



ADRA

## TERMS OF REFERENCE

<b><u>SERVICE TITLE:</u></b>	<b>PROGRAM STRATEGY DEVELOPMENT NEEDS ASSESSMENT</b>
<b><u>DURATION/TIMING:</u></b>	<b>15 WORKING DAYS (JANUARY -FEBRUARY 2025)</b>
<b><u>VENUE/LOCATION:</u></b>	<b>CAO BANG, HANOI (OR OTHERS)</b>

### I. Background of ADRA in Vietnam:

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church, demonstrating God's love and compassion. ADRA has a presence in over 120 countries world-wide.

In 1988, ADRA began operations across Vietnam through ADRA Indochina. ADRA's office has been located in Hanoi since 1993 and ADRA has implemented many community development projects and disaster relief response activities in Vietnam. Recently ADRA has implement projects across the provinces of Cao Bang, Hanoi, Thai Binh, Tay Ninh, Binh Phuoc, Can Tho, Hue and Vinh Long and its major areas of involvement are in the following core portfolios:

- Community and grassroots development and good governance
- Livelihoods improvement
- Climate change adaptation and mitigation
- Disaster risk reduction and Emergency response
- Health education
- Vocational training

### II. Overview:

ADRA in Vietnam is looking for a consultant to provide support in development of future program strategies. Additional information and ideas from development professional and partners are needed to support the engagement of local and international development partners in several sectors and locations. Therefore, ADRA in Vietnam would like to engage a qualified consultant with broad experience to facilitate and/or lead research, conduct field assessments, and engage the ADRA team in concept development for new potential assistance programming.

### III. Objectives:

**Overall objective:** To support ADRA in Vietnam to develop its future strategic programing strategies using current evidence-based information from national and local partner stakeholders.

**Specific objectives:**

- To strengthen ADRA's planning and visioning for future programming matching its mission and identified areas of interest
- To facilitate planning and connections with key national and targeted provincial partners in the sectors of climate-smart agriculture, rural development and livelihoods, community health including NCDs and disabilities, and others as identified

- To identify additional needs and opportunities for development programming matching gaps and identified opportunities.
- To facilitate, identify, and document practical opportunities for future program capacity building and grant development

#### **IV. Scope of work:**

The consultant is expected to complete the following tasks – most of which will be conducted in partnership with one or more ADRA in Vietnam team members:

- Meet with ADRA Vietnam programs team for discussions and agreements on the plan for the assessment. Review recent programming and documentation and provide clarification on the proposed plans for partner and field information collection and engagement.
- Develop a sectoral and regional developmental needs assessment plan including methodologies, tools and field work plan for the assessment including secondary data collection and qualitative discussions (primarily
- Travel to meet with Provincial People’s Committee, Agriculture and Rural Development department, health department, the Women’s Union, and or other sources of information in the Cao Bang and possibly 1 other province in addition to Hanoi.
- Meet with district People’s committee, Agriculture and rural development, health department and women’s unions at at least two target districts to gather information and discuss potential development programs.
- Meet/communicate with former staff, other implementing partners, and local or international organizations working with the target areas/provinces at the local and or national level.
- Conduct FGDs and or Key Informant Interviews at local community levels based on the consultants preferred data/information collection methods.
- Regularly debrief ADRA supervisors to guide further assessment direction
- Consolidate data, analyse it and discuss with ADRA team members.
- Submit first draft assessment report with recommendations in English (6-8 pages) to ADRA in Vietnam for review and feedback
- Prepare brief summary documentation and contact information of key information from assessment meetings and document review (with assistance from participating ADRA team members where conducted jointly)
- Submit final assessment and recommendations report in English based on agreed upon initial assessment plan.
- Conduct further tasks as agreed upon if there is scope for additional tasks.

#### **V. Methodologies and tools:**

The methodologies (but not be limited) will be used as follows:

- Literature review including government, national and international plans and strategy documents in the relevant sectors.
- Secondary data collection
- Use of prior development experiences and knowledge that contribute to discussions and plans.
- KII/FGDs with government leaders, community leaders, and other stakeholders as agreed.
- Facilitation skills for ADRA team discussions.
- Other as needed.

#### **VI. Time frame and venue:**

- Time: February 2025
- Location: Cao Bang, Hanoi, or other.
- Estimated Number of working days: 15 days (additional time will be considered if beneficial.)
- ADRA Vietnam will provide travel and accommodation expenses based on actual cost and standard allowances

# Of Days	Activities
3 days	Meet with ADRA team and prepare for partner needs/opportunities assessment (literature review, secondary data collection, meetings, preparation of plans and tools for assessment...)
6 days	Conduct provincial/national assessments and information collection
2 days	Analyse data, prepare 1 <sup>st</sup> draft report and send to ADRA for feedback
1 day	Present and Facilitate discussion on finding and recommendations (Hanoi office)
3 days	Complete draft and final Reports in English with further input and feedback from project team.
<b>15 days</b>	<b>Total</b>

## VII. Reporting and work relationships:

- Contracted consultant will report to the ADRA Country Director for this assignment.
- Contracted consultant will work in close collaboration with ADRA programs during preparing and conducting the tasks.

## VIII. Consultant qualification:

- Nationality: Vietnamese
- Master's Degree in community development, agriculture, health or other relevant sector preferred
- Relevant experience in assessments and creative facilitation skills in working towards goals and potential concepts.
- Experience in conducting community needs assessments and strategic programmatic plans
- Relevant fields, with a minimum of 10 years relevant experience including programming in rural areas
- Broad knowledge and experience in working with NGOs and CSOs is an advantage
- Knowledge of working with people at grassroots level and private/ business sector
- High teamwork spirit and effective facilitation skills;
- Excellent command of English and Vietnamese.

## IX. Application submission:

- Deadline for application: January 3, 2025
- The application should include the following:
  - Current CV of consultant with lists/descriptions of relevant work over the past 10 years.
  - Examples of relevant work documentation (attached or by link). Optional prior to short-listing
  - Remuneration standards (provide a range based on the length and nature of this contract)
- Submission: Candidates should submit their proposal CV/work examples/Remuneration standards (for example the rate per day) to the following email – [tuyendung@adravietnam.org](mailto:tuyendung@adravietnam.org)
- For additional information or questions also contact ADRA at the above email address.