

## SCOPE OF WORK

### CONSULTANTS TO DEVELOP EORE SBC STRATEGY & GUIDELINES WITH THE EORE SBC TRAINING PACKAGE FOR CORE GROUPS

<b>Consultancy Title</b>	Explosive Ordnance Risk Education Social Behaviour Change Strategy & guidelines with the EORE SBC training package for Core Groups
<b>Location</b>	Hanoi, Quang Binh Province and Hue City
<b>Contract duration</b>	June 2025 – 30 August 2025
<b>Anticipated LoE</b>	69 working days

#### 1. BACKGROUND

Catholic Relief Services (CRS) is an international humanitarian agency with its headquarters based in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. CRS Vietnam assists local partners in the areas of Inclusion of People with disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

For 20 years, CRS has been helping to ensure children in the most Explosive Ordnance (EO) contaminated and landmine (LM) areas in Vietnam are able to protect their lives from EO accidents.

EO and LM contamination in Vietnam covers over 18% of the country's land area,<sup>1</sup> affecting most provinces. An estimated 800,000 tons of bombs, landmines, missiles, artillery shells, mortar shells and other explosive materials remain, some buried as shallow as zero to five meters underground, posing grave risks to communities. Rainfall further compounds the peril, as displaced explosives can surface unexpectedly during farming or playing activities.

The *Reaching At-Risk Populations through EORE Targeting* (RAPPORT) project is a 4-year project funded by the U.S. Department of State – Bureau of Political-Military Affairs through its Office of Weapons Removal and Abatement, with the goal that farmers and their families in high-risk EO-contaminated areas in Quang Binh province and Hue city are able to protect their lives from EO accidents. The project consists of two strategic objectives (i) target groups experience reduced risk of EO accidents, and (ii) implementation of Explosive Ordnance Risk Education (EORE) is sustained at national and sub-national levels. The project started in October 2024 and will be implemented through September 2028 in 43 high-risk communes of 8 districts across Quang Binh province and Hue City where EORE and clearance activities are lacking due to their mountainous and remote locations. The total estimated direct beneficiaries in Hue and Quang Binh are 219,480 farmers and community

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<sup>1</sup> [https://vnmac.gov.vn.translate.google/vi/tin-tuc/so-lieu-o-nhiem-bom-min-tren-ca-nuoc.t-61.html?\\_x\\_tr\\_sch=http&\\_x\\_tr\\_sl=auto&\\_x\\_tr\\_tl=en&\\_x\\_tr\\_hl=vi&\\_x\\_tr\\_pto=wapp](https://vnmac.gov.vn.translate.google/vi/tin-tuc/so-lieu-o-nhiem-bom-min-tren-ca-nuoc.t-61.html?_x_tr_sch=http&_x_tr_sl=auto&_x_tr_tl=en&_x_tr_hl=vi&_x_tr_pto=wapp), VNMAC, 2020

members. In addition, there are participants outside of these communes who will benefit from mass media campaigns and create a spillover effect.

Effective EORE needs to go beyond awareness raising in order to prevent unsafe practices by those whose livelihoods depend on regularly entering uncleared land; therefore, the RAPPOR project will use Social and Behavior Change (SBC) approaches to promote and encourage safe EO practices. CRS will identify the positive behaviors to be promoted, such as proper EO identification and reporting, which will then be encouraged in various trainings, media campaigns, and through nudges to support a positive change in the most vulnerable. Through EORE, the project aims to enhance vulnerable farmers' understanding of the risks associated with EO, promote safer practices among farmers and their families, and enable them to report EO incidents, so that the local authorities can follow up with survey and clearance actors. Vulnerability factors such as gender, ethnic groups, disabilities, and poverty will also be carefully reviewed and taken into consideration when developing and implementing EORE SBC. The provincial partner, the Department of Health (DOH) in QB and Hue, will be the official platform for rolling out EORE SBC approaches and coordinating with key stakeholders. In addition, the project will assist DOHs in establishing Core Groups that will be equipped to deliver EORE SBC training sessions, so that DOHs take full ownership for future implementation of the EORE SBC.

