



Terms of Reference For WASH IEC Training in the Nine Dragons 2 Project

I. HABITAT FOR HUMANITY VIETNAM BACKGROUND

Habitat for Humanity International (HFHI) is a non-government organization that works in nearly 100 countries around the world in the areas of housing microfinance, technical support in low-cost construction methodologies and other capacity building interventions to improve housing, water and sanitation systems for poor families and communities as part of its vision of “A World Where Everyone Has a Decent Place to Live.” Habitat’s work in Vietnam is undertaken through a branch office of Habitat for Humanity International (hereafter known as Habitat for Humanity Vietnam – HFHV) that was established in October 2001. Currently, HFHV has projects in the southern provinces of BaRia – Vung Tau, Long An and Tien Giang. In the north, it is active in Thai Binh and Hoa Binh provinces, as well as in Quang Nam in the central region.

II. RATIONALE

Habitat for Humanity Vietnam is implementing “Nine Dragons 2: Improving shelter security, health and disaster resilience” in Long An and Tien Giang Provinces, Southern Vietnam. The overall goal of the project is to improve shelter security, health and disaster resilience in estuarine communities’ within Long An and Tien Giang Provinces, Southern Vietnam; through providing access to safe shelter, water and sanitation facilities; One of the key objectives of this project is to: **raise community awareness of safe water, sanitation and hygiene practices.**

The lack of awareness around water, sanitation and hygiene (WASH) impedes the community’s ability to demand access to basic services, while government responses remain restricted by lack of resources and capacity. Therefore, it is important to complement water and sanitation infrastructure with awareness-raising across the broader community; while concurrently developing the capacity of the government to provide better quality water and sanitation support. Once the local authorities have acquired increased WASH related awareness and knowledge they will be more likely to support water and sanitation related activities in the community and prioritize future water and sanitation related loans to households in need. This will ensure that the water and sanitation needs of this impoverished community can be met and supported in a sustainable way.

HFHV intends to do this through WASH training in the community and reach out to a total of **150 community members** in Co Cong Dong District, Tien Giang Province to increase local awareness around the importance of water, sanitation and hygiene.

1. The Goals of WASH Training

The goals of the WASH training are to:

- Share **knowledge** with the training participants in the areas of water, sanitation and hygiene;
- Raise awareness about the importance of WASH and help change **attitudes** (desires, feelings and values) about WASH practices; and
- Share suitable WASH behaviours with the training participants, to enable proper WASH **practice**, and improve health for themselves, their family and the community

2. The project area for WASH Training includes:

150 community members in Co Cong Dong District, Tien Giang Province; in two towns and 4 coastal communes (Tan Hoa, Vam Lang, Kieng Phuoc, Tan Phuoc, Gia Thuan, Tan Dien, Tan Thanh)

III. OBJECTIVE

The consultant will assist the Nine Dragons 2 project by:

1. Reviewing HFHV’s strategy and materials for WASH training, which uses an information, education and communication (IEC) method to raise community awareness.



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2. Orient/Coach HFHV staff who will be delivering trainings in future on the delivery and facilitation of the selected training strategies
3. Facilitating one-day WASH training(s) in Co Cong Dong District, Tien Giang Province, with HFHV staff observation.

IV. SCOPE OF WORK

The consultant will familiarize themselves with the project's proposal, the survey reports, the draft WASH training material and other documentation relevant to the Nine Dragons 2 WASH training strategy; this will include but not be limited to:

- a. Review of the following draft WASH training strategy and materials (in Vietnamese and English):
 - i. WASH Training method and IEC activities
 - ii. WASH Training presentation and games to support IEC training Method
 - iii. Training agenda which details the schedule for the one-day training
 - iv. Training evaluation method and materials (pre and post quiz)
 - v. WASH training materials used during the training and for the participants to take home.
- b. Obtain comments and inputs from HFHV relevant staff and from project partners on any significant changes to the draft WASH training strategy and materials.
- c. Finalize WASH training strategy and materials in Vietnamese and English
- d. Facilitate a training session in HFHV's office to orient and coach relevant HFHV staff in the facilitation of the WASH training strategy.
- e. Facilitate one-day WASH training/s in Co Cong Dong District, Tien Giang Province (a minimum of one WASH training session and a maximum of six sessions), with HFHV staff observation.

V. DELIVERABLES

The specific deliverables will be:

1. Final WASH Training Materials- Due 2 weeks after reviewing the draft WASH Training Material (and becoming familiar with the project's proposal, the survey reports, and other documentation relevant to the Nine Dragons 2 project).
2. Facilitation of a training session to orient and coach relevant HFHV staff in the facilitation of the WASH training strategy.
3. Facilitation of one-day WASH training session(s) in Co Cong Dong District, Tien Giang Province (a minimum of one WASH training session and a maximum of six sessions, depending on government requirements).
4. Evaluation Report on the WASH training strategy, detailing the successes and lessons learned (utilizing the pre and post quiz and any other evaluation results); and any recommendations for improvement in WASH training: preparation, methodology, activities materials or facilitation.

The expert will be based in his/her working place when reviewing and finalizing the WASH training strategy and materials (refer Scope A and C) and meet with HFHV as needed at the Ho Chi Minh City office.

VI. CONSULTANT'S EXPERIENCE & COMPETENCIES

The Consultant should have:

- A University Degree in social science, psychology, sociology, public health, development studies, education or other relevant disciplines.
- At least 5 years experience in developing and facilitating training programs which focus on community participation and information, education and communication (IEC) approaches.
- At least 5 years experience working with international organizations and/or INGOs.



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VII. DURATION AND TIMING

The consultant is expected to commence the services in **April 2014** and the assignment will be carried out within **8 months** from the date of commencement (agreed by both consultant and HFHV).

The planned series of WASH training sessions are scheduled as monthly training from: May to October 2014 (6 training courses). With 25 – 30 persons each training session (a total of 150 participants are expected over the 6 training courses).

The Consultant will facilitate **at least one** of the six training session and may facilitate (or assist and mentor an alternate facilitator) for the **remaining five** training sessions.

Below is a summary of the expected time required for the Consultant's deliverables:

- **Deliverable 1:** 2 weeks for reviewing and finalizing WASH training materials.
- **Deliverable 2:** 1 day for preparing and 1 day for facilitating WASH training (per training session) in Co Cong Dong District, Tien Giang Province (at least one and up to six training sessions will require facilitation).
- **Deliverable 3:** 0.5 - 1 day training session to orient and coach relevant HFHV staff in the facilitation of the WASH training strategy.
- **Deliverable 4:** 3 days for developing a draft Evaluation Report on WASH training and 1 day to finalise the report based on review comments from Habitat for Humanity Vietnam staff.

VIII. MANAGEMENT OF THE ASSIGNMENT

The contract will be signed in accordance with HFHV regulations and guidelines for the contracting of consultants. The assignment will be directly managed by the Senior Manager, Program Support and Innovation with direct support from the WASH team and will ensure that all required facilities and information are made available to the consultant.

IX. PROPOSAL CONTENTS

Interested or selected candidates must submit the following documents:

1. Proposed Consultancy Fee – Showing a breakdown of the number of hours required for each deliverable and the Consultant's hourly rate.
 - i. Show the cost of preparing and facilitating a single one-day training session (as the number of training sessions the Consultant will facilitate is to be determined).
2. Curriculum Vitae
3. One relevant sample
4. At least 1 letters of reference from prior places of employment or contact names and details of your referees

Full proposals should be submitted electronically no later than 18 April 2014 to the contact email addresses listed below.

To: application@habitatvietnam.org