**TERMS OF REFERENCE FOR Consultancy**

**For vocational training & Income Generating Activities (IGAs)**

|  |  |
| --- | --- |
| **Organization** | Plan International Sudan |
| **Consultancy Title** | Formulation and training of 5 Women Groups  |
| **Location** | Reifi Wad Elhilaiw and Reifi Hamashkureib localities |
| **Task Type** | Training and establishment of 5 Income Generating Activities Groups |
| **Task duration**  | This is to be specified by the Consultant. |
| **Language of course** | Materials | English Or Arabic |
| Facilitation | Arabic  |

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building powerful partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur. In South Kordofan, Gedarif, East and West Darfur, projects are implemented through partner organizations.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period from June 2018 to May 2022. The strategy will guide Plan’s work for the 5 years in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching ***goal*** is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic objectives

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
4. Vulnerable children particularly girls 0- 5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are utilizing the community and individual level mobilization to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women.

1. **Background and overview**

The project titled (Multi-sectoral Response in Kassala State**), i**mplemented by PLAN INTERNATIONAL in partnership with Child Development Foundation (CDF), funded by SHF, to strengthen provision of life-saving quality GBV services for GBV survivors, and vulnerable women and girls", through implementation of set- of activities addressing livelihoods, nutrition and protection.

**Outcome:**

Vulnerable HHs in Reifi Wad Elhilaiw and Reifi Hamashkureib localities improves practices for diversified income generation ventures across key stages of value chains to reduce food and nutrition insecurity and withstand shocks.

To achieve the following outcome and associated outputs and inform decision a market survey was conducted which has indicated focused areas, including development of village savings and lending associations (VSLA), potential life skill trainings and provision of regular technical advice and couching for established associations.

PLAN INTERNATIONAL in collaboration with CDF is looking for qualified consultant to provide training for 4 women groups targeted from project areas (Reifi Wad Elhilaiw and Reifi Hamashkureib localities).

1. **The expected objectives from the trainings include:**
* To promote and improve awareness of targeted women groups and facilitate establishment of 5 associations at the level of targeted villages mentioned in the below table:

|  |  |  |
| --- | --- | --- |
| **Community Name** | **# of groups** | **# of women** |
| Wadelhilaiw city | 3 | 60 |
| Hamashkureib | 2 | 40 |
| **Total** | **5** | **100** |

* To support building of leadership and organizational management capacities for targeted 100 survivor GBV women
* To facilitate training on the technical aspects of informal savings and credit modality, with specific reference to (VSLA) approach.
* To facilitate trainings on income generating activities (IGA), with focus on simple business analysis, profit/loss accounts, simple marketing and record keeping skills.
* To ensure proper transformation of knowledge and skills gained during the trainings into well developed, functioning and sustainable associations, through provision of regular couching identify relevant and potential women small businesses and income generating activities and assess their viability.
* To map and scan market potentials and opportunities for small business products run by women living in targeted areas in (Reifi Wad Elhilaiw and Reifi Hamashkureib localities).
* To identify training needs and priorities expected to improve marketability and returns from products.
1. **Scope of the assignment**
* The consultant is expected to conduct orientation and sensitization community meetings at the level of targeted villages to mobilize and promote understanding of the intended actions as one step to facilitate the process of formation the VSLA groups.
* Organization and facilitation of leadership and organizational management trainings for targeted groups with objectives of structuring, mandating, developing governance and accountability simple systems.
* Facilitation of technical trainings for targeted groups on handcrafts (Sawing, Milk processing value and palm leaves).
* To facilitate trainings for targeted groups on the skills of income generating activities (IGAs), with focus on assisting women to identify business ideas, simple profit/loss accounts, simple marketing skills and promotion of group works.
* To provide follow-up and coaching services for targeted groups to ensure proper intake and transformation of acquired skills to well-built, managed and sustainable informal savings and lending services and properly established IGAs.
* The organization will be responsible for issuance of travel permissions, selection of targeted villages and beneficiaries, coordination to prepare training venues with local concerned authorities.
* **The Organization will only accept offers submitted no later than 13/8/2022**
* The consultant is expected to provide the followings:
* Updated CV and other relevant documents
* Tentative technical offer that outlines detailed activities, approach and methodology, expected results and logistical arrangements needed for the training
* Financial offer including transportation costs
* Action plan that contains time frame and specified roles
1. **Deliverables**
* Consolidated trainings draft report that will be finalized upon discussion and accommodation of comments, if any and agree on recommended actions, the report should be structured around provided TORs.
* The reports should be produced in English language, with tentative summary for key findings in Arabic, to be shared with stakeholders, for accountability reasons.
1. **Consultant Qualification:**
* Proven experiences on informal micro-savings and credit approaches, with specific reference to VSLA modality, small business and IGA management skills.
* The requested services should be delivered by a team of facilitators, gender balanced structured, with adequate knowledge for the local contexts and culture.
1. **Selection Criteria:**
* The selection will be based on a composite score of financial offers, consultant experience and profile and technical proposal. The applicant with best quality proposal and best financial offer will be selected.
1. **Expertise and Experience of the Consultant**

The consultancy team should be a multi-disciplinary to ensure covering the following skills:

* Track-record of previous high-quality training experience, including using participatory approaches.
* Familiar with participatory approaches and having strong participatory methodology and experience,
* Experience in carrying out similar training.
1. **Application Process & Requirements**

Interested Consultant must submit the following documents:

* **Cover Letter,**
* **CV of the firm and the training team members** that will be involved in the training.
* Sample of previous work in similar consultancy work. It can be a part of the CV,
* **Technical proposal** to conduct the training which reflects on the following: -
* The topics of the syllabus.
* The date/time of each topic and the distribution of topics along the session period (a daily time table for the training days).
* Proposed methodologies appropriate given the objective of the training.
1. **Tentative financial proposal (budget) containing:**
* Consultant is required to give detailed budget covering all the activity expenses covering consultancy fees, communication, support staff, printing
* Plan will provide means of transportation and breakfast throughout training days.
* any other related costs and required for the proper conduction of the training.
* In case of institution paying VAT you should include it in financial budget.
1. **Selection Criteria:**

The selection will be based on a composite score of financial offer, consultant experience and profile and technical proposal. The applicant with best quality proposal and best financial offer will be selected.

1. **Applications**

Applications to be submitted together with the proposal including your financial proposal and documents in a sealed envelope on **before 4:00 pm of Saturday ,13, August ,2022** to **Musaab Faroug –via his email**  **Musaab.Faroug @plan-international.org****​  with copy to Magdi Mohammed Mukhtar, Project Manager –in his email:** **Magdi.Mukhtar@plan-international.org****.**

1. **Safeguarding Children and Young People Policy (SCYPP)**

The firm/individual shall sign and comply with Plan’s Safeguarding children and Young People Policy of and any violation /deviation in complying with Plan’s SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

1. **Disclaimer**

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

1. **Annexes to be given to successful candidate:**
2. Plan International’s Safeguarding Children and Youth People Policy – for adherence
3. Plan International’s Research Policy and Standards – as guidance