In December 2024-January 2025, CRS conducted a baseline assessment with Knowledge, Attitude, Practice and Belief (KAPB) survey and SBC formative research in RAPPOR's project sites. Based on this SBC formative research and KAPB survey results and the current CRS's EORE guideline for the community, CRS has a plan to recruit a group of consultants<sup>2</sup>, which includes one SBC expert, one Mine Action expert<sup>3</sup> and 02 agriculture experts (one expert from QB province and one from Hue city), to work with the CRS project team and the compiling team from 2 project provinces and VNMAC, to do the following assignments: i) develop the EORE SBC strategy and guidelines with tools; ii) develop the EORE SBC Trainings materials for Core Groups.

A compiling team from 2 project provinces and VNMAC, which consists of about 12 members of Core Groups (05 members in QB, 05 members in Hue) from provincial-level DoH and project communes in two project provinces and 02 VNMAC's focal persons. The compiling team from 2 provinces will consist of DoH focal points, local government focal points, community leaders, volunteer farmers, and military focal persons at the commune level.

## **2. OBJECTIVES**

The objectives of this assignment are to:

- (1) Develop an EORE SBC strategy and guidelines to organize EORE activities which using SBC approach for farmers, their families and community members to enhance their understanding of EORE, the risks associated with EO, promote the safer practices to help them to be able to protect their lives from EO accidents.
- (2) Based on the developed EORE SBC guideline and tools, develop the training package for the Core Groups.

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<sup>2</sup> A consultant team or individual consultant that SBC Expert will be the Team Leader

### 3. TARGET AUDIENCE & USERS

End target users:

- (1) Provincial partners, VNMAC, and project team.
- (2) Core Group members. These groups will play crucial roles in delivering different EORE SBC sessions for target groups, including face-to-face EORE sessions, door-to-door communication sessions through the most at-risk household visits, and mass media activities.

End target audiences: Target farmer groups, their families, and communities. These groups play the main role in addressing behaviors that are determinants of EO risk prevention practices.

### 4. CONSULTANT TEAM

The consultant team which includes 01 SBC expert who should be the team lead, 01 Mine Action expert, 01 Agriculture expert from QB province and 01 Agriculture expert from Hue city. The specific expectations for each expert are as follows:

- (1) SBC expert: to design the EORE SBC strategy and then design the EORE SBC guidelines and tools with the inputs of the Mine Action expert and the 02 Agriculture Experts.
- (2) Mine Action Expert: to determine and prioritize the key risks, key time, key tasks, key messages with sufficient advice for developing the EORE SBC strategy and guidelines with tools.
- (3) Agriculture Experts: Provide insightful information locally from each province, such as the local community context and culture, farming practices; work with the project team, SBC expert and Mine Action expert to map the risk and vulnerability by task, crop, land, tools; to propose the alternative agriculture techniques that communities can adopt to reduce risks for farming, provide insightful and local context information to support the SBC expert to develop EORE SBC strategy and guidelines, communication and campaigning tools.

### 4. METHODOLOGY, DELIVERABLES AND TIMELINE

#### 4.1. METHODOLOGY

The consultants will propose the assignment methodology which will be reviewed and approved by CRS Vietnam's Program Manager and SBC Technical Advisor. Following methods are expected to be applied, but not limited to: **Desk Review**

Review related information, but not limited to the existing policies, related documents/guidelines, project's Baseline with KAP survey reports and SBC formative research, review of all related project documents, studies, and/or other related documents.

**EORE SBC strategy and guidelines development:** The SBC Expert will take the leading role in the development process, the Mine Action Expert and Agriculture Experts will provide inputs, following the specific expectations for each expert mentioned above.

