|  |  |
| --- | --- |
| **Title of Project** | **BHA 4215** |
| **Department** | Programs/Partnerships |
| **Reports to** | David Mwita |
| **Duration** | 1 month, inclusive of needs assessment, preparation for training workshop, and training workshop proper |
| **Place of Assignment** | In office: Port Sudan | Remote: Depending on the security situation. |
| **Travel** | Yes: Required  | Detail: National  | National consultancy |
| **Services required from International Medical Corps to support assignment** |  International Medical Corps to provide e.g. desk space, domestic transport, provide support of getting approval from MOH and HAC, Determine the priority areas of intervention based on internal assessments and external needs, Provide the necessary funds, tools, and resources for the capacity-building activity, Engage with local partners, government bodies, and other stakeholders. Act as a bridge between the consultant and these entities to ensure aligned objectives.NOTE: IMC will not pay meal allowance. The consultant will cater his/her own meal. IMC will pay compensation for expertise render by the consultant. |
| 1. **BACKGROUND TO THE ASSIGNMENT:**

International Medical Corps (IMC), an international non-governmental organization (located at 12400 Wilshire Boulevard, Suite 1500, Los Angeles, California), with a country office in Khartoum and field offices in south Kordofan, Blue Nile, and West, Central and South Darfur states -Sudan. IMC intends to enhance the technical and administrative capacity of local partners through working in a substantial engagement in the proposal development and implementation, improving the technical knowledge and skills of local partners by providing training courses and workshops to enable its local partners successfully implement the community-based health promotion and mobilization intervention sot that will improve people’s knowledge, develop life skills, and empower families and individual to increase control over the determinants of health and thereby improve their health.International Medical Corps is seeking a qualified training institution or expert trainer in providing training courses in areas of project cycle management, financial management, Proposal Development and report writing, logistics and procurement, and MEAL. The applicants must be indigenous, officially registered (local) training institutions or individuals Sudanese nationals with expertise in the training subjects with the capacity to deliver multiple training topics.International Medical Corps plans to implement these training subjects within the period of three months from the start date of the contractional agreement and is subject to the availability of funds, and the security situation in Sudan. |
| 1. **PURPOSE OF THE ASSIGNMENT:**

The objective of this consultancy is to strategize, design, and execute a training program that will elevate the competencies of sub-grantees in project management, MEAL, financial management, proposal development, report generation, logistics, and compliance. |
| 1. **SCOPE OF THE ASSIGNMENT:**

The consultant will:* Conduct a partner training needs assessment to determine the areas of focus for the training.
* Develop a comprehensive training curriculum addressing the key areas highlighted.
* Facilitate interactive training sessions on the finalized topics.
* Provide recommendations for post-training support, addressing any gaps identified during the sessions.
* Submit a comprehensive report on training outcomes, including recommendations for future initiatives.
 |
| **4. DELIVERABLES DESCRIPTION:***Itemise the deliverables based on the tasks outlined in 3 and the expected due date** Needs Assessment Report: Highlighting key areas of focus and training needs.
* An inception report which details the methodology/approaches and timelines associated with this consultancy.
* Training Design and Curriculum: Detailed modules on project management, financial guidelines, , report writing, and compliance.
* Training Execution: Conducting the actual training sessions – no more than 10 days training sessions
* Post-Training Report: Capturing feedback, lessons learned, and recommendations
 |
| **5. FUTURE PHASES (IF ANY)**TBD |
| **6. TRANSFER OF SKILLS (IF ANY)**The consultant will be required to build the capacity of IMC Sub-grantees in Sudan. |

**Consultant Specifications**

* Proven experience in developing and executing capacity building for NGOs.
* Familiarity with USAID and ECHO regulations and guidelines.
* Expertise in the domains of project management, financial management, proposal development, and compliance.
* Strong facilitation skills with a history of impactful training sessions.
* Experience working in conflict-affected areas
* Technology and virtual training expertise
* Excellent command of the English and Arabic languages; both written and spoken.

**Application Requirements:**

Interested training institutions or Individual consultant(s)/consultancy firms are expected to submit the following:

1. Institution or individual Profile
	1. Proof of experience in handling similar training courses by providing a list of past and present clients for which the training institution or trainers has already conducted training.
	2. Provide at least 2 examples of workshop materials previously utilized.
	3. Indicate qualifications of the lead team and support team, with CVs and functional responsibilities of the key people to be engaged.
	4. Contact details of at least three references from recent consultancies.
	5. Indicate years of experience in developing and facilitating training workshops in the field of project cycle management, financial management, Proposal Development and report writing, logistics and procurement, and compliance.Top of Form
2. Training proposal (Not more than 4 Pages), showing clear course curriculum, training plan, and timelines describing the proposed methodology/approach to each training subject.
3. Budget Proposal with Narrative
	1. Budget Include a narrative for your budget that describes, in detail, a breakdown of unit costs for each budget line item.
	2. Indicate terms and conditions of payment.
	3. All costs should be presented in US dollars. In the budget narrative, state the currency conversion rate you are using.

