

## **CATHOLIC RELIEF SERVICES – VIETNAM PROGRAM**

### **Terms of Reference**

#### **Training on Market Assessment and Cash Feasibility Study for CWG members and JAT team in Vietnam**

**Project: Ready to Respond (411067-10515/101)**

May – August 2022

#### **I. Introduction**

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, Civil Society and Communities, CRS implements programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation; Disabilities; Mine Risk Education and Landmine Survivors' Assistance.

Over the past two decades Vietnam has witnessed an increasing number of natural disasters, or extreme climate events like drought, severe cold, flooding and storms that have caused death and devastation to communities and the environment. The Vietnam Disaster Management Authority (VNDMA) estimated that from the beginning 2021 to 29<sup>th</sup> July 2021 alone, damage by disasters is expected to total of about \$202 billion VND<sup>1</sup>, exacerbating the economic effects of the COVID-19 pandemic.

CVA (Cash and Voucher Assistance) is an effective tool to provide assistance and services to the most vulnerable and at-risk populations. Cash and Vouchers Assistance (CVA or CBI) helps affected families meet essential needs, including access to food, water, healthcare, and shelter, allows them to rebuild livelihoods and supports voluntary repatriation.

The national Joint need assessment team (JAT) comprises of VNDMA, UN agencies, INGOs developed tools for rapid need assessment including VCA as a cross cutting theme. VNRC has translated Rapid Assessment Market (RAM) tool and provided a training for Red Cross staff. However, there has not been sufficient capacity strengthening across the sector. Through the training curriculum, JAT and CWG members will be better equipped for decision-making to include cash-based interventions as a viable response option in emergency and recovery operations

Within this Term of Reference (TOR), CRS is seeking a national consultant for:

- 1) Development of training curriculum on Market assessment and Cash feasibility study for CWG members and JAT team.**
- 2) Provision of training on Market assessment and Cash feasibility to member of Cash Working Group (CWG) and Joint Assessment Team (JAT).**

#### **II. Development of training curriculum on Market Assessment and Cash Feasibility study**

##### **2.1 Objectives**

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<sup>1</sup> <https://phongchongthientai.mard.gov.vn/en/Pages/natural-disaster-situation-from-the-beginning-of-2021-as-of-july-29-2021-.aspx>

Humanitarian response in Vietnam with the intervention of cash transfer or NFIs distribution with different approaches/modalities have been implemented widely. In order to best inform the organizations/stakeholders in the future response, the training curriculum on Market assessment and Cash feasibility is developed with the main focus on:

- (i) A good conceptual understanding of the steps involved in market assessments, cash feasibility:
  - Going over basic market concepts
  - Different types of market assessments and methodologies
  - How to select appropriate market tools and guidance
  - Adapting assessment tools appropriate to context
  - Preparing to do a market analysis
  - Mapping the market system
  - Analysing the market information
  - Response options analysis: identify the factors to consider in assessing CVA programming feasibility and facilitate decision-making to include cash-based interventions as a viable response option in emergency and recovery operations
  - Writing a good market assessment report including recommendations for program design
  - A good conceptual understanding of the steps involved in cash feasibility
- (ii) Basic skills in how to apply this understanding in real-life settings
  - Hands on, practical exercises that allow training participants to apply the learning and practice using the RAM process and tools
  - Hands on, practical exercises that allow training participants to apply the learning and practice using the cash feasibility tool
  - Examples and case studies from Viet Nam and the region that help contextualize the theory
  - Guided by adult learning principles, exercises should recognize and use participants' life experience and self-motivation to learn as well as be practical and relevant to the participants' needs

## **2.2 Development of the training curriculum**

The training curriculum will contribute to improve the application of Cash and Voucher Assistance (CVA) in emergency response projects and improve the impact of future emergency projects in Vietnam. A collaborative approach, engaging staff, partners, and other key stakeholders as appropriate during the development process will be applied. The consultant team will be engaging in but not limited to the following:

- a. Collect and review key supporting materials/information from CRS, other sources relevant to the objectives/topic of the training activity consisting of market assessment, cash feasibility and other cross cutting issues of gender, people with disabilities, older people
- b. Collect and review key supporting material (session plan, training PowerPoints, handouts, reference document, video/clips ...) from CRS, other sources in order to design of the programme/materials for the training activity (or updating of or adjustment to the requirements/objectives of the training activity; etc...)
- c. Contextualize materials that specific for each module/session for the training and reference document to the development process
- d. Consolidate, develop and finalize the training curriculum in consultation with CRS Technical Advisors, Vietnam Disaster Management Authority (VNDMA) and core members of Cash Working Group (FAO, VNRC...)

- e. Following the training, collect feedback from the participants and incorporate key suggestions to improve and finalize the material.

