

Terms of Reference (ToR) - Consultancy for Online Training Delivery

Area-Based Multi-Sector Response for IDPs and Host

Communities Project Locations: East Darfur, South Darfur
and Kassala

Duration: 30th July – 30th Sept 2025

Donor: Sudan Humanitarian Fund (SHF)

Partners: WVI, NIDO, GFO, ZOA, JMCO, JASMAR, Plan International, AMVO, AAO

1. Background

Alight is a humanitarian organization established in 1978, collaborates with displaced communities to co-create high-quality services and programs that address their needs. With over 2,300 staff, Alight operates in more than 20 countries, providing services such as healthcare, nutrition, water, sanitation, and women's reproductive health.

In Sudan, Alight leads the SHF-funded Area-Based Multi-Sector Response targeting internally displaced persons (IDPs) and host communities in East Darfur, South Darfur, Kassala, Al-Jazeera, Gadaref Khartoum and West Kordofan. This initiative aims to strengthen partnerships and promote localization by building the capacity of local partners.

Alight has conducted a partner training needs survey to gather feedback from all targeted partners involved in the Area-Based Multi-Sector Response for IDPs and Host Communities in Sudan. The survey collected valuable input on preferred training topics, the number of staff to be trained, and preferred training methodologies. This collaborative effort ensures that the upcoming training program is tailored to meet the specific needs and preferences of our partners, enhancing its effectiveness and impact.

2. Purpose of the Consultancy

The consultancy aims to:

1. Develop a Comprehensive Training Program covering:

This training program is designed to strengthen the operational and programmatic capacity of implementing partners and internal staff by equipping them with essential technical knowledge and practical tools across core management functions. The training will cover the following thematic areas:

1. Financial Management

- **Budget Development:** Best practices in budgeting during proposal development, aligning with donor requirements and programmatic needs.
- **Budget Monitoring and BVA Management:** Interpreting and using Budget vs. Actual (BVA) reports to monitor expenditure and ensure financial accountability.
- **Financial Reporting:** Timely and accurate financial reporting in line with donor and organizational standards.
- **Bank Reconciliation:** Ensuring accurate and transparent financial records through regular reconciliation processes.

2. Supply Chain Management

- **Procurement Processes:** Comprehensive overview of procurement planning, tendering procedures, bid evaluations, contract management, and compliance with procurement policies.
- **Asset Management:** Effective tracking, utilization, and disposal of organizational assets in accordance with established guidelines.

3. **Human Resources Management**

- **Recruitment Processes:** Transparent and equitable recruitment procedures, from job advertisement to candidate selection.
- **Staff Onboarding and Offboarding:** Structured orientation programs, handover protocols, and exit procedures to ensure smooth transitions.
- **Salary Scale and Grading:** Establishment and application of salary scales and staff grading systems aligned with market benchmarks and organizational policies.

4. **Project Cycle Management (PCM)**

- **Proposal Development:** Step-by-step guidance on designing high-quality, donor-compliant proposals.
- **Needs Assessment:** Techniques and tools for identifying and analyzing community needs to inform project design.
- **Indicator Tracking Table (ITT) Development:** Designing and managing ITTs for effective project performance monitoring.
- **Project Monitoring and Review:** Approaches for ongoing project monitoring, mid-term reviews, and adaptive management to ensure delivery against objectives.

5. **Policy Review and Institutional Strengthening**

- A comprehensive review of the National NGOs' core policies, including:
 - **Human Resource Policy**
 - **Financial Management Policy**
 - **Procurement Policy**
 - **Protection from Sexual Exploitation and Abuse (PSEA) Policy**
- Structured feedback will be provided to each organization, identifying strengths, gaps, and actionable recommendations. Follow-up sessions will be conducted to support partners in finalizing and operationalizing revised policies.

2. **Deliver Online Training via Microsoft Teams to partner organizations' staff.**

All materials must align with Alight's capacity-building strategy and localization partnership guidelines.

3. Objectives

- Enhance the capacity of ALIGHT partner staff in key areas to ensure effective and efficient project implementation.
- Enhance Organizational Efficiency and Effectiveness: Equip partner staff with the necessary skills and knowledge to improve internal processes, resource management, and overall operational efficiency, ensuring that humanitarian interventions are delivered effectively and sustainably.
- Promote Accountability and Transparency: Develop a strong understanding among partner staff of the importance of accountability mechanisms, ethical standards, and transparent reporting practices, fostering trust and credibility with stakeholders and affected communities

4. Consultant Responsibilities

- Develop a training program and agenda for each thematic area.
- Create training materials, including PowerPoint presentations, worksheets, templates, and examples.
- Conduct interactive online training sessions with practical examples and discussions.
- Evaluate training effectiveness using pre- and post-training assessments.
- Provide a final report summarizing training outcomes and recommendations.
- Translate training materials into Arabic as needed.

5. Consultant Qualifications

Only Consulting Firms:

- Experience in providing training in Sudan.
- Demonstrated capacity to design and deliver large-scale training in humanitarian settings.
- Proven track record in financial, operational, and programmatic training delivery.
- Availability of qualified trainers with relevant experience in the sector.

6. Participants

- 25–40 participants, with at least two from each partner organization.

7. Deliverables

- Comprehensive training package tailored to partner needs.
- Training materials and resources.
- Report summarizing training outcomes and recommendations.
- Developed evaluation tools and conducted evaluations.
- Report on training and consultancy work, including evidence such as photos.

8. Timeline

Activity	Timeframe
Initial meeting with Alight staff	30 th July 2025
Develop training program and materials	1 st –15 th August 2025
CONDUCTING THE TRAINING	
Financial Management:	17 th - 21 st August 2025
Supply Chain Management	24 th -28 th Aug
Human Resources Management	31 st Aug- 4 th Sept 2025

Project Cycle Management (PCM)	7 th -11 th Sept 2025
Policy Review and Institutional Strengthening +Feedback to the Partners	12 th -22 nd Sept 2025
Report on training and consultancy work	23 rd -30 th Sept 2025
Total	60 days

Note: The timeline is subject to change in consultation with Alight staff.

9. Budget

The consultancy will be conducted online; therefore, no transportation or accommodation costs are required. Consultants should provide a detailed financial proposal, including fees and any applicable taxes.

10. Acceptance

The methodology and deliverables will be verified by Alight's Grants and Business Development Coordinator and Subgrants and Partnerships Manager.

11.Application Process

Interested firms should submit the following:

- Bidder Response document.
- Budget including:
 - Development of training agenda and materials
 - Translation of materials into Arabic where Possible
 - Online training delivery (per session or per module)
 - Pre- and post-training assessments
 - Final report and recommendations
 - Administrative/Communication Costs (if applicable)
- Company profile.
- CVs of proposed team members.
- Examples of similar work conducted.

Applications should be submitted in English.

Please submit your proposals with the subject line “**PR-SUD-PSD-2025-62**” at procurement.krt@WEAREALIGHT.ORG

For any further required information, you may also send your queries to procurement.krt@WEAREALIGHT.ORG

12.Selection Criteria

Proposals will be evaluated based on:

- Relevant education and experience.
- Alignment with ToR requirements.
- Value for money.