

SCOPE OF WORK (SOW)

CONSULTANTS TO ORGANIZE A TRAINING COURSE ON EORE TECHNICAL SUPPORT AND MANAGEMENT & PROJECT MANAGEMENT FOR VNMAC & TECHNICAL ASSISTANCE MEMBERS

1. OVERVIEW

Catholic Relief Services - CRS is an international humanitarian agency 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.

The project “Towards Sustainable Mine Risk Education for Primary and Secondary School Children” (SMRE) under Mine Action Program is being implemented from 2020 – 2024 in 5 provinces in Central Vietnam, including Quang Binh, Quang Tri, Quang Nam, Da Nang, and Thua Thien Hue (TTH) with the cooperation of provincial Departments of Education and Training (DOETs) in these five provinces, and the Primary Education Department of provincial Universities (TTC) in Quang Binh, Quang Nam and Thua Thien Hue provinces. This four-year project will further promote Explosive Ordnance Risk Education (EORE) integration in schools with initiatives to adapt to the new educational reform requirements and prepare for a sustainable EORE transition to its partners through capacity building and advocating for a national EORE framework. The project provides in-class EORE integrated lessons, EORE extra-curriculum activities, and EORE game applications for students in schools. During this process, the project also conducts EORE training for teachers and lecturers so that they could convey EORE lessons to their students in primary and secondary schools and undergraduates in TTCs. At the national level, the project cooperates with Vietnam National Mine Action Center (VNMAC) to leverage the EORE integration throughout the country with the development of EORE national strategy and standard, the series of national and provincial EORE communication work, and the capacity building for VNMAC staff. The commitment to support building the capacity for VNMAC staff includes designing, implementing, and coordinating the

EORE program at national and local levels. This will help to build VNMAC's staff capacity in providing technical assistance, coordination, and evaluation of the implementation of the national EORE strategy and standard.

Technical assistance (TA) is one of the project's sustainability strategies. The TA network is a collection of members from provincial DOETs and TTC, who have a lot of experience in education for children and EORE in their localities. The group's basic functions are 1) to assist the EORE integration in their system at the provincial level; 2) to support to dissemination the EORE integration in other provinces if needed in the future and 3) to participate in the development of the national EORE strategy. The project has worked with 5 DOETs and 03 TTCs (Quang Binh, Hue and Quang Nam) to select 18 experienced and good background focal points to join the network. As for supporting EORE technical assistance network to well operate after its establishment, the project is planning to conduct a series of training courses of EORE knowledge, and skills of project planning, coordination, implementation, facilitation, consultation, and presentation as well as monitoring and evaluation in order that they have good capacity in EORE technical assistance and can fulfill their role. There will be three training courses for TA network conducted in turn by 2023 and early 2024, 1) EORE knowledge and skills for planning, coordination, and implementation of EORE integration activities; 2) facilitation, consultation, and presentation skills; and 3) Monitoring, Evaluation, Accountability, and Learning (MEAL).

In March 2023, the project would like to hire a team of 02 consultants to deliver the first training course with a length of 2,5 days in Hoi An, Quang Nam province, aiming to provide TA focal persons and VNMAC staff with the necessary knowledge and skills for their technical support of EORE planning, coordination, and implementation at both national and local levels, as well as project management.

2. OBJECTIVE

To support TA network and VNMAC to reinforce the EORE knowledge and skills for planning, coordination, and implementation of EORE integration activities, the consultants are required to develop and deliver 01 training course which will include topics on *(1) EORE knowledge in general; 2) How to develop a detailed implementation and coordination plan for EORE technical assistance activities; 3) How to implement and manage INGO-funded project's activities effectively.*

3. EXPECTED OUTPUTS

The consultants will design and complete the development of the training materials of the course in consultation with CRS, which covers topics, (1) EORE knowledge in general; 2) How to develop detailed implementation plan for technical assistance activities; 3) Coordination skill for implementation of specific technical assistance activities, and 4) How to implement and manage INGO-funded project's activities effectively.

After the training, the participants are expected to gain knowledge and skills:

- Understanding of EORE contents including general knowledge, EORE context in Vietnam, the current policies on EORE in Vietnam, the activities of mine action organizations in Vietnam, the results of mine action work, the resources for EORE, and the related international and national mine action standards (IMAS 12.10).
- Knowing how to develop a detailed implementation plan and TA in each province complete their detailed implementation plan for technical assistance activities on EORE, refer to CRS's detailed implementation plan template.
- Having coordination skills for the implementation of specific technical assistance activities and coordination measures among agencies from the local to national level.
- Know how to implement and manage INGO-funded project activities effectively, following CRS's COMPASS standards (<https://compass.crs.org>) and the Vietnamese Government's policies and standards.

