



GOGIRLS ICT INITIATIVE TERMS OF REFERENCE (TOR)

1. Consultancy Information

Consultancy Title:	National Consultant to Develop Internal Policies
Location:	GoGirls ICT Initiative Premises, Juba
Type of Contract:	Individual Contract
Post Level:	National Consultant
Languages Required:	English
Application Deadline:	21 January 2022 (Midnight Juba, South Sudan)
Starting Date:	1 February 2022
Expected Duration of Assignment:	1 – 28 February 2022 (20 working days)

2. Background

GoGirls ICT Initiative is a Juba, South Sudan based non-profit initiative founded by a group of dedicated young women in the fields of Computer Science, Information Systems, ICT4D Innovation, and peacebuilding. GoGirls ICT's focus is on mentorship in STEAM (Science, Technology, Engineering, Art and Mathematics) related topics leveraging more on Open-Source resources to create an Open Culture in South Sudan. Founded in 2015, the Organization was finally registered as an independent Non-Governmental Organization in 2019.

In July 2020, Public Accountants carried out a financial management capacity assessment for GoGirls ICT Initiative (GoGirls) on behalf of UNDP. Their report contained several recommendations for policies to be developed and put in place. These policies include:

- anti-fraud and corruption policies.
- whistle blower policies.
- policies/procedures and tools for programme development.
- monitoring and evaluation policies, procedures, and guidelines
- policies on staff training
- procurement policy (revision of the current manual was recommended)
- policy on sexual harassment (SH) and sexual exploitation and abuse (SEA), as well as a policy against retaliation.

However, based on the immediate organizational needs, GoGirls management has prioritized development of the following policies:

- Procurement policy (review of the current manual)
- Anti-fraud and anti-corruption policies
- Whistle blower policy
- Sexual exploitation, harassment, and abuse policy

3. Purpose of the Consultancy

The purpose of the consultancy is to:

- Review the current procurement manual of the GoGirls to develop a comprehensive policy on procurement
- Develop policies on anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse.

4. Objective of the Consultancy

- To strengthen the organizational policies (operational & programme) of GoGirls to effectively carry out its mandate and achieve its vision in South Sudan.

5. Duties and Responsibilities

- Conduct some desk research on programme and operations policies of national organizations in South Sudan to produce a background paper
- Facilitate a workshop to brainstorm on the proposed policies (procurement, anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse) to feed into the background paper
- Analyze reports on capacity assessment of GoGirls to strengthen the background paper for development of the prioritized policies.
- Facilitate interviews to solicit input from the partners and board of directors of GoGirls to prepare first draft policies on procurement, anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse.
- Present the first draft policies in a validation workshop to be organized by GoGirls in Juba
- Integrate feedback from the partners and board of directors and submit the second draft policies to the board of directors and management of GoGirls for discussion and approval by the board of directors.
- Prepare and submit final policies on procurement, anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse to the management of GoGirls.

6. Methodology

- The consultant shall adopt a combination of participatory tools and methodologies like desk research; report analysis, Strength, Weaknesses, Opportunities and Threats (SWOT) analysis; consultations and interviews with key partners/ stakeholders and workshop facilitation techniques to promote participation and buy-in.
- The consultant will work closely with the management of GoGirls throughout the entire consultancy process as well as with partners in Juba.

7. Time frame and deliverables

Activity	Deliverables	Time allocated
Desk review.	Inception Report with clear methodology, detailed work plan, stakeholder mapping and the background paper.	4 days
Facilitate brainstorming/ consultative workshop and interviews with the management and partners of GoGirls to develop draft policies on procurement, anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse.	First draft of the policies.	12 days
Facilitate the validation workshop and update the draft policies.	Second draft of the policies.	3 days
Present the final draft policies.	Final draft policies.	1 day
Total number of working days		20 days

8. Competencies

Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations
- Strong communication, team building, interpersonal, analysis, and planning skills

Professionalism

- Demonstrates professional competence and mastery of the subject matter
- Demonstrates experience in subject matter
- Demonstrates ability to negotiate and apply good judgment

- Shows pride in work and in achievements
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines
- Establishes, builds, and maintains effective working relationships with staff, partners, and beneficiaries to achieve the planned results

Communicating Information and Ideas

- Facilitating and encouraging open communication in the team, communicating effectively.
- Delivers verbal/written information in a timely, clear, organized and easily understood manner
- Strong communication skills and the ability to listen and take direction and leadership from others.

Self-Management & Emotional Intelligence

- Creating synergies through self-control, and tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook to work productively.

