COMMUNITY
SUPPORT INITIATIVE
"IF YOU SEE A NEED, TAKE THE LEAD"

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Terms of Reference (ToR)

For the Procurement of scholastic materials to ASEP learners in 4 supported ASEP centers in Yei River County.

Procurement:	Supply and delivery of scholastic materials to ASEP learners in 4 supported ASEP centers
Target Locations:	Yei River County (Central Equatoria State)
Type of Service:	Goods Supply & Delivery
Duration of Contract:	One-time delivery within 1–2 weeks from contract signing

Community Support Initiative

Oct, 2026

Contents

1.0 PROGRAMME BRIEF 3

1.1 Background 3

1.2 Overview of P2E 3

2.0 INTRODUCTION TO THE ASSIGNMENT 3

3.0 PURPOSE OF THE PROCUREMENT 4

4.0 SCOPE OF WORK FOR THE SUPPLIER 5

5.0 TECHNICAL SPECIFICATIONS 5

5.1 SCHOLASTIC MATERIALS .....

6.0 QUANTITY AND DISTRIBUTION 7

7.0 DELIVERY REQUIREMENTS 7

8.0 QUALITY ASSURANCE AND INSPECTION 8

9.0 SUPPLIER QUALIFICATIONS 8

10.0 EVALUATION CRITERIA 8

11.0 PAYMENT TERMS 9

12.0 APPLICATION REQUIREMENTS 9

13.0 SUBMISSION AND DEADLINE 9



1.0 PROGRAMME BRIEF

1.1 Background

South Sudan continues to face significant education and youth development challenges due to prolonged conflict, displacement, poverty, inadequate educational infrastructure, shortages of learning materials, and limited access to quality and inclusive education. These challenges disproportionately affect out-of-school young people, adolescent girls, young mothers, and other vulnerable groups. In response, the P2E project seeks to expand educational opportunities, strengthen youth skills and livelihoods, and promote the protection and empowerment of vulnerable children and young people. P2E is a multi-year programme implemented by CSI in partnership with **Windle Trust International (WTI)** and other consortium partners in South Sudan, and Funded by Mastercard Foundation. In Yei River County, the project supports education interventions, including the **Accelerated Secondary Education Programme (ASEP)**, alongside scholarships, youth development, livelihoods, technical and vocational education and training (TVET), and child protection activities. Under this project, CSI seeks to procure and distribute essential scholastic materials, including textbooks, exercise books, and other learning supplies, to support effective teaching and learning, improve access to educational resources, and enhance learning outcomes for participating learners. Interested and qualified suppliers are invited to submit their tenders in accordance with CSI's procurement requirements. Suppliers should demonstrate relevant experience, the capacity to deliver the required materials on time, competitive pricing, and compliance with applicable quality standards as stipulated by CSI procurement policy.

1.2 Overview of Pathways Empowerment (P2E) for Youth in South Sudan.

Community Support Initiative (CSI) invites eligible and qualified suppliers to submit tenders for the supply of scholastic materials under the Pathways to Empowerment (P2E) for Youth in South Sudan (P2E) Project, implemented in Yei River County, Central Equatoria State, South Sudan. P2E is a multi-year programme implemented by CSI in partnership with Windle Trust International (WTI) and other consortium partners, funded by MasterCard Foundation. The project aims to improve access to quality education, strengthen youth skills and livelihoods, and protect



vulnerable children and young people. Under this project, CSI seeks to procure and distribute essential scholastic materials, including textbooks, exercise books, and other learning supplies, to support teaching and learning under the Accelerated Secondary Education Programme (ASEP) and other education interventions. Interested and qualified suppliers are invited to submit their tenders in accordance with CSI's procurement requirements. Suppliers should demonstrate relevant experience, the capacity to deliver the required materials on time, competitive pricing, and compliance with applicable quality standards.

2.0 INTRODUCTION TO THE ASSIGNMENT

The Accelerated Secondary Education Programme (ASEP) learners in Yei River County, Central Equatoria State, face a shortage of essential scholastic materials, including exercise books, pens, and other learning supplies. This shortage affects learners' ability to participate effectively in classroom activities, complete assignments, conduct independent studies, and prepare adequately for examinations. The limited availability of learning materials particularly affects vulnerable learners, including girls, young mothers, and learners from economically disadvantaged households who may not afford to purchase these supplies independently. This situation can negatively affect learner participation, academic performance, motivation, and retention.

To address this challenge, the P2E project, implemented by Community Support Initiative (CSI) in partnership with Windle Trust International (WTI), seeks to procure and distribute essential scholastic materials to ASEP learners in 4 supported centers in Yei River County. This intervention will help improve access to learning resources, strengthen teaching and learning, and promote inclusive and equitable educational opportunities for vulnerable RDPs Youths.

3.0 PURPOSE OF THE PROCUREMENT

The purpose of this procurement is to acquire:

- Scholastic materials to ASEP learners

These items will be delivered to final destinations (Yei River County, Central Equotoria State) to support ASEP learners in 4 supported ASEP centers in Yei River.



4.0 SCOPE OF WORK FOR THE SUPPLIER

The successful supplier will be responsible for:

1. Supply of scholastic materials to ASEP learners in 4 supported ASEP centers
2. Packaging of all items for secure, long-distance transport.
3. Delivery of all items to the final destinations:
    - Yei River County (Central Equatoria State)
4. Provision of basic user guidance/manuals for equipment (preferably with visual/illustrated instructions for low-literacy users).
5. Warranty provision (minimum 1–3 months).