The requirements of the deliverables:

3.1. Content:

- The training course is designed for TA members and VNMAC (about 28 participants) with full content which meets CRS's COMPASS standards and the Vietnamese Government's policies and standards on project management; and reflects the requirements of related international and national mine action standards.
- Expected methodology for the training: Participatory, Adult learning approach, Interactive, Participant-centered, etc.
- The training curriculums of the course including agenda, training materials, and pre/post-test (link/paper), logistic list are developed in Vietnamese.

- The first consultant will deliver the following topics but not limited to 1) EORE knowledge in general, EORE context in Vietnam, the current policies on EORE in Vietnam, the activities of mine action organizations in Vietnam, the results of mine action work, the resources for EORE, the approach for different target groups...
- The second consultant will deliver the topics, 2) How to develop a detailed implementation plan for technical assistance activities; 3) Coordination skills for implementation of specific technical assistance activities, and 4) How to implement and manage INGO-funded project activities effectively.
- The consultants will apply appropriate teaching methods that encourage the active participation of trainees.
- The consultants will design the training contents and methods that meet the purposes of the training and trainees' expectations.
- The consultants will deliver the training report after the training.

4. TIMELINES

The consultancy will be provided within the period from 7 March to 20 April 2023.

Item	Deliverable requirements	Deadline	Assignment Completion duration	
			Consultant 1 (day)	Consultant 2 (day)
1	The comprehensive training curriculum (agenda, training materials, and pre/post-test, logistics list) for a two and a half days training is developed and finalized. Note: - Should create links for pre/post-test. The pre-test should be sent to participants 01 weeks before the training.	10 days after signing the contract	2	2

	- An online meeting with two consultants and CRS to finalize the training curriculum and training requirements if needed.		0.5	0.5
	Finalize the training package after the online meeting		0.5	0.5
2	Delivery training contents			
	1) EORE knowledge in general and others relating to EORE which are mentioned in the Article 3. Expected Outputs.		0.5	0.5
	2) How to develop detailed implementation plan for technical assistance activities. 3) Coordination skill for implementation of specific technical assistance activities. 4) How to implement and manage INGO-funded project's activities effectively.		2	2
3	An online meeting with CRS to reflect the training and share recommendations for the next course	2 days after the training is completed	0.5	0.5
4	Training report is prepared and finalized	7 days after the training is completed	1	1
	Total days/expert		7 days	7 days

* The consultant team will discuss with CRS to define the focal person to take lead in the materials development and delivering the training process.

5. COORDINATION AND REPORTING

The consultants will report to Mine Action Program Manager/CRS Vietnam. During the

assignment, the Consultant will work and coordinate closely with:

- CRS/Mine Action Program Team, VNMAC staff, and TAs in terms of training contents, EORE technical issues, and training arrangement.
- CRS's Procurement Officer regarding quotations/proposals and PO/contracts/agreements.

6. DESIRED QUALIFICATIONS.

The consultant(s) need(s) to meet the below criteria:

Item	Qualifications	Consultant 1	Consultant 2
1	Master's degree (preferred) in Education, Development Studies, Social Sciences, Social Works or related field	✓	✓
2	Experience working in mine action	✓	
3	Demonstrated experience in Participatory, Participant-Centered Methodology, which combines a variety of training methods and involves intensive practice, interaction, and discussion among trainees	✓	✓
4	Experience in developing and delivering trainings for INGOs and Government Officers	✓	✓
5	Minimum 5 years of experience in training/consultancy of Education, Classroom Management, Material Development, facilitating stakeholder /working group consultations, etc.	✓	
6	Minimum 5 years of experience in training/consultancy of Project Development and Management		✓

7. APPLICATION PACKAGE

The application package should include:

- CV (including related experience, title, working place, contact details, at least 03 referees, and at least 03 similar previous training courses).
- A copy of Degrees/Diploma/certificate
- A work plan with segregation of duties of each member
- One-page outline of the assignment's training design and delivery approach/methodology.
- Financial proposal in Vietnam dong, giving a detailed breakdown of daily rates including PIT, and all related travel costs to the training location, proposed in Hoi An, Quang Nam.

Method for submission:

The application must be signed and emailed to: vn_procurement@crs.org

Closing date for submission: by 23 February 2023