**TERMS OF REFERENCE FOR Consultancy OF TAKEHOLDERS MANAGEMENT TRAINING**

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| **Organization** | Plan International Sudan |
| **Consultancy Title** | Training of project staff on Stakeholders management  |
| **Location** | Khartoum or Kassala  |
| **Task Type** | Training |
| **Task duration**  | This is to be specified by the Consultant. |
| **Language of course** | Materials | English |
| Facilitation | English |

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**

**Civil society as active drivers of change for inclusive quality education in Kassala** State is an EC funded project. The project is implemented by Plan International in collaboration with the national NGOs JASMAR and SORD. **Its main aim is to** Contribute to inclusive gender-responsive education by increasing Civil Society Organisations (CSOs) and Community Based Organisations (CBOs) capacities’ in Kassala State and support them to effectively perform their roles as independent development actors. The project is implemented by 11 project staff form SORD, JASMAR and Plan working in Education project in collaboration with department of education at the locality and state level, PTAs, community leaders, sub-grantee CSOs, etc. The project staff has to handle and ensure that the interest and anticipation of the different stakeholders are met and satisfied. Effective management of stakeholders is essential for project success and achieving its objectives. To enhance the capacity of the project staff in stakeholder management & improve coordination Plan International is seeking the service of a consultant to train staff in stakeholder management. and manage project stakeholders which will translate to better coordination of the project The objectives of the training are:

* Learn the key aspects of stakeholder management and stakeholder engagement;
* Understand the directions and levels of stakeholder influence;
* Learn to apply common stakeholder analysis tools to categories and priorities stakeholders:
* Learn the key questions to help identify and understand stakeholders needs, wants and expectations;
* Learn how to develop a RACI matrix to identify different stakeholder communication approaches;
* Understand the key elements in the development of a stakeholder engagement plan;
* Learn techniques to measure and monitor stakeholder engagement levels.

**Scope of the training:**

The Stakeholders Management shall target the following 11 project staff form SORD, JASMAR and Plan International Sudan:

* 3 Office Managers.
* 1 Project Manager.
* 3 Project Officers
* 3 finance accountants.
* MER Coordinator.

**Approach and Methodology**

The consultant must outline clearly on how the training will be conducted.

1. **Deliverables and Outputs:**

**Reporting requirements**

**Narrative reporting**

The consultant should provide a narrative Trainer Report upon completion of the course/s which includes evaluation data (pre and post training), participant feedback and trainer feedback.

**Venue: Preferred consultant training center at KRT.**

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| **Roles and responsibilities** | Venue | [x]  Consultant | [ ] Client |
| Catering | [x]  Consultant | [ ] Client |
| Stationary | [x]  Consultant | [ ] Client |
| Trainer/ Staff accommodation | [x]  Consultant | [ ] Client  |

**Expected Outcome of the training**

Upon successfully completing the training, participants will be equipped with the knowledge, skills, and confidence to:

* Apply the principles of effective stakeholder management.
* Identify and prioritize stakeholders using a framework.
* Put in place effective stakeholder management plans.
* Engage with stakeholders using a range of communication and interpersonal skills.
* Monitor and control stakeholder relationships, and adjust strategies.
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:

1. **Cover Letter,**
2. **CV of the firm and the training team members** that will be involved in the training.
3. Sample of previous work in similar consultancy work. It can be a part of the CV,
4. **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, transportation, accommodation, communication, support staff, printing, etc.
* In case the training is conducted in KRT; responsibilities

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| **Roles and responsibilities** | Venue | [x]  Consultant | [ ] Plan |
| Catering | [x]  Consultant | [ ] Plan |
| Stationary | [x]  Consultant | [ ] Plan |
| Trainees accommodation | [ ]  Consultant | [x] Plan |

* 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.

**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.

**Applications**

Applications to be submitted together with the proposal including your financial proposal and documents in a sealed envelope on or **before 4:30 pm of Tuesday February 15th 2021** to Musaab Faroug –via his email  Musaab.Faroug @plan-international.org​  with copy to Eltayeb Izzeldin, Project Manager –in his email: eltayeb.izzeldin@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.

**Annexes to be given to successful candidate:**

1. Plan International’s Safeguarding Children and Youth People Policy – for adherence
2. Plan International’s Research Policy and Standards – as guidance