B.

**PLEASE NOTE THE FOLLOWING:**

**1.0** **TERMS OF THE APPLICATION PROCESS:**

1. IMC may contact Applicants to confirm the contact person, and address, and to confirm that the application was submitted for this advertisement.

2. False Statements: Applicants must provide full, accurate and complete information as required by this solicitation and its attachments. False statements will be considered against the applicant

3. IMC reserves the right in its sole discretion to:

1. To disqualify any application based on Applicant’s failure to follow solicitation instructions;
2. To waive any deviations by Applicants from the requirements of this advertisement that in IMC's opinion are considered not to be material defects requiring rejection or disqualification;
3. Extend the time for submission of after notification to all potential Applicants;
4. Terminate or modify the TOR process at any time and re-issue the TOR to whomever IMC deems appropriate;
5. International Medical Corps reserves the right to fund any or none of the applications submitted.
6. Issuance of this advertisement does not constitute an award commitment on the part of the International Medical Corps.
7. All proposal preparation and submission costs are at the Applicant's expense and will not be reimbursed.

**2.0 Application Submission:**

Interested applicants should submit their training and budget proposal (A,B) , together with other supporting documents to: Charles Ssekatawa at email address cssekatawa@InternationalMedicalCorps.org. Applications must be received no later than **Wednesday, February 28, 2024, at 4:00 pm Sudan Local Time**. This deadline will be strictly enforced. If you are sending multiple files, please convert them to rar format before sending by e-mail.

**3.0 Confidentiality Statement**

All data and information received from IMC for the purpose of this assignment are considered confidential and are to be treated as such. The training institution or consultant shall use such data, information and materials solely for the execution of these Terms of References and the related consultancy activities. The training institution or consultant shall now disclose, share, or distribute any confidential data, information, or materials from IMC to any third party without the prior written consent of IMC.

**4.0 Intellectual Property Rights**

All intellectual property rights arising from the execution of these Terms of References, including any training materials, content and resources developed or utilized during the consultancy, shall be owned by the International Medical Corps (IMC). The chosen training institution or consultant shall grant IMC a non-exclusive, irrevocable, worldwide license to use, modify, reproduce, distribute and publicly display any materials or content created as part of this consultancy. The training institution or consultant acknowledges that any materials, content or resources developed or utilized during the consultancy are considered work for hire, and therefore, IMC shall be the sole and exclusive owner of such materials and content.

1. **Code of Conduct**

All Consultants are required to adhered to and promote International Medical Corps shared responsibility and obligation to report matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are aware of any suggested activities then you have an obligation to report to International Medical Corps.

1. **Equal Opportunity**

International Medical Corpsis proud to provide equal consultancy opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

1. **Payment**

Payments are delivery-based. Any deliverable not meeting the required specifications will have to be reworked and resubmitted at no additional cost. The proposed payment schedule for this assignment is $ fixed fees paid (end of assignment). International Medical Corps shall pay Consultant at deliverable rate. Payments are made upon submission of final reports and related databases on completed tasks, outlined against planned outputs. Based on the report and satisfactory performance, payments will be certified by the supervisor.

1. **TITLE RIGHTS**

International Medical Corps shall be entitled to all property rights including but not limited to patents, copyrights and trademarks with regard to material, which bears a direct relation to, or is made in consequence of, the services provided to the organization by the consultant.

1. **INSURANCE**

Consultants are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering their period of service on behalf of International Medical Corps as they consider appropriate. Consultants are not eligible to participate in life or health insurance schemes available to International Medical Corps employees

1. **TAXATION**

International Medical Corps will not be liable for any taxes, duties, or other contributions which may be payable by the Consultant in respect of payments made under this Agreement. Notwithstanding the foregoing, IMC shall withhold five percent (5%) of all payments due to the Consultant as a consultancy tax, in strict adherence to the prevailing taxation regulations by the Government of Sudan pertaining to consultancy remuneration.

1. **TERMINATION OF CONTRACT**

Either party may terminate this contract before the expiry date of the contract by giving notice in writing to the other party.

The period of notice shall be 5 days in case of contract less than 2 months duration and 30 days in the case of contracts for longer periods; provided however that the in the event of termination on the grounds of misconduct or the in the event of termination on the grounds of misconduct or poor performance by the consultant, International Medical Corps shall be entitled to terminate the contract without notice.

In the event of the contract being terminated prior to its due expiry date, the consultant shall be compensated pro rata for no more than the actual amount of work performed to the satisfaction of International Medical Corps.