

TERMS OF REFERENCE (TOR) FOR HIRING A CONSULTANT TO TRAIN STAFF ON ADVANCED PROJECT CYCLE MANAGEMENT.

Project Code	09-094884
Project Name	Gender Responsive SGBV Mitigation in Conflict Affected Regions 2024-2026.
Target Location	Kismayu and Dhobley Districts in Jubaland State of Somalia.
Activity Name	Hire consultant to train staff on advanced project cycle management.
Type of the Activity	Training
DF Number	6816
Activity Participants	Staff
Project Phase	Implementation.
Activity commencement Date	1 st of December, 2024.

1. INTRODUCTION AND BACKGROUND

The Lutheran World Federation (LWF) is an international humanitarian organization with a global presence in countries across Africa, Asia, Europe, and Central America. The global headquarters of LWF is in Geneva, Switzerland. At the regional level, LWF is headquartered in Nairobi, Kenya, serving both the Kenya and Somalia country programs. The Lutheran World Federation provides quality humanitarian assistance to displaced and affected communities and focuses on three priority areas: **i) Sustainable Livelihoods, ii) Quality Services, iii) Protection and Social Cohesion.** The Lutheran World Federation (LWF) World Service established a presence in Kismayo, Jubaland State in Somalia in 2017 to create a continuum between its refugee assistance and protection program in Dadaab refugee camps. Since 2017, LWF has been working closely with the relevant Jubaland State Ministries, including the Ministry of Education and Higher Learning (MoEHL), Ministry of Women, Family Affairs, and Human Rights, and the Ministry of Humanitarian Affairs. From 2022, the program embarked on program expansion to implement new projects in Kismayo and areas outside Kismayo, including Dhobley district. More information about the LWF Kenya-Somalia program can be access here. <https://kenyasomalia.lutheranworld.org/>

Project description

LWF-Kenya Somalia Program has recently received funds from the Global Affairs Canada (GAC) through the Canadian Lutheran World Relief (CLWR) to provide holistic, gender-responsive assistance, primarily focusing on the well-being and dignity of those affected by conflict, particularly women and girls. The 2year project which commences 2024-2026 will be implemented in Jubaland particularly in Kismayu and Dhobley districts. The project aims to reach a target of 30,000 beneficiaries to **reduce suffering, increase and maintain human dignity and Save lives** among IDPs, returnees, and host communities in conflict affect communities. The services include safe spaces, legal support, psychosocial services, and awareness campaigns to address GBV: **i. Inadequate access to clean water, sanitation facilities, and hygiene supplies disproportionately affects women and girls, increasing protection concerns. li. Ensuring private sanitation facilities and addressing MHM needs are essential. lii. Empowering women and girls is central to the protection project, which engages men and boys to challenge harmful gender norms and practices.** The project will: • Increase access and utilize gender-responsive protection and SGBV response services in conflict-affected and poor host communities in Somalia with a particular emphasis on women and girls. • Increase access to safe and improved WASH facilities and services, including sanitation and water infrastructure, among IDPs, returnees, and host communities in Somalia, with a particular emphasis on women and girls in targeted areas. • Increase awareness and adoption of healthy hygiene and

sanitation practices among women, men, girls, and boys in Somalia, focusing on IDPs, returnees, and host communities. • Increase access and utilize gender-responsive protection and SGBV response services in conflict-affected and poor host communities in Somalia with a particular emphasis on women and girls. LWF has commissioned this consultancy to provide holistic support to targeted beneficiaries to improve their life, wellbeing and inclusion to build capacities of the duty bearers working with these vulnerable groups and Enhance their capabilities to effectively execute quality project cycle management in a timely manner.

2. PURPOSE

To improve staff capacity to manage complex projects, ensure better outcomes, increase efficiency and alignment with organizational goals and donor requirement. Through building their capacity in effective timely completion of the project's cycle management.

3. OBJECTIVES OF THE ASSIGNMENT

The assignment has the following objectives;

1. Strengthen staff capacity in project management by covering all aspects of the project cycle, ensuring alignment with organizational objectives while meeting donor requirements.
2. Assist staff in developing sample proposals across three key thematic areas: quality services, climate change, and protection and social cohesion.

4. SCOPE OF WORK

Duration of the assignment: The consultancy is 14 working days and will tentatively commence from the 1st of December, 2024 till the 18th of December, 2024.

Geographical Coverage: Kismayu and Dhobley districts, of Jubaland state of Somalia. The consultant is expected to conduct the physical training for participants in these 2 locations.

Target Beneficiary Category and Stakeholders: LWF's national Staff

5. ROLES AND RESPONSIBILITIES/ DUTIES OF THE CONSULTANT

- Assess staff competency through pre-post training assessments to measure improvements and to identify areas of weaknesses.
- Develop comprehensive training materials: modules, resources, techniques, including planning, budgeting, proposal writing.
- Delivery of interactive training workshop to build staff capacity
- Develop enhancement tools such as templates, frameworks for planning, execution and tracking.
- Provide risk management framework for identifying, assessing and mitigating risks within the organization's specific project environment.
- Guide the staff to develop concept note and proposal.

