



ToR for Capacity Building Training of MHA Staffs in Wau in Organizational Management, Financial Management and Gender Policy Development.

| | |
|-----------------------------------|--|
| Project name | South Sudan Joint Response (SSJR)- Capacity strengthening |
| Organisation name | Mary Help Association, Wau Western Bahr El Ghazal, South Sudan |
| Location | Mary Help Association Compound, Wau |
| Funder | Dutch Relief Alliance (through Save The Children) |
| Major topics to be covered | Organizational management, Financial management, Gender Policy |
| Activity period | November 13 th - December 20 th 2023 |
| Date of ToR release | October 25 th 2023 |

1. Introduction

The power imbalance, organizational capacity assessment for NNGOs, evaluation of DRA Guidance notes and SSJR implementation was conducted by Innovative Institute of Agriculture, Business and Capacity Building (IABC) from 19th June to 12th July at Headquarter and Field Levels of project implementation in South Sudan. Participatory assessment methods were used that complemented literature reviews. These methods included workshop, key informant interviews and focus group discussions and observations where applicable. One (1) participants from from Zoa-Dorcas International, and Three (3) participants from MHA participated in the assessment. The capacity gaps were identified and MHA was to prioritize them. Therefore, MHA is looking for a consulting firm/individual consultant to offer consultancy services in the areas indicated in 3.

2. About MHA

Mary Help Association (MHA), Wau is a faith-based non-governmental organization (NGO) associated with the Catholic Diocese of Wau. It operates in the states of Western Bahr El Ghazal and Warrap. MHA has been working on health, nutrition, education, women's development, livelihood, agriculture, and humanitarian aid since its founding. MHA has developed primary schools in the state's most rural areas. Mary Help Hospital provides high-quality medical care to the community, and Mary Help College of Nursing and Midwifery is dedicated to the development of qualified healthcare professionals. Since 20220, MHA has been a member of the SSJR consortium.

3. Capacity building areas and duration

Capacity building area 1- Organisational Management

| Topic | Areas to be covered | Number of days of training | Expected outcomes/ Deliverables |
|-------------------------------|---|----------------------------|--|
| Human Resource Sustainability | Review of HR policy | 2 days | Updated HR policy |
| | Refresher training for the senior management on the updated HR policy, HR sustainability, HR management | 3 days | Training report |
| Office and Asset Management | Staff training on Office and Asset Management | 2 days | Guiding document for office and asset management |

Capacity building area 2- Financial Management

| Topic | Areas to be covered | No of days | Expected outcomes/ Deliverables |
|----------------------|---|------------|--|
| Financial management | Review of the financial policy | 2 days | Updated Financial policy |
| | Training of staff on the updated financial policy | 3 days | Template for organisation's annual budget Training report |

Capacity building area 3- Gender policy development

| Topic | Areas to be covered | No of days | Expected outcomes/ Deliverables |
|---------------|--|------------|------------------------------------|
| Gender Policy | Draft a comprehensive gender policy for the organization | 2 days | Gender policy document |
| | Staff training on gender policy, Gender sensitisation, Integration of gender in programmes | 3 days | Training report |

4. Submission

Submit by – **7th November 2023**

Submit at- **mhacapacitystrengthening@gmail.com**

5. Requirements

CV of the Lead Consultant, proposed training outline and profile of Institution. Proposed list of training team and qualifications if conducted by a firm. Financial proposal

