



**Ministry of Finance and Planning  
REPUBLIC OF SOUTH SUDAN**

**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR  
NATIONAL REFUGEE SUPPORT OFFICER**

Approved  
SO-H-3  


DID

1/8/2025



Country: **Republic of South Sudan**  
Name of Project: **Enhancing Community Resilience and Local Government Project, Phase II**  
Assignment Title: **National Refugee Support Officer**  
Reference No: **SS-MOFP-500307-CS-INDV**  
Place of Assignment: **Juba, South Sudan**  
Closing Date: **25<sup>th</sup> August 2025**

**1. Project Background**

The Government of South Sudan (GoSS), through the Ministry of Finance and Planning (MOFP) with the Local Government Board (LGB), is leading the implementation of a five-year World Bank-funded (\$150m) project entitled "Enhancing Community Resilience and Local Governance Project, Phase II (ECRP II)" in South Sudan. The project development objective of the ECRP II is to improve access to services, strengthen flood resilience, and enhance institutional capacity for local service delivery and integrated disaster risk management at the national and sub-national levels.

The ECRP II is a follow-on project Enhancing Community Resilience and Local Governance Project (ECRP I), and previous Local Governance and Service Delivery Project (LGSDP/LOGOSEED, both of which involved mobilizing local communities to identify and address priority service delivery deficits and build community capacities through training and resource allocation at the local level. A distinguishing factor of the ECRP II from the ECRP I is that it is a government-executed project to be implemented in collaboration with the International Organization for Migration (IOM) and other Non-Governmental Organizations. Other key differences include an increased emphasis on strengthening government institutions, enhancing flood resilience and disaster risk management, promoting refugee inclusion, and implementing labor-intensive public works.

The Project Management Unit (PMU) was established within the MOFP on Local Government Board premises to provide dedicated project leadership and management under the mandate of the MOFP. PMU has the primary tasks of project management and overseeing the performance of IOM and other service providers, stakeholder outreach and communications, fiduciary and procurement management, community engagement, results management, risk management related to social and environmental safeguards, fiduciary oversight, and procurement planning, as well as maintaining infrastructure quality and standards. PMU functions under the leadership of MOFP supervised by the Program Director who



also leads the implementation of the Public Financial Management and Institutional Strengthening (PFMIS) Project with shared functions of financial management (FM), procurement, Environmental and Social (E&S) risk management, communications, and Monitoring and Evaluation (M&E).

The ECRP-II Project Management Unit (PMU) plays a crucial role in facilitating communication and coordination between the Local Government Board (LGB) and the County Coordination Teams (CCTs) established under the ECRP initiative. This coordination is essential for fostering constructive engagement in local resource management, enhancing service delivery, and overseeing maintenance activities. It is supported by a comprehensive governance framework at the national level, which includes the National Steering Committee (NSC) and the National Technical Working Group (NTWG). These bodies are pivotal for providing strategic and technical direction for implementing ECRP-II. The NSC, chaired by the Ministry of Finance and Planning (MoFP), consists of representatives from various ministries and agencies, including the Ministry of Gender, Child, and Social Welfare (MoGCSW), the Relief and Rehabilitation Commission (RRC), the Ministry of Humanitarian Affairs and Disaster Management (MHADM), the Commission for Refugee Affairs (CRA), UNHCR, the Ministry of Land, Housing, and Urban Development (MoLHUD), the Ministry of Water Resources and Irrigation (MoWRI), and the Ministry of Federal Affairs (MoFA).

The Ministry of Finance & Planning intends to apply part of the proceeds of the grant to fund the position of a **National Refugee Support Officer** to facilitate service delivery to refugees and host communities, as well as achieving its strategic objectives of coordination and support for refugee affairs in South Sudan.

## 2. Purpose of the Assignment

This assignment aims to enable the Commission for Refugee Affairs (CRA) to achieve its purpose under the ECRP II Project by facilitating service delivery to refugees and host communities, as well as achieving its strategic objectives of coordination and support for refugee affairs in South Sudan.

## 3. Scope of Services and Responsibilities

### Strategic Liaison and Coordination for ECRP and CRA

- Collaborate with CRA leadership to identify synergies within ECRP II and beyond.
- Support the execution of monthly, quarterly, and annual work plans for CRA's participation in ECRP.
- Ensure project outcomes are being achieved through active participation in implementation and monitoring.
- Serve as the primary liaison between ECRP II and CRA.
- Represent CRA in high-level meetings, field visits, and coordination forums.
- Serve as the focal point for ECRP and emerging refugee protection interventions
- Support CRA in mapping and identifying prospective partners for strategic partnerships.





- Collaborate with project partners, such as IOM, to conduct analysis in project areas and inform the implementation of refugee actions and CRA interventions.
- Monitoring for Equitable Service Access -Equitable Access and Disaggregated Data. Design and deploy disaggregated data tracking tools to ensure transparent reporting of refugee and host community access to ECRP-II services.
- Monitor key inclusion metrics, including access to water points for refugees, enrollment in vocational training, and participation in livelihood initiatives.
- Conduct quarterly field verifications through spot checks and community focus group discussions to validate impact and ensure compliance.
- Submit regular analysis reports, highlighting service gaps and recommending corrective actions (e.g., targeted outreach strategies, service adjustments).