**Key Audiences and end-users of the training curriculum:** Following are key audiences and end-users of this documents:

- Disaster Management Working Group (DMWG) members
- Cash Working Group members
- Joint Assessment Team
- CRS, Vietnam Red Cross as well as other local non-governmental organizations
- Other stakeholders

### **III. Provision of training to CWG members and JAT team**

#### **3.1 Objectives**

The training using the above training curriculum aims for humanitarian workers with an understanding of market assessments and cash feasibility. After completing the training, participants will (i) have gained a solid understanding of the theory and steps of market assessments and cash feasibility and (ii) be able to apply in the joint need assessment when they are deployed after disasters hit.

Within this TOR, the consultant will conduct the following tasks

#### ***Prior to the training***

- Cooperate with CRS and core CWG members to develop training agenda to meet above objectives.
- Consult CRS and core CWG members to develop training facilitation guide using CRS provided format for the training based on developed contents and methodology.
- Prepare training materials (hand-outs, text, slides, reference document, video/clips...) for distribution during the training.

#### ***During training courses***

- Co-facilitate/support CRS Technical Advisor to facilitate training in order to meet outcomes expectation
- Facilitate the consultation session on training curriculum and training evaluation to get meaningful inputs comments collecting from participants, facilitators

#### ***Post training***

- Incorporate inputs into the draft version of training curriculum
- Develop the training report

### **IV. Key responsibilities of the consultant**

The Consultant will take active role to conduct the training curriculum development and provision of training on Market assessment and Cash feasibility study for CWG members and JAT team. Specifically, the Consultant will be responsible for but not limited to the following tasks:

- Actively design the training curriculum in English and Vietnamese and lead the draft/finalize the curriculum to meet the abovementioned objectives
- Design the training (flow content, facilitation guide-note, presentations, consolidation of the training report...) and assign to the assistant the arrangement all logistics for the training
- Co-facilitate/support the training with CRS Cash and Market Technical Advisor
- Consolidate the inputs from the participants to improve the training curriculum
- Training report writing and finalization of the training curriculum in English and Vietnamese

## V. Deliverables

- Development of training curriculum
  - o A package of training curriculum on market assessment and cash feasibility in English and Vietnamese including facilitation guide, handouts, PowerPoint materials, reading/reference lists, etc.
- Provision of training
  - o Set of training material including handout, presentation reading material distributed to participants, list of reference material suggested
  - o List of participants attended
  - o Photos, clips of the workshop
  - o Report in English submitted which include (i) Evaluation on the participants, (ii) Lesson learnt on how to improve the sessions for better organizing next times; (iii) Suggestion/Recommendations application of the new knowledge/ skills acquired from the training activity (based on the action plans developed by the trainees following the completion of the training activity).

## VI. Schedule

The tentative timeline for the learning is from May - August 2022. Actual timeline will be discussed and agreed with the selected consultants.

No.	Activity	Proposed Date Range	Days
<b>I</b>	<b>Development of the training curriculum</b>		
1.1	Literature review and document available	May 2022	2
1.2	Meetings with CRS Technical Advisors, Cash Working Group core members on the outline of training curriculum	May 2022	2
1.3	Development of training curriculum closely with CRS Technical Advisors and CWG	May – June 2022	10
1.4	Consultation with CRS Technical Advisors, Cash Working Group core members on the draft version of training curriculum	May – June 2022	2
1.5	Update the training curriculum based on the comments from CRS TA and CWG	June 2022	2
1.6	Translation the training curriculum from English to Vietnamese	June 2022	3
1.7	Finalize the training curriculum based on inputs consolidated from the training in English and Vietnamese	June-July 2022	3
<b>II</b>	<b>Provision of the training curriculum</b>		
2.1	Preparation for the training (flow content, facilitation guide-note, presentations, consolidation of the training report...)	June-July 2022	1
2.2	Co-facilitate the training with CRS Cash Technical Advisor	July 2022	2
2.3	Training report writing	July – August 2022	1
	<b>TOTAL</b>		<b>28</b>

## VI. QUALIFICATIONS AND EXPERIENCE REQUIRED

### A national consultant possesses following qualifications and background

- Has Bachelor's degree in economic, social sciences or a related field;
- Demonstrable expertise in designing and conducting a similar training curriculum
- Strong knowledge and experience in emergency response in Vietnam; Specifically experience in CVA
- Excellent facilitation, analytical, communication and report writing skills;
- Excellent written skill, in English and in Vietnamese;
- Experience in material development is an asset

Interested parties may submit proposals via email to: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org)

or

by mail (in sealed envelope) to CRS Office at the following address:

CRS Vietnam

R. 301-303, Building E3, Trung Tu Diplomatic Compound, No. 06 Dang Van Ngu, Dong Da Dist., Hanoi, Vietnam

Attn: Ms. Tran Thi Thu Hang – Admin and HR Officer

Telephone: 024 3773 8300

Applications should include:

- Letter of Expression of interest with an indicative budget (maximum 3 pages);
- CV demonstrating relevant capacity and experience;

Deadline for submission: **15 May 2022**

Only shortlisted applicants shall be contacted for interview before contracting.

**\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**