**TERMS OF REFERENCE FOR Consultancy**

**For Income Generating Activities (IGAs)**

|  |  |
| --- | --- |
| **Organization** | Plan International Sudan |
| **Consultancy Title** | Formulation and training of 10 Women Groups  |
| **Location** | North Delta Locality |
| **Task Type** | Training and establishment of 10 Income Generating Activities (Women 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 Assistance to Vulnerable Households in North Delta – Kassala State**), i**mplemented by PLAN INTERNATIONAL in partnership with Sudanese Organization for Research and Development (SORD), through support from SHF, expected to improve food security through implementation of set- of activities addressing food security and livelihoods, nutrition and protection. The project integrates food security, nutrition and livelihood.

1. **Outcome:**

Vulnerable HHs in North Delta improves practices for diversified income generation ventures and crop & livestock farming across key stages of value chains to reduce food and nutrition insecurity and withstand shocks.

* 3000 vulnerable HHs of small-scale farmers in North Delta acquire and expand knowledge and capacity in crop and livestock farming
* Enhance women’s livelihood opportunities for poverty alleviation in 10 communities in North Delta Locality in Kassala State

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 SORD is looking for qualified consultant to provide training for 10 women groups targeted from project areas (North Delta Locality).

1. **The expected objectives from the trainings include:**
* To promote and improve awareness of targeted women groups and facilitate establishment of 10 associations at the level of targeted villages mentioned in the below table:

|  |  |  |
| --- | --- | --- |
| Community Name  | # of groups | # of women  |
| Shabash | 1 | 25 |
| Shang-Dameem, | 1 | 25 |
| Saboon | 1 | 25 |
| 18 Eissal Elhag | 1 | 25 |
| Albahrain | 2 | 50 |
| Olaiab | 1 | 50 |
| Matatiab | 1 | 25 |
| Wagar | 1 | 25 |
| Total  | 10 | 250 |

* To support building of leadership and organizational management capacities for targeted 10 women associations
* 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 North Delta locality.
* 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 informal savings and credit skills with direct objectives of developing simple savings and lending systems using VSLA modality.
* 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 26/8/2021/
* 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 offer, 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 Thursday September 2nd 2021** 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