**Facilitating Equitable Participation in Subproject Planning** Conduct targeted engagement with refugee-host committees, ensuring participation from youth, women's groups, and marginalized communities.

- Establish a structured mechanism for prioritizing subprojects (water, education, livelihoods) using participatory ranking methods such as scoring matrices.
- Implement representation benchmarks, ensuring a minimum of inclusion of refugees and marginalized groups in all decision-making processes.
- Identify and document systemic barriers to refugee participation (e.g., language accessibility, mobility constraints) and implement corrective solutions.
- Strengthening Institutional Coordination for Refugee Inclusion-CRA-UNHCR Collaboration Formalize quarterly tripartite meetings (CRA, UNHCR, county governments) with structured agendas and performance tracking.
- Ensure alignment between refugee-focused subprojects and County Integrated Development Plans (CIDPs) to support sustainable service delivery.
- Develop and disseminate joint planning guidelines that define refugee quotas for country-led projects and allocate services accordingly.
- Establish a strategic mechanism to resolve implementation bottlenecks and streamline inter-agency coordination for effective refugee inclusion.

#### **Building Capacity for Sustainable Inclusion**

- Implement specialized training sessions for county staff, focusing on refugee rights, protection frameworks, and inclusion policies (leveraging UNHCR modules).
- Develop practical training materials and integrate them into county-level governance structures to institutionalize inclusive practices for refugees.
- Establish a streamlined reporting mechanism that incorporates simplified templates for tracking refugee participation and service outcomes.
- Provide continuous technical mentorship to key institutional actors, ensuring capacity-building efforts are sustained beyond project timelines.

#### **Reporting & Quality Control**

- Design structured templates for monthly, quarterly, and annual reporting to ensure consistency across internal and external reporting requirements.



- Ensure all reports are accurately developed, reviewed, and submitted within specified deadlines to maintain operational transparency. Establish an integrated monitoring, evaluation, and reporting framework, complete with all necessary templates, data collection tools, and schedules, to ensure accountability across key refugee programs.

**4. Selection Criteria:** Selection shall be based on qualification and experience of the candidate. The qualification and experience required for shortlisting include:

**(i) Required educational qualifications and experiences**

- Bachelor's degree in education, development studies, business administration, economics, law, or organizational development. A master's degree is an added advantage.
- Has 5 years' experience in working with Internally Displaced people or refugees; engaged in dialogue and conflict resolution activities
- At least 7 years of experience in program/project, organizing and implementing training activities, development of training guidelines/modules
- Proficient with Microsoft Office Suite or related software.
- Experience in working in a diverse and multicultural environment is an asset.

**(ii) Skills and attitudes required**

- Excellent verbal and written communication skills.
- Proven practical management skills.
- Strong presentation skills.
- Good at a variety of multimedia training platforms and methods.
- Ability to evaluate and research training options and alternatives
- Proficiency in computer skills



The shortlisted candidates will be invited for oral interview. Consultant will be required to possess the skills and competences listed in the TOR.

*Government officials or civil servants will not be considered unless: (i) they are on leave of absence without pay or have resigned or retired six months prior to the date of the advert; and (ii) their employment will not create Conflict of interest.*

**5. Duration:**

Duration of the assignment is 12 months, renewable based on satisfactory performance and availability of funds.

**6.** A Consultant will be selected in accordance with the Individual Consultants Selection method set out in the World Bank's Procurement Regulations.

**7.** The MoF&P now invites eligible Individual Consultants to indicate their interest in providing the above-mentioned services. Interested consultants must provide information indicating that they are



qualified to perform the services and furnish Curriculum Vitae (CV) in the prescribed **form that will be provided with the TOR upon request through the e-mail address given below.**

**8. Submission of Applications and deadline:**

Interested Applicants may obtain detailed TOR and the CV format from:

[procurement.ecrp@gmail.com](mailto:procurement.ecrp@gmail.com)

A signed Expressions of interest (EOI) and CV in the prescribed format with 3 reference persons must be sent by **25<sup>th</sup> August 2025 at 17:00 Hours (Juba local time)**. The submission must be clearly marked as **"Application for National Refugee Support Officer"** addressed and submitted electronically to the address indicated below Or Hard Copies can be delivered by hand to the address indicated below

**Project Manager**

**ECRP II, Project Management Unit,**

**Ministry of Finance & Planning**

**Juba, Republic of South Sudan**

Email: [procurement.ecrp@gmail.com](mailto:procurement.ecrp@gmail.com)

Location: **Local Government Board Compound (Opposite Bank of South Sudan), Monday to Friday during working hours (8:00 Am – 5:00 Pm)**

