assessment Report prepared
 - 3) A Training Plan prepared
 - 4) Training materials and course Handbooks prepared
 - 5) Three (3) trainings delivered for 30 participants
 - 6) Three training reports, one for each training and 1 summary training report prepared and presented to NCA
 - 7) Organisational capacity assessment report: maximum 20 pages including annexes.
 - 8) Training report; maximum 20 pages including annexes
- The consultant shall submit the final report in both hard and electronic copies with photographs and any approvals granted.
 - The lists of participants must be disaggregated by gender and persons with disabilities
 - The training report will include list of participants in the respective training.

7. Timeframe and estimated working days

The timeframe for this consultancy is 30 days, from the time of signing the contract. The consultant/team of consultants/consultancy firm must commit to finish the consultancy within the specified timeframe. The proposed time is divided as follows

#	Task/Deliverable	Estimated No of Days
01	Inception Report	02
02	Preparation of schedule for field work (approvals)	03
03	Field work/trainings	18
04	Draft Report	02
05	Presentation of Findings/Validation	01
07	Consultations, Feedback, and final reporting	03
08	Submission of final report	01

Note:

- *NCA is an equal opportunity employer with zero discrimination policy*
- *NCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*