Including but not limited to:

- EORE SBC Strategy development – proposed at least 02 content options and consult with the project team before finalization: the strategy should identify desired knowledge, desired attitude and desired behavior, a framework including selected SCB approaches, objectives, a description of M&E frameworks and the workplan, detailed activities including aspects related to roles and accountabilities of all related stakeholders involved in the implementation, timelines, etc
- EORE SBC guideline – propose at least 03 content options and consult with the project team before finalization: Lead the development of the practical, user-friendly and easy-to-use EORE SBC guidelines for farmers and communities: The consultant, in collaboration with the compiling team and the project team, is supposed to lead and facilitate the EORE SBC guidelines development process and provide technical support for the final version.
- EORE SBC tools - propose at least 03 options for EORE SBC tools and consult with the project team before finalization: Lead the development of a set of visual tools to accompany the guidelines to facilitate interpersonal communication.
- Facilitate the meetings with the compiling team during the material development process; lead and provide technical input during the material development process.

**Test the tools and materials:** The SBC Expert will take the leading role in the process, the Mine Action Expert and Agriculture Experts will provide support and input, following the specific expectations for each expert mentioned above.

- Facilitate the process of testing the tools and materials in two project provinces before finalization, to validate the realism, relevance, and application of the tools and materials.

**Finalization of the EORE SBC strategy and guidelines:** The SBC Expert will take the leading role in the process, the Mine Action Expert and Agriculture Experts will provide support and input, following the specific expectations for each expert mentioned above.

- Facilitate the validation session/workshop and submission of the final versions of the EORE SBC strategy and guidelines with adjustments after the validation.

**Develop the training package for Core Groups:** The SBC Expert will take the leading role in the process, the Mine Action Expert and Agriculture Experts will provide support and input, following the specific expectations for each expert mentioned above.

- Based on the developed EORE SBC strategy and guidelines to develop the training package for Core Groups to support the Core Groups’ members to have useful materials to conduct EORE SBC safe farming sessions for target farmers, EORE SBC sessions for community members, and other EORE SBC communication and campaign events.

## 5. DELIVERABLES AND TIMELINE

The consultants will be expected to deliver the following deliverables within the timeframe from June 2025 to 30 August 2025.

No.	Tasks	Deliverables	Estimated days	Due Date	Location
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			<b>SBC Expert</b> <hr/> <b>(Leading role)</b>	<b>Mine Action Expert (Inputs role)</b>	<b>02 Agriculture Experts (Inputs role)</b> <hr/> <b>(01 in QB, 01 in Hue)</b>		
1	Desk study, Robuth Inception report with a brief outline of the EORE SBC strategy and guidelines.	Inception report with a brief outline of the EORE SBC strategy and guidelines in Vietnamese.	5	3	4 <hr/> (02 days/ expert)	10 June 2025	Hanoi
2	Develop EORE SBC strategy content EORE SBC guideline content & a set of visual tools.	EORE SBC strategy content EORE SBC guideline content & a set of visual tools in Vietnamese.	14	5	8 <hr/> (04 days/ expert)	25 June 2025	Hanoi
3	Test the tools and materials: 01 commune in Quang Binh and 01 commune in Hue.	The developed tools/guidelines will be tested for adjustment/ finalization in Vietnamese.	2	2	2 <hr/> (01 day/ expert)	2 July 2025	Quang Binh, <hr/> Hue
4	Validation workshop and finalization of the EORE SBC strategy and guidelines	Final versions of EORE SBC strategy and guidelines with a detailed implementation	5	3	4 <hr/> (02 days/ expert)	11 July 2025	Quang Binh <hr/> Hanoi

	with a detailed implementation plan and M&E framework, a set of visual tools.	plan and M&E framework, a set of visual tools in Vietnamese.					
5	Develop a coaching/mentoring plan with details suggestions and methodologies.	A coaching/mentoring plan with details suggestions and methodologies in Vietnamese.	5	3	4 <hr/> (02 days/ expert)	18 July 2025	Hanoi
	<b>Total worked-days</b>		<b>36</b>	<b>17</b>	<b>22</b>		

### 3 LOGISTICS

Domestic flights will be paid for by CRS directly to the third-party vendor. Hotel accommodation and in-country travel will also be paid for by CRS directly to the third-party vendors. The consultant will be reimbursed for per diem and ground transportation to/from the airport from their home will be reimbursed by the actual cost, following CRS's cost norm.

