



SCOPE OF WORKS (SOW)

Consultant to facilitate two sharing workshops on explosive ordnance risk education (EORE) implementation and good practices for doets and technical assistance network

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 the 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 (DOET), 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 can facilitate 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.

Although the EORE is currently integrated into the compulsory curriculum of the DOETs in Quang Binh, Quang Tri, Quang Nam, Da Nang, and Thua Thien Hue, the project still needs to advocate to the DOETs to ensure continued support with these efforts for the longer-term, as well as to support with the facilitation of learning across DOETs. Therefore, the project plans to organize two key learning events:

01-day sharing event on EORE implementation among the project provinces.

This workshop will include members of VNMAC, DOETs, BOETs and teachers. The workshop will discuss the needs, successes, and challenges in order to document the project’s good practices, success stories to support DOETs can learn from each other and to share best practices. In addition, VNMAC focal points will be invited to this sharing workshop to share information on the relevant National and Provincial Mine Action Programs and EORE regulations, decisions, and guidance such as the National EORE Strategy, the importance and the necessary to implement EORE integration in primary and secondary schools with DOETs.

Half-day TA network member workshop

The EORE Technical Assistant (TA) network was established in late 2022 by DOETs and TTCs in five project provinces. The focal persons of DOETs and TTCs joined the TA network at the provincial level and have been trained to provide technical support for EORE implementation in primary schools, secondary schools, and universities. The project plans to organize a half-day workshop with TA network members to provide a space for opportunity DOETs and TTCs across the 5 provinces to share experiences, good practices, challenges and lessons learned with each other on their EORE

implementation and technical support in each provinces. Additionally, the workshop will allow them to learn about best EORE practices in other provinces. This sharing event will nurture their passion for EORE work, and provide a space for discussing lessons learned and to sharpen their feedback on the development of the National EORE strategy. Through these participating workshops, the project aims to empower members to have ownership of EORE best practices and implementation and prepare for the project phase-out.

To support the development of the above-mentioned sharing events, the project is seeking a consultant to design and deliver the two workshops. The workshops are planned for the 2nd week of June 2024.

2. OBJECTIVE AND EXPECTED OUTPUTS

2.1. Assignment Objectives

- The consultant will develop and deliver two continuous (back to back) workshops over two days to facilitate the 1) EORE implementation sharing among five DOETs (1 full day); and 2) EORE technical support among TA network members (half-day). The expected methodology for the workshop: participatory and interactive, use of adult learning approach, and developed through human-centered approach. The consultant will work collaboratively with CRS focal points and other partners (DOETs and TA network members) as required.

2.2. Expected outputs

2.2.1. Design and facilitate a 01-day sharing event on EORE implementation among the project provinces.

Key workshop objectives:

- All members have opportunities to showcase successful EORE integration initiatives, share challenges faced, and propose improvement solutions.
- VNMAC recognizes the sharing, lesson learned, recommendation and innovation, and achievement of EORE integration activities to share at a higher level.
- VNMAC confirms the necessity of sustained EORE integration in primary and secondary schools with DOETs by sharing information on the relevant National/Provincial Mine Action Programs & EORE regulations, decisions, guidance, National EORE Strategy and Standard.

1.1.1. Design and facilitate a half-day TA network member workshop

Key workshop objectives:

- All members have an open discussion where members can share their experiences on EORE technical support locally; recommendations, lessons learned, challenges encountered, and best practices in delivering technical assistance for EORE implementation.
- All members can participate actively in brainstorming sessions to identify areas for improvement in the TA network's support.

- All members can participate actively in the discussion on how members can leverage their collective expertise to enhance the effectiveness of EORE technical support efforts.

3. DELIVERABLES

The requirements of the deliverables:

- Two workshop curriculums in Vietnamese, which will include the workshop methodology and facilitation plan, agenda, materials, and logistics list.
- Work closely with CRS's focal points, DOET/TA network member's presenters to develop the presentations for the workshops from each DOET/ TA network member.
- In-person facilitation of two workshops: (1) a one-day sharing workshop in EORE implementation for five DOETs (about 84 participants), and (2) a half-day workshop for TA network members (about 25 participants). Consultant will be responsible to organize the full workshop and ensure the requirements as mentioned in item 2.2 are achieved.
- Following the workshop, the consultant will provide:
 - Final report summarizing the workshop and achievements, including key discussion points, participants' feedback and next actions.

4. TIMELINE

The consultancy will be provided within the period from 20 May 2024 until 15 July 2024 with the following deliverables:

No.	Deliverable requirements	Deadline	Estimation days for the consultant
	The comprehensive workshop curriculum (including detailed content with methodology and facilitation plan, agenda, materials, plan to support members from DOETs and TTCs to prepare presentations for two workshops, and logistics list) for the two workshops are developed and finalized.	10 days after signing the contract	6
	An online meeting with the consultant and CRS to finalize the workshop facilitation plan and the requirements.		0.5
	Finalize the workshop package after the online meeting		0.5
	Deliver workshop content		1.5
	An online meeting with CRS to reflect on the workshop and share recommendations after the workshop if needed	5 days after the workshop is completed	0.5
	The workshops' reports are prepared and finalized and submitted to CRS.	10 days after the workshop is completed	1
	Total days estimated:		10 days

5. COORDINATION AND REPORTING

The consultant 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, DOETs, BOETs, VNMAC and TTCs in terms of workshop contents, EORE technical issues, and workshop 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:

No.	Qualifications	Required criteria
1	Master's degree (preferred) in Education, Development Studies, Social Sciences, Social Works or related field	✓
2	Demonstrated experience in participatory, interactive and human-centered methodology, use of adult learning approach which combines a variety of training/workshop methods and involves intensive practice, interaction, and discussion among trainees	✓
3	Experience in developing and delivering trainings/workshops for INGOs and Government Officers	✓
4	Experience in training/consultancy of Education, Community Development, Project Development and Management, Strategy Development, Material Development, facilitating stakeholder/working groups, etc.	✓

7. APPLICATION PACKAGE

Interested applicants should prepare the application package with the following documents :

- CV (including related experience, title, working place, contact details, at least 03 referees, and at least 03 similar previous assignments).
- A copy of Degrees/Diploma/certificate.
- A detailed work plan of the assignment with an agenda for organizing the workshop.
- One-page outline of the proposed workshop design and delivery approach/methodology for each workshop.
- Financial proposal in Vietnam dong, giving a detailed breakdown of daily rates including PIT (Note: all related travel costs to the workshop location, proposed in Da Nang city will be covered by CRS).

Method for submission:

The application package must be signed and send to CRS at: thuthuy.nguyen@crs.org

Closing date for submission: by 01 May 2024