6. DELIVERABLES

- An inception report detailing work plan and methodology of the assignment.
- Develop comprehensive training materials: modules, resources, techniques, including planning, budgeting.
- Assessment of staff competency through pre-post training assessments to measure improvements and to identify areas of weaknesses.
- Develop comprehensive training materials: modules, resources, techniques, including planning, budgeting, proposal writing.
- Delivery of interactive training workshop to build staff capacity
- Develop enhancement tools such as templates, frameworks for planning, execution and tracking.

- Provide risk management framework for identifying, assessing and mitigating risks within the organization's specific project environment.
- Train staff in proposal writing and concept note.

7. QUALIFICATIONS/ REQUIREMENTS

- University degree/ Masters in project Management
- Proven 5 years of experience in project management training, particularly in humanitarian and development contexts.
- Strong facilitation and communication skills, with experience delivering training to diverse groups.
- Knowledge of the socio-political context in Somalia and the humanitarian context in the region.
- Fluency in English; knowledge of local languages (e.g., Somali) is an added advantage.

8. SUBMISSIONS

The bid will consist of two parts; technical and financial as follows;

Part A: Technical Proposal

The Technical Proposal shall be straightforward and concise describing how the consultant intends to carry out and satisfy the task as described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals are limited to 15 pages in total. Organizational Information, CVs of proposed personnel, and examples of previous relevant work are to be included in an Annex. Key personnel resumes, dividers and past performance report forms are not included in the page limitation. Bidders are encouraged to provide an Annex, or "portfolio" of samples demonstrating past experience performing similar activities. The Annex can include copies of photographs, other visual representations, and media/social media clippings. The Annex should not exceed 10 pages.

The technical proposal shall be formatted using the following sections:

Technical Approach – Narrative not to exceed five (5) pages.

The bidder shall demonstrate his/her understanding, ability, and overall approach to perform the requirements described in the Scope of Work/Tasks/Activities. S/he shall clearly explain how they propose to structure, design, manage and execute the work required that meets LWF objectives.

The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this project.

Capability Statement - Narrative – not to exceed two (2) pages.

The bidder shall demonstrate his/her specialized competence with regard to the requirements of the tasks/activities. S/he shall demonstrate they have the necessary personnel to successfully comply with the contract requirements and accomplish the deliverables.

Past Performance – Narrative not to exceed five (3) pages.

The Bidder shall provide at least three (3) examples of past performance of implementing similar projects. The past performance examples must be within the last three (3) years and shall be similar in terms of scale and relevance. S/he must provide references for each example, including the name, title, phone number, and email address of the reference.

Personnel/Staffing – A narrative not to exceed two (2) pages.

A summary describing the proposed staff for the project including up to three team members. The summary shall include names, relevant qualifications of similar experience and the proposed role for each individual. A Project Manager must be identified with a minimum of five years' experience in related project management.

The bidder must also include the CVs of the key staff members involved in the Project, including the Project Managers and up to 3 Team members. Each CV should not exceed three (3) pages.

Part B: Financial Proposal

The bidder shall propose realistic and reasonable costs for this work in accordance with the His/Her technical approach. The cost should be in dollars (USD) and include all applicable local taxation. The financial proposal shall list all costs associated with the assignment including the consultant’s fees, meals, accommodation, flights, visa...etc. Items described in the technical proposal but not priced, shall be assumed to be included in the prices of other items.

9. EVALUATION CRITERIA

This solicitation is open to firms/ company’s specializing in measuring learning outcomes and/or disability/ education research. The selected Consultant will be responsible for designing and executing all activities outlined in this Request for Proposal in coordination with LWF. Proposals will be evaluated using the quality and cost-based selection, with a total score calculated out of 100% of which 60% is the weight of the technical proposal and 40% is the weight of the financial proposal. Proposals meeting the mandatory requirements will be evaluated for technical merit based on the criteria in the below chart. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost-effectiveness.

Section	Description	Maximum Points
Technical Approach	Proposed structure, design, and approach to execute the work required, application of ASER tools, analysis and presentation of findings (a high-quality report). (25 points) Detailed work plan and implementation plan. (5 points)	30
Capability Statement	Demonstration of the necessary organizational systems, and personnel to successfully comply with the contract requirements and accomplish the expected results.	10
Past Performance	- Inclusion of at least 3 relevant past performance examples of similar projects. (5 points) - References provided by past clients for these examples and their evaluation of the bidder’s ability to deliver on time and within quality and budget expectations. (5 points)	10
Personnel/Staffing	Qualifications and past relevant experience of the Project Manager and up to 3 team members proposed to perform the requirements of this scope of work. (10 points)	10
Technical Evaluation Threshold (Only offers that receive a technical evaluation score of 42 and above points (out of 60) will be considered for cost evaluation.)		
Cost Evaluation	The financial proposal will be evaluated using the following formula: $FS=40*\text{lowest price}/F$, in which FS is the financial score and F is the price of the proposal under consideration.	40
Total Points		100

10. HOW TO APPLY

Interested and qualified consultant(s) should submit their technical proposal and financial proposals to procurement.kismayo@lutheranworld.org with the e-mail subject line clearly marked; Advanced project cycle management consultancy.

The deadline of submission is **Thursday 27th of October, 2024 at 5:00 pm East African Time.**

