TERMS OF REFERENCE

I. General Information

Post Title:	Provision of staffing services to the University of Juba UNIPOD project
Unit:	Democratic Governance and Stabilization Unit
Position No.	One company
Duration:	one year
Duty station:	Juba, South Sudan

II. Organizational Context

South Sudan has eight government sponsored universities and 35 other private learning institutions offering both degrees and diploma courses. Indicative figures drawn from different universities show that enrollment is higher in schools of social sciences and humanities compared to science and technology (GEPA Study 2021). This could be attributed to the poor state of science and technology learning infrastructure. Furthermore, there is lack of funding and technical support for development-oriented research. Research conducted in South Sudan universities is mostly linked to pursuance of high education degrees. The need for applied research, especially those contributing directly to improvement of the situation of the people of South Sudan, coupled with the need to widen access to science and technology is imperative for the country to catch with developments in the region.

While recent studies on youth employability (UNDP 2022) suggest that the number of South Sudanese young entrepreneurs, innovators, artists and techno-savvy is on the increase, exposure to the latest technological development, access to internet and innovation skills remain a challenge. There is reliance on theory-based education, which undoubtedly derail the swift ability to attain their maximum potentials. Furthermore, young women and girls are the most disadvantaged and marginalized and, in most cases, reluctant to pursue Science, Technology, Engineering and Mathematics (STEM) field of study due to gender stereotype and misconception as being a male type of profession as opposed to women.

Since applied skills, entrepreneurship, creativity, and innovation are on high demand and many youths need opportunities for exposure and practice, UNDP has secured resources to create a university pod. The UniPod is a physical space and creative culture in which would-be innovators from within the University's students and faculty populations across all disciplines as well as community outside the University of Juba can collaborate and work together to explore their own innate design talent to find solutions to their problems irrespective of their academic backgrounds. The Unipod project is intended to enhance innovation and accelerated learning for students and talented youth in the University of Juba to address community challenges through practice. UNDP seeks a competent consultant firm to recruit and manage the staff of the UniPod at Juba University.

III. Scope of Work

The consultant firm will recruit and manage the following staff of the University of juba UNIPOD project on behalf of UNDP and as per the attached ToRs.

Staff Position	Number
Design Lab Supervisor	1
Interior Designer	1
Mechanical Techs	2
Electrical/Electronic Techs	2
Audio-Visual Tech	1
Total	**7**

IV. Deliverables

The consultant firm will produce the following deliverables:

- Ensure staff report on duty on time and are available during working hours
- Time sheet for work is kept
- The Deliverable for each individual staff is met and clear milestone met.
- Staff are paid on time upon delivery of services
- Duty of care related to staff is undertaken to ensure there is conducive environment for work.
- Final report of the service is submitted to UNDP .

V. Competencies

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly;
- Excellent analytical and organizational skills.

Academic Qualifications, competency and skills requirement of the lead consultant

- 6 – 10 years in leading high-level human resource management
- Ability of staff and staff compliment to provide required services.
- Excellent organisational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds.
- Company profile including reference to previous major human resources they have provided.
- Strong interpersonal skills and respect for diversity
- Strong project management and financial/budget reporting.
- Fluency in English.
- Excellent communication skills with the ability to write clearly, concisely and with strong verbal communication skills.
- Ability to work effectively and efficiently under tight deadlines
- Strong customer service orientation.

Qualifications, competency and skills requirement

- At least three (3) other project team members with 5 years' experience carrying out similar work. One has to be a human resources expert. Please provide three profiles of past project experience for similar

	work with contact information for references. Include a photo, brief description of the project, and a statement of the scope of work your firm completed. • Having a Human with at least 5 years of experience and staff management, recuritment, retention, supervision, leave management and staff motivation. • Experience in working in multicultural environments • Excellent attention to details
VI. Recruitment Qualifications Minimum Eligibility Criteria The vendor must have following minimum eligibility criteria: a) At least 6 years' experience carrying out similar work. Please provide three profiles of past project experience for similar work with contact information for references. Include a photo, brief description of the project, and a statement of the scope of work your firm completed. b) Having a creative director with at least 5 years of experience and expertise to design, illustrate, install and ensure quality interior design services. c) Vendor must provide trade & VAT licence copy, TIN copy. d) The VAT amount will be shown in separate line and the contractor shall submit Mushak-11 and Treasury Challan with the bill to settle down the bill.	
Education:	• University Degree in Management or related field
Experience of the lead consultant	• 6 – 10 years in leading high-level human resource management • Ability of staff and staff compliment to provide required services. • Excellent organisational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds. • Company profile including reference to previous major human resources they have provided. • Strong interpersonal skills and respect for diversity • Strong project management and financial/budget reporting. • Fluency in English. • Excellent communication skills with the ability to write clearly, concisely and with strong verbal communication skills. • Ability to work effectively and efficiently under tight deadlines • Strong customer service orientation. •
Experience of consultant members	• At least three (3) other project team members with 5 years' experience carrying out similar work. One has to be a human resources expert. Please provide three profiles of past project experience for similar work with contact information for references. Include a photo, brief description of the project, and a statement of the scope of work your firm completed. • Having a human resources background with at least 5 years of experience and staff management, recuritment, retention, supervision, leave management and staff motivation. • Experience in working in multicultural environments • Excellent attention to details
• Language Requirements:	• Fluency in spoken and writing English (Knowledge of Arabic is an advantage.)

1. Selection Criteria	Weight	Maximum points
Qualifications of the consultancy firm lead consultant in the required area or course applied for ✓ Bachelor's in management or 6 years' experience in lieu of education for the lead consultant ✓ One has to be familiar with Huan Resources Management . ✓ The second has to be a background in engineering. ✓ The third must have event administration experience including protocol and security	*20%*	*20*
b. Experience of the Company • 6 – 10 years in leading high-level conference planning and event management. • Ability of staff and staff compliment to provide required services. • Excellent organisational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds. • Company profile including reference to previous major conferences organised. • Strong interpersonal skills and respect for diversity • Strong project management and financial/budget reporting. • Fluency in English. • Excellent communication skills with the ability to write clearly, concisely and with strong verbal communication skills. • Ability to work effectively and efficiently under tight deadlines • Strong customer service orientation	50%	50
c. financial proposal ✓ Realistic budget and in line with UNDP consultancy rates ✓ Indicating complete budget breakdown including professional fees, including for production of design items proposed in the ToR.	30%	30
Total	100%	100

VII. Application

Application deadline: 10 December 2022

VIII. Signatures- Post Description Certification

Programme Advisor/Manager (PaCC):
Judy Wakahiu,

Signature Date 9/12/2022

Chief Division/Section
Titus Osundina DRR- Programmes)

Signature Date 9/12/22