Payments will be processed after completion of the following four action steps:

- Submission of deliverable(s) by the consultant.
- Submission of an invoice and timesheet specific to the deliverable(s) by the consultant.
- Approval of the deliverable(s) by CRS.
- Approval of each invoice by CRS.

Payment will be made within 30 days after the above steps are completed.

### 4 REPORTING & WORK RELATIONSHIPS

The consultant team will be supervised by the CRS Mine Action Program Manager, and will work in close collaboration with the CRS SBC Technical Advisor.

### 5 QUALIFICATIONS OF THE CONSULTANTS

**The SBC expert:**

- Advanced university degree (Master or PhD) in social studies, communication, and social and behavioral change in the social sector.
- Minimum of 07 years of relevant experience in the development of SBC strategies, guidelines, tools including for the social sector is required.
- Demonstrated experience leading the design of multiple SBC strategies in Vietnam context is required. Experience with strategies for changing social norms and beliefs is strongly preferred. Experience with strategies targeting ethnic minority communities is strongly preferred.
- Experience with participatory iterative design of SBC strategies with Government and Community feedback strongly preferred.
- Ability to work collaboratively in a multisectoral team effectively and within tight timeframes.
- Knowledge of mine action and especially EORE in Vietnam preferred.
- Strong facilitation skills.
- Strong analytical and reporting skills. Excellent writing skills. Fluent in English.
- Familiarity with ethical considerations in developing materials/guidelines that involve vulnerable populations.

**The EORE Expert:**

- Bachelor (Master Degree is preferred) in University in Military, Social Science or related fields.
- Minimum 07 years of working experience in Mine Action, especially EORE in Vietnam.
- Have a deep understanding of EORE implementation in Vietnam, in particular in EORE behavior change projects in the last 5 years.
- Strong facilitation skills.
- Strong analytical and reporting skills.
- Excellent writing skills.
- Familiarity with ethical considerations in developing materials/guidelines that involve vulnerable populations.

**Agriculture Expert:** 01 from Quang Binh Province and 01 from Hue City

- Bachelor Degree in Agriculture, Community Development or related fields.
- Minimum 07 years of working experience in the agriculture and rural development sector, including at least 3 years in one or more project communes.
- Comprehensive understanding of the local community context, including common farming practices and other land and forest based livelihood activities, including waged labor and collection of non-timber forest products. Familiarity with gendered roles and roles of different age groups in livelihood practices essential. Familiarity with current impact of EO on local livelihood practices strongly preferred.

- Strong analytical and reporting skills. Good writing skills.
- Familiarity with ethical considerations in developing materials/guidelines that involve vulnerable populations.

## 6 EVALUATION CRITERIA

- Relevant qualifications and experience
- Technical proposal:
  - Good understanding of ToR.
  - Appropriate approach aligns with the requirements of consultation and approval processes.
  - Clear and detailed workplan, with clear roles and responsibilities identified of the consultancy team
  - Satisfactory timeline.
- Financial proposal: reasonable and relevant to experience.
- Combined technical and financial scores: Competitive.

## 7 ETHICAL CONSIDERATIONS

All required activities will adhere to ethical standards, ensuring informed consent, confidentiality, and sensitivity to the needs of affected people and communities.

## 8 APPLICATION REQUIREMENTS

Interested consultants or agencies are requested to submit the proposal in English.

- Applications should include:
  - ✓ Letter of Expression of Interest.
  - ✓ A copy of the business license (if any)
  - ✓ Company profile (if any)
  - ✓ A concise technical proposal.
  - ✓ A tentative work plan
  - ✓ Financial proposal with a detailed breakdown of the daily rate in Vietnam Dongs with VAT/PIT included
  - ✓ CVs of key personnel demonstrating relevant capacity and experience
  - ✓ 2 similar assessment reports written by the applicant.
  - ✓ Minimum 2 references for similar assignments.
- Institutions and individuals interested to apply are invited to submit your applications, duly signed and stamped (if any) via email to Catholic Relief Services (CRS) at: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org).
- Closing date for submission: by **May 28, 2025**.