**TERMS OF REFERENCE FOR Consultancy For CSOs Training on Grassroots Mobilization and Advocacy**

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| **Organization** | Plan International Sudan | |
| **Consultancy Title** | Development of module and Training of CSOs on grassroots mobilization and advocacy. | |
| **Location** | Kassala | |
| **Task Type** | Training | |
| **Task duration** | This is to be specified by the Consultant. | |
| **Language of course** | Materials | English and 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**

**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-specific objectives include the followings:**

1. To strengthen 24 Parent-Teacher Associations (PTAs) and 15 grassroots CSOs in Kassala State to play an active and effective role in the governance of inclusive gender-responsive education including refugees and other minorities
2. To establish strong coordination and linkage mechanisms between PTAs, CSOs and Local Authorities (LAs) to influence sustainable, inclusive gender-responsive education strategy implementation at the local and state level.

**One of the key intended output expected to be realized out of several outputs includes** Formal and On - job training of 15 child-focused CSOs on advocacy, grassroots mobilization, resource mobilization, meaningful and structured participatory planning including specific needs of refugees and other minorities, design, and implementation of inclusive, gender-responsive education programs/ projects, financial management and sustainability of CSO work conducted.

1. **Objective of the Training:**
2. **Advocacy and Campaigning for CSOs:**

Overall Course Objectives

* To introduce advocacy concepts; identify the core skills required for advocacy; and learn how to develop an advocacy strategy.
* To consider how advocacy could contribute to achieving the objectives of participants’ organizations.
* To provide a practical introduction to some key tools and methods used in advocacy including:

1. Issue identification and analysis.
2. Power mapping.
3. Lobbying and influencing.
4. Working in alliances Campaigning and public outreach.

* To review ways to set objectives and monitor advocacy

1. **Grassroots Mobilization:**

By the end of the training course the participants are able to answer these questions:

* What is grassroots mobilization?
* How does grassroots mobilization work?

1. Collective action
2. Collective leadership
3. Collective funds

* How can you get started with Grassroots mobilization?

1. Identify the cause you want to address.
2. Recruit supporters/volunteers.
3. Partner with local organizations.

4. Take the help of community leaders

5. Implement your plan of action

6. Evaluate success

* Best practices for grassroots mobilization.
* Strategies for grassroots mobilization.

1. Host House Parties or Meetings.
2. Engage with People Both Online & Offline.
3. Hold Successful Town Hall Meetings.
4. Use Social Networks for Grassroots Mobilization.

**Approach and Methodology**

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

1. **Deliverables and Outputs:**
2. **Training module outlines**

The training module should provide support for CSO`s with focus on the following identified areas:

* Advocacy and Campaigning for CSOs
* Grassroots Mobilization.

**Contents and elements of the modules:**

* The training module should be developed in (English/ Arabic languages)
* The designed module should be smartly developed to enable on job training, provide clear guidelines to developed missed policies/procedure.
* The modules should be simple, clear, self-informing and comprehensive and take into consideration local and contextual factors.
* The training modules should include templates and tools that can be easily adapted by the CSOs.
* The modules should include an explanation of the principles, exercises, methods of delivery/instructions

1. **Deliverables:**

* The training module.
* Conduction of CSOs training on the module.
* Training report including pre and post-tests.

1. **General Directions to Consultants:**

* The course is going to be conducted to 30 staff of 15 CSOs.
* The offer is expected to be consisted of two proposals:

fees, transportation, accommodation, communication, support staff, printing, etc.

1. **The organization will provide the followings:**

* All relevant secondary data and information needed to develop the training module, including project documents, assessment reports.

Organizing the necessary meetings with target groups and the selected CSOs.

* All logistic requirements for training (training hall, refreshment, meals, and training material).

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.
* Proven experience in facilitation of training in the above-needed fields.
* Fluent English language
* Supporting documents for proof of experience are required
* Curriculum Vitae (including CVs of key personnel that shall form part of the facilitation team)

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 develop the module and 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.
* 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 offers, 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 Thursday February 18th 2021** to Musaab Faroug –via his email  [Musaab.Faroug @plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)​  with copy to Eltayeb Izzeldin, Project Manager –in his email: [eltayeb.izzeldin@plan-international.org](mailto: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