



## TERM OF REFERENCE FOR CONSULTANT - PROJECT PROPOSAL DEVELOPMENT

### About Plan International

Plan International is an independent development and humanitarian organization that strives to advance children's rights and equality for girls all over the world. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, Plan International has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International has been working in South Sudan since 2006 with its main office in Juba and operates in Central & Eastern Equatoria, Lakes and Jonglei states. The country office has implemented a variety of programmes focusing on supporting children adolescent, young adults and their families in crisis situations, especially girls and young women, in their protection, Sexual Reproductive Health and Rights(SRHR) and access to education, Skills and Opportunities of Youth Employment and Entrepreneurship(SOYEE), Food Security and Livelihood, Health, Nutrition and WASH, and Children and Youth Leadership to support the most vulnerable children, girls, women and men in need including IDPs and host communities.

Plan International South Sudan is seeking consultancy services from individuals or firms to assist our Business Development team in proposal developments. The consultancy will focus on crafting multi-year, multi-million-dollar proposals that align with both solicited and unsolicited opportunities as identified by the organization. The consultant will be contacted based on the need but not a full time staff.

**Purpose of the Consultancy:** The consultant will take the task to develop a compelling, evidence-based proposal for the activities in South Sudan. The consultant will bring to the programs design process a thorough understanding of and prior experience in bid writing for institutional donors. Preferably, the consultant will have prior experience working in the sectors including Food-Security & Livelihood, Nutrition and WASH, Education, Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), Children and Youth Leadership, Sexual Reproductive Health and Rights (SRHR) and Child Protection in Emergencies (CPIE) in South Sudan and designing programs that are aimed around consolidating best practices, evaluating, and scaling up of innovative ideas.





**Specific Tasks to be performed by the Consultant:** Consultancy will activate based on solicitation and also GO decision made by the Management. Business Development Team based on the assignment will reach out to consultant. Therefore, The consultant will develop, in consultation with the Business Development team, a detailed work plan that will include undertaking at least the following tasks:

Review secondary literature on the particular sectors including but not limited to Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPiE management challenges and policies in South Sudan as well as existing innovative pilots and their evidence from other stakeholders.

Review existing project documents: reports, evaluations, best practices report (in progress)

Review Plan International literature and main programs on Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPiE as well as innovative models from other countries/donors to apply to the design of these proposals.

If not already done by the start of the consultancy, help to identify appropriate implementation/research partners to enhance the evaluation/learning component of the project.

Meet with key relevant stakeholders in South Sudan as needed to ensure that the program design integrates expertise from all relevant actors/sectors, including private sector, social ventures, academia, institutes, Government departments, and others as needed.

Work with relevant proposal design team formed by the Plan International South Sudan to identify the staffing needs/organogram for the proposed programs.

Facilitate the proposal design workshop, and consolidate workshop outcome, and outline key roles to work on specific section of the proposal, agree, and follow up with the key milestones in collaboration with the Business Development Team of Plan International.

Lead drafting a quality concept note/proposal with all annexes and especially logframe and budget; also engage proposal development team to review, and finalize the proposal design document.

**Outcomes of the Consultancy:** Quality proposal submission is to secure a quality income.





**Lines of Communication:** The consultant will report to Head of Business Development Department.

**Timeframe:** Starting as soon as possible or when there is a call for a proposal, and an un-solicited opportunity is decided by the organization.

### **Qualifications and Experience**

Preferably an advanced university degree (masters or equivalent) in international affairs/studies, development studies, climate change adaptation, or natural resource management.

Minimum 5 years of experience in the design, proposal writing, and/or Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPIE transformation programs, preferably in South Sudan.

Strong programme design skills, including capacity to prepare logical framework, theory of change, problem analysis, defining interventions, program approaches, project governance, value for money, stakeholders' analysis, risk analysis, coherent, and consistent documents including proposal narrative and financial planning.

Prior demonstrated experience developing winning proposals for institutional donors including but not limited to bi-lateral, multi-lateral, corporate, and UN Agencies.

Ability to work efficiently and effectively with project members in various locations and from multiple organizations, including remotely writing and revising proposal documents.

Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.

Working relationships with relevant education sector authorities and stakeholder would be an advantage.

Excellent English speaking/writing skills required. Arabic speaking skills an advantage.

Note: This consultancy is open to both national and international applicants. Individuals, group of individuals as well as consultancy firms having the requisite skills/experience are eligible to apply. International applicants having prior work experience in South Sudan would be preferred. The above mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant or firm.

### **Ethics and Child Protection**





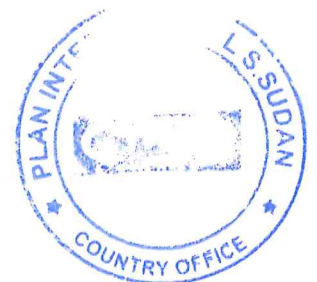
Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

## Applications

Interested consulting firms/individual should include a team composition with a lead consultant and associate consultants and should provide a proposal explaining their comprehension of the proposed consultancy and covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed activity timeline based on 40 calendar days
- CVs of the consultant (s) involved in the assignment with an explanation of the team composition/roles in accordance with their proposed approach and methodology
- Detailed budget, Detailed budget, including: i) daily fee rates, ii) accommodation and meals iii) field data collection expenses for each team member including vehicle rental iv) communication v) travel vi) administrative expenses vii) any other expenses related to the assignment viii) indication of VAT if applicable.
- Police Certificates of Good Conduct – especially where there is primary data collection

Please send your application to Plan **International** [ssprocurement.committee@plan-international.org](mailto:ssprocurement.committee@plan-international.org) referencing “Consultant- Project Proposal Development” in the subject line, and including support documents as outlined above.



2

## Additional information

Consultant (s) will be required to sign and adhere to Plan International Child and Youth Safeguarding Policy.



Annexes:

Annex 1: Global Policy: Safeguarding Children and Young People

Annex 2: Full Report Structure

Annex 3: Project Details

Annex 4: Project Log Frame and/or list of indicators to be assess with indicator definition

Annex 5: Ethical MERL Framework

Prepared by

Name: Hyera Lazanis

Sign: [Signature]

Date: 10/05/2024

Approved by:

Name: Samira Gother

Sign: [Signature]

Date: 10/05/2024



7