



Assignment	Documentation of most significant changes/ success stories by Ministry of General Education and Instruction during the review period.
Location	South Sudan
Lead	MoGEI
Activity Start date	As soon as possible

BACKGROUND

The Ministry of General Education and Instruction (MoGEI) is calling for individual consultants or firms to apply for the documentation of its key achievements and milestones from 2020-2023.

The Ministry of General Education and Instruction (MOGEI) is a national ministry of the Government of South Sudan that is responsible for primary and secondary education, as well as the training of educators, in the Republic of South Sudan. The Constitution of the Republic of South Sudan has been clearly spelt out that basic education must be free and compulsory to all children. It is, therefore, the mandate of the Ministry of General Education and Instruction to ensure translation enactment into actual deeds.

PURPOSE OF THE CONSULTANCY

The main purpose of this consultancy is to document the achievements and challenges of the projects of the Ministry of General Education and Instruction by collecting, cleaning, processing, analyzing and generating the report/magazine that includes a narrative, photos and video.

The consultancy will have the following main objectives:

- To develop the methodology (including tools and identifying the most context-appropriate approach in guidance of Ethics Research Standards) for the documentation.
- Develop a comprehensive report on the projects of the MoGEI.
- Mapping out which information is needed and can realistically be collected/analyzed on the activities of MoGEI in South Sudan and geographic prioritization (State and county level); this will be done through consultations with the members of MoGEI staff.
- Writing the assessment report and to prepare a presentation summarizing the methodology and main findings, learnings and policy recommendations of the work done.
- To ensure conformity of document formatting with the MoGEI editorial practices and policies (identification symbol, title, agenda item, presentation, page-numbering, etc.) using the MoGEI Editorial Manual.
- Ensure that all editorial changes are made; clarify and finalize changes ensuring that any additional revisions are included in the final version.

- Maintain a tracking list of the official documentation for each information added/generated, regularly checking the status of each document and ensuring that submission deadlines are met.

OUTPUT

1. Inception report within 4 days after signing the contract detailing the documentation/ study design, methodology, data collection instruments and tools of analysis, and work plan/ field work schedule. The consultant is responsible for obtaining ethical approval – when required. Further, the inception report should also include a proposal through an outline of the final report. MoGEI will be responsible to approve the proposed methodology.
2. Presentation of the key findings (first draft report) to MoGEI leadership. During the presentation MOGEI will provide feedback on the key findings
 - One comprehensive, well designed report on all the activities and achievements of the MoGEI
 - PowerPoint Presentation of the report
 - High quality - 1 video and 50 photos of the projects the MoGEI

The consultant shall submit the final report in both hard copies and electronic copies with a clear list of all data (in EXCEL or SPSS compatible formats), transcripts of the FGDs, KIIs, photographs and any approvals granted. The lists of key informants must be disaggregated by gender and learners with Disabilities.

METHODOLOGY

- The consultant is expected to develop a methodology and present it alongside the bidding documents. MoGEI encourages participatory approaches. The sampling and data collection tools will also be developed by the consultant and will be presented alongside inception report.

Application Requirements.

- Provide a detailed assignment/ documentation proposal outlining the most effective methodology to undertake the activities and achievements of MoGEI. The methodology to also outline the best sampling approach and distribution to inform the process.
- A scope of work, outlining timelines for the documentation and coverage.
- A financial proposal for the proposed scope of work. Detailing a budget to cover the entire exercise.
- Samples (1-3) of previous related assignments specifically on documentation of most significant change stories/ magazine. It will also be critical to outline the qualifications of the proposed technical team/s that will engage in undertaking the assignment.
- For consultancy firms, please provide CV summaries of key team members that will be involved in the documentation, their qualifications, previous experience and the key roles they will play in the assignment.
- Ethics and Child Safeguarding approaches: applicants are required to set out their approach to ensuring complete compliance with international good practice with regards to research ethics, protocols, safeguarding of children and compliance to set guidelines.

REQUIREMENTS

- Bachelor's degree or equivalent preferably in Education
- Demonstrated at least 2 years of experience in processing official documentation.
- Ensuring of a timely processing and submission of official documentation to MoGEI
- Experience and demonstrated skills in the field of documentation is an advantage.
- Experience in and understanding of the MoGEI system, as well as intergovernmental processes, is an advantage.
- Good knowledge of United Nations conferences and meetings and the organization of work related thereto would be a strong asset.
- Strong knowledge of Word Excel, Point and Graphics.
- **Knowledge of videography and photography**
- For this consultancy fluency in English (spoken and written) language is required.

CONTRACTUAL TERMS

The service of the selected consultant is estimated to be for a period of 4 weeks.

SPECIAL NOTICE

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals can also provide their services on account of an institution or enterprise in their individual capacity under this procedure.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" of the MoGEI or Save the Children even if she/he is under leave entitlements.

Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

SUBMISSION OF APPLICATION

Interested candidates/institutions should submit a technical and financial proposal and two samples of similar previous assignments. Applications should be submitted to SouthSudanTenders@savethechildren.org no later than 19th March 2024

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above.

Candidates who do not receive any feedback within two months of the deadline should consider their application as unsuccessful.

Annex:

Evaluation Criteria:

This is a mandatory field that requires every vendor to fill in and submit as part of the bid response documents

SECTION 1 - ESSENTIAL CRITERIA			
INSTRUCTIONS - Bidders are required to complete all sections of the below table.			
Item	Question	Bidder Response	
1	MANDATORY CRITERIA: Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'	Yes / No	Comments / Attachments
2	MANDATORY CRITERIA: The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.	Yes / No	Comments / Attachments
	1) Child Safeguarding Policy		
	2) Anti-Bribery & Corruption Policy		
	3) Human Trafficking & Modern Slavery Policy		
	4) Protection from Sexual Exploitation and Abuse Policy		
	5) Anti-Harassment, Intimidation & Bullying Policy		
	6) IAPG Code of Conduct		
7) Conditions of Tendering			
3	MANDATORY CRITERIA: The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments / Attachments
4	MANDATORY CRITERIA: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments

5	MANDATORY CRITERIA: The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).	Yes / No	Comments
	This includes the Supplier submitting the following requirements (where applicable):		
	- Legitimate business address		
	- Valid Tax registration number & certificate		
	Valid Operating/Trading License		
	Valid certificate of Company's Registration/incorporation(Include the renewals if applicable)		
6	For Individual Consultants, applicants must submit the following documents: - Copy of Passport 'data page' or National ID - Individual tax registration - Curriculum Vitae(CV)		

SECTION 2 – CAPABILITY CRITERIA

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
1	Applicants should have Bachelor's degree or its equivalent. -Preferably in Education- Attach Proof of Qualification		
2	Demonstrated at least 2 years of experience in processing official documentation- Attach relevant proofs	Bidder Response	Attachment(s)
3	Good knowledge of United Nations conferences and meetings and the organization of work related thereto would be a strong asset.	Bidder Response	Attachment(s)
4	Experience in an understanding of the MoGEL system, as well as intergovernmental processes	Bidder Response	Attachment(s)
5	Knowledge of videography and photography	Bidder Response	Attachment(s)

6	Should provide related work samples that he/she has accomplished.		
SECTION 3 - SUSTAINABILITY CRITERIA			
<i>Instructions - Bidders are required to complete all sections of the below table.</i>			
Item	Question	Bidder Response	Attachment(s)
1	Does bidder commits to employ workforce (gender-balanced) both female and male. If yes, please indicate in terms of percentage how many female staffs and male staffs are working for your company.		
2	The bidder demonstrates experience and understanding of local context and community		