

**Terms of Reference (ToR) for an individual consultant to Support the Transition of a Refugee-led Community Association** (**Agriculture Peaceful Co-existence (APC)** to **a Self-sustaining Non-governmental Organization (NGO)**

1. **Background**

The International Rescue Committee (IRC) in South Sudan with UNHCR established the Agriculture Peaceful Co-existence (APC) committee with 48 (37M, 11F) members from refugees and host communities of Jamjang. The APC promotes peaceful coexistence among refugees and host communities, safe access to farmlands for refugee farmers, and protection of farm produce. It also advocates for the allocation of lands by local authorities and community leaders for refugees and the most vulnerable host community members. APC holds monthly and ad-hoc meetings to discuss issues affecting refugees' agriculture production and peaceful co-existence with host communities.

Currently, the APC heavily relies on support from the IRC through UNHCR funding. To ensure long-term sustainability and independence, we are looking for a national consultant to support the transition of APC into a self-sustaining Non-governmental Organization (NGO).

**2. Objective**

The primary objective of this consultancy is to support the APC in its transformation into a self-sustaining NGO by building organizational capacity, developing sustainable funding strategies, and ensuring compliance with local and international NGO standards.

**3. Scope of Work**

The consultant will undertake the following tasks:

1. Organizational Assessment:
* Conduct a comprehensive assessment of the APC's current structure, governance, operations, and financial management.
* Identify strengths, weaknesses, opportunities, and threats (SWOT analysis).
1. Capacity Building:
* Develop and implement capacity-building programs tailored to the needs of the APC, including governance, leadership, project management, financial management, and monitoring and evaluation.
* Train APC members on NGO management best practices.
1. Strategic Planning:
* Facilitate the development of a strategic plan outlining the vision, mission, objectives, and strategies for the new NGO.
* Assist in the creation of operational plans and policies to guide the NGO’s activities.
1. Legal and Regulatory Compliance:
* Provide guidance on the legal requirements for registering and operating an NGO in the relevant jurisdiction.
* Register APC with RRC in Juba and Ruweng Administrative Area (RAA).
1. Fundraising and Resource Mobilization:
* Develop a comprehensive fundraising strategy to diversify funding sources and reduce reliance on UNHCR.
* Identify potential donors, grants, and fundraising opportunities.

**4. Deliverables**

1. Detailed organizational assessment report.
2. Capacity-building training materials and session reports.
3. Strategic plan and operational
4. Certificate of Registration with RRC and Ruweng Administrative Area (RAA).
5. Finance, Admin, and procurement manuals.
6. Organization Profile
7. A fundraising strategy and a list of potential funding sources.

**5. Duration**

The consultancy is expected to last for 25 days.

**6. Reporting**

The consultant will report to the ERD Coordinator, Based in Juba. Final deliverables will be submitted to both the APC and the UNHCR in the field.

**7. Qualifications and Experience**

Advanced degree in Social Sciences, Development Studies, Business Administration, or a related field. Proven experience in NGO management, capacity building, and organizational development. Familiarity with the legal and regulatory environment for NGOs in South Sudan. Strong fundraising and resource mobilization skills. Excellent communication, training, and facilitation skills. Experience working with refugee communities is highly desirable.

**8. Application Process**

Interested candidates should submit the following documents:

A cover letter outlining their relevant experience and approach to the consultancy.

A detailed CV. References from previous similar assignments.

A technical and financial proposal (for financial indicating your daily rate)

Please note, that only during training you will be required to travel to Jamjamg for training the rest of the work will be done remotely.

Juba IRC Country Head Office-Located in APTECH Africa Office Building 3rd Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to SS-HR@Rescue.org not later than ***July*** 4***th, 2024* @ 4:30pm.**