



TERMS OF REFERENCE (TOR) FOR CONSULTANCY TO DELIVER TRAINING TO PARTNERS IMPLEMENTING FOOD CRISIS RESPONSE IN THE EAST AND SOUTH DARFUR.

Project Title:	Integrated Food Crisis Multi-Sector Emergency Response Consortium for the Food Security, Livelihoods, Health, Nutrition, and WASH support for IDPs and Hosts in East and South Darfur.
Project location:	East and South Darfur Stats Sudan
Project duration:	June 1 st , 2024 – December 31 st , 2024,
Duration of assignment:	November 14 th -December 20 th , 2024.
Partners in project implementation:	ALIGHT, CARE, AMVO, SUDO, SADO, GAH, UPO
Donor:	Sudan Humanitarian Fund (SHF)

1. Introduction:

Alight, established in 1978 as the American Refugee Committee, works alongside displaced people to co-create high-quality services and programs that address their needs. We refer to the displaced as our "customers" instead of "beneficiaries" as a reminder that their voices guide our decisions. We also work closely with four affiliates to expand our impact around the world.

Alight works hand in hand with refugees and displaced communities through their entire journey, from initial support to long-term stability. Our 2,300 humanitarians co-create solutions with and for more than 4 million people in over 20 countries every year. We do this by working closely with them to address their needs, developing local partnerships to build resilience, and amplifying the efforts of donors who make abundance happen.

Vision: To inspire and unleash abundance in every person by being the best at co-creating with displaced people. Together, we will unlock robust pathways in the service of redefining quality in our industry.

Mission: Alight's mission is to build a meaningful life for and with the displaced. Not simply addressing basic needs, but building a life filled with joy, dignity, connection, and purpose.

Our Values: Be human centered, bravely be better, find others, do the doable, choose optimism, start with giving, spark joy.

2. Background and Rationale:

Sudan has been facing a severe humanitarian crisis, worsened by ongoing conflict since April 2023. This conflict has displaced over 8 million people from their homes. The country is struggling with multiple challenges, including food insecurity, disease outbreaks, and inadequate healthcare infrastructure. Nearly one in three people in Sudan is acutely food insecure, and the health system is overwhelmed by the needs of the population.

Alight is one of the leading International Non-Governmental organizations in Sudan, providing lifesaving services to displaced populations. Our efforts include healthcare, nutrition, water, sanitation, and women's reproductive health services. We operate over 42 primary healthcare clinics, a field hospital, and mobile healthcare facilities across five states. Our programs aim to strengthen communities by investing in healthcare infrastructure and ensuring access to clean water, nutrition, and peace-building initiatives.

Currently, Alight is leading the SHF-funded Multi-sector Food Crisis Response consortium, which targets internally displaced persons (IDPs) and host communities in East and South Darfur. In line with our commitment to strengthening partnerships and promoting localization, Alight is dedicated to



building the capacity of our partners to ensure the provision of high-quality and sustainable responses in Sudan.

3. Purpose of the consultancy:

The purpose of this consultancy is twofold:

1. Develop a Training Program: This program will cover key thematic areas such as Financial Management, Budgeting, and Auditing; Donor Reporting; Corporate Governance, Ethics, and Corporate Social Responsibility; Procurement and Supply Chain Management, including Tendering and Contract Management; Asset and Inventory Management; Proposal Writing and Fundraising; and Water, Sanitation, and Hygiene.
2. Deliver Online Training: The training will be provided to partner organizations involved in the food crisis response.

All developed programs and materials must align with and be consulted with Alight's capacity-building strategy.

4. Objectives of the consultancy:

The objective of this training is to enhance the capacity of our partners' staff in key areas to ensure effective and efficient project implementation.

