

## TERMS OF REFERENCE

***Service for: Developing and conducting two training courses to strengthen capacity of resources mobilization and management for Vietnam Association for Victims of Agent Orange/Dioxin (VAVA)'s network under the INCLUSION project.***

**Location:** Vietnam – ability to work remotely (outside or inside of Vietnam) on the development of the training courses, with the training courses to be facilitated in person in Southern and Northern Vietnam

**Project:** Inclusion III-b

**Time:** From August to November, 2025

## I. INTRODUCTION

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### I.A. CRS and Its Partners

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community 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' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been operating in Vietnam since 1994. In partnership with government and communities, CRS implements programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

The Vietnam Association for Victims of Agent Orange/Dioxin (VAVA) plays an important role in supporting victims of Agent Orange. VAVA mobilizes domestic and international resources to care for and support victims of Agent Orange, protects the legitimate rights of the victims, and contributes to overcoming the consequences of toxic chemicals (Agent Orange) in Vietnam.

### I.B. Project Summary

CRS signed a Memorandum of Understanding with VAVA under the project "Improving the quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange in Dong Nai province" (Inclusion III-b project). One of the priority activities is to provide services to develop VAVA's organizational management capacity, particularly in resource mobilization and management, to enhance its ability to support Agent Orange victims effectively.

CRS seeks experienced and qualified consultants to design and facilitate two training courses to build the capacity of VAVA's central and provincial staff in resource mobilization and management. The training will focus on understanding the core requirements of resource mobilization: identification and mapping of donors, research and relationship building,

fundraising strategies and proposal development. This will be within the context of Vietnamese associations, their guiding regulations and the unique fundraising landscape for Vietnamese associations.

## **II. PURPOSE AND SCOPE OF WORK**

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### **II.A. Purpose:**

The purpose of the consultancy is to design and facilitate two training courses to strengthen the capacity of VAVA's network in resource mobilization and management under the INCLUSION III-b project.

### **II.B. Scope of work:**

The consultant/s will perform the following tasks:

- (1) Identify learning needs through conducting pre-training consultations (e.g., questionnaires and online interviews) to identify specific learning priorities of VAVA officials in resource mobilization and management; and to assess gaps in VAVA's current practices.
- (2) Design a 2-day training course tailored to the identified learning needs of participants. .
- (3) Develop training materials in accessible formats, including the agenda, presentations, handouts, case studies, and an after-action review form. Materials must be provided in Vietnamese.
- (4) Facilitate two training courses, each is for 2 days
  - Facilitate one 2-day training course in Northern Vietnam in October 2025 for 35 participants (5 from Central VAVA, 30 from provincial VAVA).
  - Facilitate one 2-day training course in Southern Vietnam in November 2025 for 35 participants (5 from Central VAVA, 30 from provincial VAVA). Participants are different to the first training course held in Northern Vietnam.
  - Guide participants in developing actionable strategies to apply lessons learned in resource mobilization and management.
- (5) Produce a final report (no more than 10 pages) summarizing the consultancy activities, learnings, and outcomes, and provide a complete set of digital copies of all training materials for ongoing use by CRS and VAVA in Vietnamese digital copies

## **III. METHODOLOGY OF THE CONSULTANT MISSION**

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The consultants will undertake the following tasks to design and deliver a 2-day training courses for leaders of disability clubs:

- (1) Identification of learning needs:
  - Conduct pre-training consultations via questionnaires and online interviews to assess learning needs of VAVA officials.

- Analyze gaps in VAVA’s current practices for resource mobilization and management to inform the course design.
- (2) Design the 2-day training courses agenda and facilitation plan:
- Develop a detailed agenda and facilitation plan for two 2-day training courses.
  - Incorporate participatory methods such as group discussions, case studies, and role-playing to foster peer-to-peer learning and practical skill-building.
  - Design an after-action review form to capture participants’ reflections and assess the applicability of lessons for future training delivery.
- (3) Develop the training courses materials:
- Create a set of training courses materials in accessible formats, including training courses agenda, presentations, handouts, case studies and an after-action review form
  - Ensure materials are trainer-friendly, enabling participants to use them effectively.
  - All materials must be in Vietnamese to ensure accessibility.
- (4) Facilitate two training courses (2 days each):
- Deliver two 2-day training courses (in September and October 2025) with active engagement through interactive activities, peer-to-peer learning, and knowledge-sharing forums.
  - Conduct an after-action review to capture participants’ reflections, key takeaways, and areas for improvement.
- (5) Make final report and provide digital copies of all training courses materials:
- Produce a final report on the training courses outcomes.
  - Provide a complete set of digital copies of all training courses materials for ongoing use by CRS and VAVA. The training courses materials are in Vietnamese.

