

Institutional Capacity Strengthening Consultant ToR South Sudan Education Cluster (SSEC)

South Sudan Education Cluster Background

The Education Cluster derives its mandate, purpose and scope from the [Inter-Agency Standing Committee \(IASC\) Cluster approach](#), which ensures that international responses to humanitarian emergencies are predictable, accountable and have clear leadership. In South Sudan, under the leadership of MoGEI, UNICEF and Save the Children are the Education Cluster co-lead agencies, providing technical guidance and coordination support to education partners to ensure a quality education in emergency response. The education cluster aims to support children to have access to safe, protective, and quality education, which will contribute to their well-being. The cluster also aims to strengthen national and local education systems and actors, including school community representatives, parents-teachers associations (PTAs) and national NGOs to increase the resilience of and accountability to affected people to withstand further shocks.

Through an assessment by UN OCHA, there are currently many local South Sudanese organizations that are implementing strong education programmes but have classified as high risk organizations to provide with funding. This label of high risk creates a barrier for these local organizations to receive significant direct humanitarian funding and maintain their education activities that goes a long way in enhancing access to education. Overcoming this barrier is essential to providing longer-term sustainability for these local organizations and once OCHA and other donors consider funding them as lower risk, it will increase their ability to fundraise and become more sustainable organizations, which is also in line with the localization agenda.

Institutional Capacity Strengthening Main Objective

The Education Cluster aims to undertake the Institutional Capacity Strengthening through assessing areas of capacity development of national education cluster members. The proposed approach incorporates engagement of a Consultant/Team to support with the assessment to identify key gaps, and then support the education cluster to develop a plan that maps out how best to develop these organizations capacity to overcome these gaps. The Institutional Capacity Strengthening Consultant will also be responsible for conducting some of the planned capacity strengthening activities with these education actors as will be mapped through the assessment.

Specific Objectives of the Capacity Strengthening

The South Sudan Education Cluster will identify 3 organizations that will be supported through the Institution Capacity Strengthening. The consultant/team will be guided through the following specific objectives in the delivery of the assignment;

i) Capacity Assessments of Education Cluster Members

- Develop a methodology of undertaking the capacity assessment. The methodology will ideally be responsive and adaptable to the context and needs. This will also incorporate identifying capacity

assessment tool(s) that will be utilized to assess the identified National NGOs (SSEC leadership among the cluster membership). The tools should be responsive and contextualized to the South Sudan context.

- Conduct an assessment of the three identified national organizations to identify key institutional capacity gaps and needs to be addressed through the project. Particular focus should be on institutional capacities, such as Financial Management, Human Resources Management, Institutional Management, Information and Communication Technologies, Procurement Management System, Supply Chain and Logistics Management, Project Management, Monitoring and Reporting, and others.
- Develop a detailed report on key capacity strengths and gaps that is individualized for each of the assessed organizations. This will culminate into a detailed capacity assessment report.
- Note: the capacity assessment will be undertaken at the beginning of the project (Baseline) and at the end (End Line) to map out key changes and progress as per the capacity development plan and indicators.

ii) Development of the Institutional Capacity Strengthening Plan

- Together with the three NNGOs, develop a detailed capacity development plan aligned to each of the organizations based on their individual capacity needs.
- In alignment to the Capacity Development Plan develop a monitoring plan with clear measurable indicators to track the progress and impact of the project.
- The capacity development plan will have critical timelines delivered based on the lifetime of the programme.

iii) Institutional Capacity Strengthening

Based on the needs and gaps identified through the assessment and in line with the capacity enhancement plan, the consultant will undertake;

- Training and capacity building of the National Organizations on the key areas identified. This will target key staff and stakeholders within the organizations as will be agreed with the consultant.
- Provide mentoring and supervision support to national organizations including in person, over email and over the phone as per the development plan.
- Develop key organizational policies or adapt existing ones and train NNGOs' staff on the implementation of these policies. This will be in line with the key capacity enhancement themes identified jointly with the consultant and NNGO.
- Support in mapping and exploring for external online or face-to-face training opportunities that can enhance the organizations capacity to address gaps and needs.
- Create Peer-to-Peer Learning Circles for the NNGOs to enhance progressive learning and engagements that will support continued learning and capacity strengthening. A calendar and Terms of Reference to guide on the engagements will be developed by the consultant and NNGOs.

iv) Capacity Building Process Documentation

- The consultant will document the entire engagement process in real-time. This will include key outcomes and experiences through from the baseline to the end line assessment.

- Support and conduct monthly check-ins with the Localization Task Team to update on the progress.
- Share a final report that includes progress being made, opportunities, challenges, good practices, lessons learned, and the impact of the engagement.

Consultancy Selection Criteria and Application

i) Consultancy Requirements

The following will be the key qualifications for the Assessment (by team and/or firms);

- The proposed team/firm to have extensive background on Education, Capacity Development, International Humanitarian and Development or Related field.
- The team/firm to have a high level of technical knowledge and understanding of approaches in Institutional Capacity Strengthening and experience in leadership and developing capacities of organizations.
- Prior experience in Organizational Capacity Assessment and Development in different contexts.
- Proactive and proven ability to deliver results within the provided timeline.
- A good understanding of the South Sudan context, education guidelines and ability to be based in Juba but with travel to the States where needed.
- High level of organisational skills, interpersonal communication and quality reporting skills.
- Good communication, data management and reporting skills.
- Female candidates or Persons with Disability are strongly encouraged to apply.

ii) Application Requirements;

- ✓ Provide a detailed proposal (including background information of the firm) and outlining the most effective methodology to undertake the Institutional Capacity and Development.
- ✓ A detailed scope of work, outlining timelines for the assignment in line with the guiding timeline provided in the Terms of Reference.
- ✓ A financial proposal for the proposed scope of work. Detailing a budget to cover the entire exercise.
- ✓ A detailed outline of the qualifications of the Applicant or Technical Team/s that will lead the Capacity Development Evaluation. Provide CV summaries of applicant/s highlighting their qualifications and previous related experience.

Assessment Coordination and Management.

The day-to-day management of the Institutional Capacity Strengthening will be the responsibility of the Education Cluster Coordinators and project budget holder, but also will regularly update the Localization Task Team that is set up by the Education Cluster and Child Protection AoR.

The South Sudan Education Cluster team will also provide reports and relevant data that will facilitate the Consultant in delivering the objectives. This will include available assessment reports, lessons learnt and review reports.

Key Deliverables.

- ✓ Institutional Capacity Assessment Report; detailing organizational capacity needs of selected organizations.
- ✓ Detailed Implementation Plan on capacity strengthening of the three partners, including activities and timeline. The report is to define the project's exact work plan and scope for the rest of the duration. The report should be supported by quantitative/qualitative evidence from internal and external analysis.
- ✓ Progress report and updates on activities being implemented; documentation of activities and opportunity to provide feedback on the progress.
- ✓ Final report that includes progress being made, activities implemented opportunities, challenges, good practices, lessons learned, and the impact.

Contract Duration:

- The assignment is scheduled to be undertaken 2 Months (November to December 2022).
- **Location:** South Sudan, Juba. With travel to states where necessary.

Application Information:

Please email your application to the following email addresses;

Southsudantenders@savethechildren.org with the subject line/title: **Application for the Institutional Capacity Strengthening.**

In case of any clarifications please reach out to kemal.alptaylan@savethechildren.org

Deadline for the application is Close of Business on 24/10/2022.