5.0 TECHNICAL SPECIFICATIONS

5.1 The scholastic materials for ASEP learners

All scholastic materials for ASEP learners in 4 supported ASEP centers

Component	Scholastic Material
Counter book (Manuscript book F/C 4Q	Manuscript Book F/C 4Q is a financial record book used to enter and maintain details of transactions carried out by an office, institution, or business. Entries are recorded systematically, usually in chronological order, to ensure accuracy, accountability, and easy reference. The book may contain dates, descriptions of transactions, reference numbers, amounts received, amounts paid, and balances, depending on its purpose.
Geometry Set (protractor, compass and set squares)	**Geometry Set (Protractor, Compass and Set Squares) — Description** A **geometry set** is a collection of mathematical drawing instruments used by students, teachers, engineers, and other professionals to construct geometric shapes, measure angles, draw circles, and make accurate lines. The geometry set typically includes the following instruments:

	Protractor: A measuring instrument used to measure and draw angles, usually from 0° to 180°. **Compass:** An instrument used to draw circles and arcs and to transfer distances between points. **Set squares:** Triangular drawing instruments used to draw straight lines, perpendicular lines, and specific angles, commonly 30°, 45°, 60°, and 90°.
Scientific Calculator	• A **scientific calculator** is an electronic device used to perform basic arithmetic calculations and advanced mathematical operations. It is commonly used by students, teachers, engineers, and scientists for solving mathematical and scientific problems.
Solar lamb	A **solar lamp** is a lighting device that uses energy from sunlight to produce light. It is equipped with a solar panel that converts sunlight into electrical energy, which is stored in a rechargeable battery for use when needed, especially at night.
Rain coat	A **raincoat** is a waterproof or water-resistant garment designed to protect the body and clothing from rain and moisture. It is usually made from materials such as plastic, rubber, or waterproof fabric and may include a hood, buttons, or a zipper for additional protection.
Ruler	A **ruler** is a straight measuring instrument, usually made of plastic marked with units such as centimeters and millimeters. It is used to measure lengths and distances and to draw straight lines.
Pens (blue, red and black)	**Pens** are writing instruments used for writing, recording information, completing documents, and making notes. They contain ink in different colours, including blue, red, and black, to serve various writing and marking purposes.

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	Blue pen: Used for general writing, completing forms, and recording information. **Red pen:** Used for marking, correcting errors, highlighting important information, and providing feedback. **Black pen:** Used for official documents, formal writing, and record-keeping.
School Bag	A **school bag** is a bag made from materials such as fabric, nylon, or polyester, designed to carry and store school supplies. It usually has compartments and shoulder straps for carrying books, exercise books, pens, stationery, and other learning materials.

6.0 QUANTITY AND DISTRIBUTION

Item	Total	Yei River County
Counter Book (Manuscript book F/C 4Q)	3640	3640 Pcs
Geometry set (protractor, compass, set squares)	260	260 set
Scientific Calculator	260	260 pcs
Solar lamb	260	260 pcs
Rain coat	260	260 pcs
Ruler	520	520 pcs
Pens (blue, red and black)	2600	2600 pcs
School Bag	260	260 bag

7.0 DELIVERY REQUIREMENTS

- Delivery to final destinations is mandatory. The supplier bears all logistics, transportation, and handling costs to Yei River County

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- Items must be securely packaged to prevent damage during transit (dust-proof, water-resistant packaging).
- Delivery timeline: Within 1–2 weeks from contract signing (or as agreed).
- Inspection: All items will be inspected upon delivery. Defective or substandard items will be rejected and must be replaced at the supplier's cost.

8.0 QUALITY ASSURANCE AND INSPECTION

- Community Support Initiative (CSI) will conduct an inspection at each delivery point.
- The supplier must provide batch certificates or quality declarations for scholastic materials
- Rejected items must be replaced within 14 days of notification.

9.0 SUPPLIER QUALIFICATIONS

Interested suppliers must:

- Be legally registered and/or authorized to operate in South Sudan or regionally.
- Demonstrate experience in supplying sewing machines and/or textile materials to humanitarian or development programmers (preferably in remote, fragile contexts).
- Have proven capacity to deliver to remote locations (Yel River County, Central Equatoria State) with secure logistics.
- Provide at least three references for similar past contracts.



10.0 EVALUATION CRITERIA

Bids will be evaluated based on:

Criteria	Weight
Compliance with technical specifications	30%
Cost-effectiveness (value for money, including delivery)	30%
Delivery timeline and logistics plan	20%
Supplier experience and past performance (references)	10%

Warranty and after-sales support	10%

11.0 PAYMENT TERMS

- Payment upon successful delivery, inspection, and acceptance of all goods (100%).
- No advance payment unless agreed in writing and justified.

12.0 APPLICATION REQUIREMENTS

Suppliers must submit a complete bid package including:

1. Cover Letter (signed, expressing interest).
2. Company profile and registration documents.
3. Detailed financial quotation in USD, inclusive of all taxes (including mandatory 20% withholding tax as per South Sudan law), insurance, and delivery to final destinations.
4. Technical specifications of proposed sewing machines and material samples/descriptions.
5. Delivery plan and timeline, including risk mitigation for rainy season road conditions (October–December).
6. Warranty details and after-sales support plan.
7. References for similar work (minimum three, with contact details).

13.0 SUBMISSION AND DEADLINE

Qualified and interested suppliers should submit their application to:

kurdeng@csi-ss.org copy@ atenyjohn@csi-ss.org

Deadline for submission: 10th – Nov - 2026

Late submissions will not be accepted.