#### **IV. DELIVERABLES AND TIMELINE**

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##### **IV.A. Deliverables:**

The consultant will provide the following deliverables as agreed with the Inclusion IIIb team:

- (1) Detailed workplan, to agree and guide the consultancy
- (2) Pre-training courses analysis report outlining consultations and findings to support the development of the training courses agenda
- (3) Two day training courses agenda and facilitation plan
- (4) Training courses materials (electronic copies)
- (5) Facilitation of two training courses held in Vietnam
- (6) Final report covering the consultancy activities, learnings and outcomes.

##### **IV.B. Schedule and timeline**

<b>Deliverables</b>	<b>Estimated number of days needed to complete</b>	<b>Target dates to complete</b>
<b>Detailed workplan:</b> Inception meetings will be held to provide further details and gain enough information to develop a detailed workplan to guide the consultancy and agree deadlines	2 days	August 2025
<b>Pre-training courses analysis report (remote):</b> A concise report (no more than 5 pages) summarizing findings from pre-training courses.	4 days	August 2025
<b>Detailed 2-day training courses agenda and facilitation plan (remote):</b> An agenda and facilitation plan outlining the structure, activities, and evaluation for the training courses, tailored to participants' learning needs.	3 days	August and September 2025
<b>Training courses materials (remote):</b> A complete set of digital copies of all training courses materials, including the pre-training courses analysis report, agenda, presentations, handouts, case studies, and after-action review form.	3 days	August and September 2025
<b>Facilitation of two training courses (2-days each) in-person:</b> Delivery of two training courses (2 days each), ensuring active engagement through interactive activities, peer-to-peer learning, knowledge-sharing forums focused on sharing knowledge and lessons learnt, challenges and actionable solutions.	8 days (4 days in September and 4 days in October, including travel time)	October and November 2025
<b>Final report (remote):</b> A final report (no more than 10 pages) on training courses outcomes.	3 days	November 2025

The time for the consultant to complete the task is expected to be approximately 23 working days, from August 2025 to November 2025.

## V. LOGISTICS

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- The following support will be provided to the consultant by Inclusion IIIb:
  - Contacts to VAVA and relevant partners for preparation and implementation of the training courses
  - Coordinate and arrange logistics for the consultants and participants including transport, accommodation, meals and training courses venues.
  - Coordinate and obtain relevant approvals for activities from authorities

- The consultant will work closely with the Senior Project Officer of the Inclusion IIIb team at CRS.

## **VI. CONSULTANT QUALIFICATIONS**

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The consultants (or consultancy team) must meet the following qualifications:

- Master's degree in organizational development, nonprofit management or other relevant fields with a focus on resource mobilization and management.
- At least 5 years of experience designing and conducting capacity development activities for Civil Society Organizations (CSOs) or similar organizations, specifically in resource mobilization and management.
- Connections to and experience in working with donors and organizations involved in funding activities and projects for associations, CBOs and CSOs, preferably in Vietnam or Southeast Asia.
- Proven track record of collecting and analyzing good practices and learning needs related to resource mobilization and management from CSOs or similar stakeholders, with expertise in tailoring capacity development content to address identified gaps
- Extensive experience in designing and facilitating interactive training courses for up to 35 participants, using participatory methods to foster peer-to-peer learning, problem-solving, and practical skill-building in areas such as fundraising, donor engagement, and resource management.
- Ability to guide groups in developing actionable strategies in resource mobilization and management, addressing challenges and enhancing organizational capacity.
- Excellent oral communication skills and the ability to deliver high-quality written reports in Vietnamese.

## **VII. APPLICATION PROCEDURE**

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This consultancy is open to national and international consultants, though no translation services will be provided and applicants should note the language requirements. CRS will consider applications from individual consultants, consultancy teams, consultancy agencies, NGOs and INGOs.

Interested parties are requested to submit the proposal in Vietnamese, including:

### **Technical proposal:**

- Expression of Interest
- A copy of business license (if any)
- Company profile (if any)
- A concise technical proposal
- A tentative work plan.

- Curriculum vitae (CVs) demonstrating relevant capacity and experience.
- Minimum 02 references for similar assignment

**Financial proposal:**

- Propose consultancy fees with a detailed breakdown of the daily rate in Vietnamese Dong, including tax (VAT/PIT) and travel-related expenses. All proposals, regardless of location of the consultant should be submitted in Vietnamese Dong.
- Please note that CRS Vietnam is obligated to with-hold all relevant taxes, on the entire cost of the proposal, for direct payment to the Government. Proposals **must be** inclusive of the tax obligations.
- **Method for submission:**
- Proposals should be duly signed, stamped (if any) and submitted to CRS's email: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org)
- Consultants may apply for several trainings/workshops of CRS simultaneously.
- Questions should be submitted to [ruth.whereat@crs.org](mailto:ruth.whereat@crs.org)
- Closing date for submission: **12 August 2025**