5. Services the Consultant(s) will provide:

- To develop a training programme for partner staff in the Food Crisis Consortium.
The training programme has to include the following:
 - Project Management
 - Grants Management
 - MEAL
 - Financial Management, Budgeting, and Auditing
 - Donor Reporting
 - Corporate Governance, Ethics, and Corporate Social Responsibility
 - Procurement and Supply Chain Management, including Tendering and Contract Management
 - Asset and Inventory Management
 - Proposal Writing and Fundraising
 - Water, Sanitation, and Hygiene (WASH)
- Training must introduce the conceptual-theoretical framework underlying each of the thematic areas with basic principles.
- Training must result in concrete understanding on implementing the different work areas.
- Training must include evaluation and reporting on each thematic area.
- To develop a training programme agenda which will follow the above-mentioned thematic areas.
- To develop all training materials, including PowerPoint presentation, working sheets, templates and examples.
- To conduct an interactive online training programme and provide concrete tools for implementation, by using practical examples and experience on all relevant topics, interactive work and discussions with the training group
- To evaluate effectiveness of the conducted training
- To develop a final report on the training programme, with key points and recommendations.
- Translate training materials to Arabic when required.



- Alight staff will work with selected consultants to design all materials to follow in order to develop the program and agenda.
- Alight staff will provide technical support to selected consultants in the process of creating the curriculum and materials in order to ensure the highest quality and applicability in the working context.

6. Experience and skill set required:

Consultant should possess the following expertise and skills as a minimum:

- Minimum University degree in the field of social or humanistic sciences (M.A. or PhD in relevant field is an advantage)
- Minimum five years of experience working in programs related to humanitarian response especially in conflict zones
- Experience in developing and conducting similar training programs
- General knowledge on humanitarian principles
- Specific knowledge and/or experience in working with partners in Sudan
- Strong analytical and communication skills in English and Arabic.

7. Participants:

The training will be attended by 10 to 30 participants, depending on their interest.

8. Expected Deliverables:

- A comprehensive training package tailored to the needs of our partners.
- Training materials and resources.
- A report summarizing the training outcomes and recommendations.
- Developed evaluation tools and evaluation conducted with training participants
- Report on training and consultants' work conducted in agreed timeline

9. Timeline:

To perform all scheduled tasks, an independent Consultant/s shall be hired from October 25th, 2024 – November 18th, 2024, in the period no longer than 21 days. The consultant(s) will prepare and implement the work plan in consultations and with the support of relevant Alight staff.

#	Activity	Timeframe
	Initial meeting with Alight project staff to finalize the work plan agreement.	Until 14 th November 2024
1.	Develop and provide training programme, agenda and evaluation tool.	Until 21 st November 2024. (max 10 days)
2.	Conduct training programme	Up to December 15 (Max 5 days)
3.	Report on conducted training and consultants' work	Up to December 20, 2024 (max 2 day)
4.	Total number of days.	18 days

* The timeline can be changed in consultation with the relevant staff of Alight

10. Budget:

Please provide a cost outline for the training, including any associated expenses.
Status updates/reporting.



The training consultancy shall be based purely online hence no cost for transportation accommodation will be required.

11. Acceptance:

Methodology to deliver tasks defined by this ToR and reports will be verified by Alight Consortium Coordinator.

12. General assumptions and dependencies

Alight staff will provide all relevant information for the Consultant. Alight staff will also provide feedback to the Consultant regarding monitoring process and report.

13. Payment information

The consultants must indicate the prices he/she is offering to Alight as part of the contract, including the currency in the Bidding Response document as well as PR Request for Quotation if applying on behalf of a company or organization. Provide a narrative clarification of each budget activity demonstrating how they relate to the proposed methodology and work plan. The budget headings and specific budget lines are obligatory within the proposed budget.

*Note: Include only consultancy fee and task related travel costs (if any).

14. How to apply for the consultancy

Interested consultants or companies/organisations should develop and submit the bidding proposal (accompanied with relevant annexes) in English language to respond to above mentioned specific tasks. The bidding proposal should include: 1. Package for Consultants companies' profile 2. Package for Consultants Individuals:

15. Package for Consultants individuals (complete if applying as an individual):

1. Bidder Response document - individuals.
2. CVs format - individuals (maximum 3 pages) emphasizing relevant experience for assignment defined by this ToR;
3. Reference list and example of a conducted training programme in English

16. Selection criteria:

Alight will decide on the most successful bidder, subject to the available budget, based on the following criteria:

- Relevant education.
- Relevant experience.
- How well does the proposal meets the requirements set out in the Terms of Reference;
- Value for money.

For more information about this consultancy opportunity reach out to the Alight Procurement focal point. **Supply Chain Team** | email: procurement.krt@wearealight.org