Other Corporate competencies

- Ability to establish effective working relations in a multicultural team environment.
- Excellent supervisory, team building, diplomatic and interpersonal skills.
- Resourcefulness, initiative, and maturity of judgement.
- Strong communication and advocacy skills.
- Ability to work in a complex environment requiring liaison and collaboration with multiple actors.
- Ability to demonstrate sensitivity, tact, and diplomacy.
- Excellent analytical, organizational and negotiation skills, especially resource management skills.
- Excellent networking skills.

9. Required Skills and Expertise

Education

- Advanced university degree (Master's or equivalent) in Public Administration/ Governance, Law, Political Science, Sociology, International Development, and/or related Social Science fields.

Experience

- 4-8 years' experience in designing, planning, developing and analyzing policies of operations and programme for non-state actors (national organizations/ civil society organizations)
- Experience in NGO management, working with innovation hubs and their organizational development
- Experience in gender sensitive evaluation and analysis of organizational policies.
- In-depth knowledge of anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse in project management and operations of non-governmental organizations
- Experience in engaging with partners and stakeholders using participatory and consultative approaches and ability to manage diversity of views in different cultural contexts.
- Familiarity with the local political, economic, social, and local governance system in South Sudan
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to policy review and development and experience in facilitating consultation workshops with good presentation and IT skills.
- Excellent written and spoken communication skills in English and good report writing skills.

Languages

- Fluency in spoken and written English.
- Knowledge of Arabic is an asset.

10. Institutional arrangements

- The consultant will be based in Juba, South Sudan. The consultant is expected to use their own computer/laptop and cell phone. However, depending on availability of physical facilities (e.g., working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of GoGirls, such facilities may be provided at the disposal of the Consultant.
- The consultant will be contracted for 20 full-time working days.
- The consultant will report to the GoGirls Executive Director who will review and approve delivery of outputs.
- The Executive Director will also be responsible for liaising with the Consultant to provide all relevant documents, set up stakeholder interviews and workshops, and arrange visits to the office.

11. Payment Schedule

Sn.	Deliverables	Payment
1 st Payment	<ul style="list-style-type: none"> • Inception Report with clear methodology, detailed work plan, partner/ stakeholder mapping and the background paper. 	20%
2 nd Payment	<ul style="list-style-type: none"> • First draft of the policies on procurement, anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse. 	40%
3 rd Payment	<ul style="list-style-type: none"> • Second and final draft of the policies. 	40%

11. How to Apply

All organizations or persons interested can submit their proposals (technical and financial proposals) in person or by email to:

Physical address in Juba: 88.4 City FM Compound, Suk Melisia, Munuki

E-mail address: application@gogirlsict.org

The available starting date and fee of the assignment which is subject to negotiation should be clearly stated in the Letter of Interest. Applications should be received no later than 21 January 2022.

Technical proposal comprising of the following:

- Letter of Confirmation of Interest and Availability.
- Personal CV indicating all prior experience with similar assignments, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references.
- Brief description (max. 1 page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.

Financial proposal: Indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs.

12. Consultancy Evaluation Criteria

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points)

- 4-8 years' experience in designing, planning, developing and analyzing policies of operations and programme for non-state actors (national organizations/ civil society organizations) in post-conflict context (20 marks)
- Experience in NGO management, working with innovation hubs and their organizational development (10 marks)
- Experience in gender sensitive evaluation and analysis of organizational policies (5 marks)
- In-depth knowledge of anti-fraud, anti-corruption, whistle blower, Sexual exploitation, sexual harassment, and abuse in project management and operations of non-governmental organizations (10 marks)
- Experience in engaging with partners and stakeholders using participatory and consultative approaches and ability to manage diversity of views in different cultural contexts (5 marks)
- Familiarity with the local political, economic, social, and local governance system in South Sudan (5 marks)
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to policy review and development and experience in facilitating consultation workshops with good presentation and IT skills (5 marks)
- Excellent written and spoken communication skills in English and good report writing skills (5 marks).
- Relevant Academic Background and language proficiency (5 marks).

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored out of 30 points/ marks. The maximum points (30) will be assigned to the lowest financial proposal.

All applications will be treated with the strictest confidence.

Approvals

Prepared by	Approved by
Sign:  Date: 06.01.2022 Name: Yine Yenki Nyika Position: Mentorship Director GoGirls ICT Initiative	 Sign:  Date: 6m/01/2022 Name: Eva Yayi Mawa Position: Executive Director GoGirls ICT Initiative