



TERMS OF REFERENCE FOR TRAINING

I. Background of ADRA in Vietnam

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church, demonstrating God's love and compassion. ADRA has a presence in over 134 countries world-wide

In 1988, ADRA began operations, across Vietnam through ADRA Indochina, with the shipment of medicines from the USA. ADRA's office has been located in Hanoi since 1993 and has implemented more than 200 projects in over 50 provinces across Vietnam. Currently, ADRA is implementing projects across the provinces of Cao Bang, Hanoi, Thai Binh, Tay Ninh, Binh Phuoc, Can Tho and Vinh Long and its major areas of involvement are divided into 5 core portfolios:

- Community and grassroots development and Good governance
- Livelihoods improvement
- Climate change adaptation and mitigation
- Disaster risk reduction and Emergency response
- Health education

II. Overview of the project

Project names:

1. *Climate Resilient Agriculture and Renewable Energy for Sustainable Livelihood Improvement (CARE) Project, Phase II*
2. *Community Empowerment on Disaster Risk Reduction and Climate Change Adaptation for building safety and resilience (CEM) Project*

Project period: 2017-2020

Project location: Bao Lac district, Cao Bang Province

Project overall objectives:

1. Community-based organization set up and functioning for the benefit of the local villagers and community development
2. Training provided in community development skills, good governance, relevant agriculture techniques, WASH, DRM and Climate change adaptation, renewable energy and Energy efficiency

3. Safety and resilience of marginalized ethnic minority communities have increased through improvement of preparedness and response mechanisms by engaging local authorities and communities in reducing vulnerability to natural disasters and climate change in Bao Lac district of Cao Bang Province
- Project intervention:

Detailed intervention:

1. To set up CDCs with participation of marginalized ethnic minority members
2. CDC functioning and managed by the CDC leaders for community and economic development
3. The capacity of CDC members in livelihood development is improved through WASH, CCA, DRM trainings, livelihood development options and opportunities
4. Awareness of and knowledge in other related social and environmental aspects of CDC members are improved to support the holistic and sustainable nature of livelihood development
5. Income generation schemes are developed and piloted by CDCs with the support of the implementing partners

The projects are implemented in collaboration with Cao Bang Women Union and local authorities from project location.

III. Objectives of the works:

To conduct the ToT trainings on:

1. Inter-cropping techniques
2. Slopping land agriculture techniques

IV. Scopes of work:

1. The consultant will provide training courses on the required topics
2. Develop training contents and curriculums
3. Design pre-training and post-training tests;
4. Deliver training sessions at project sites
5. Collect and report post-training assessment results.

V. Time frame and venue

1. Time: Conduct the site trainings on March 19-22, 2018 for more details, please see the attached plan
2. Venue: Bao Lac, Cao Bang

VI. Deliverables

1. Detailed training agenda
2. Training materials, pre-training and post-training tests; hand-outs
3. Final Vietnamese report

VII. Reporting and work relationships

1. Contracted consultant will report to Programs Director for this assignment.
2. Contracted consultant will work in close collaboration with ADRA project team during the preparation and conduction of the tasks.

Qualification required for the Consultant(s)

1. Nationality: Vietnamese;
2. Master Degree in Agro-forestry;
3. Has conducted the relevant trainings and been familiar with Bao Lac, Cao Bang is an asset;
4. Experience of conducting the same trainings before with application of FFS approaches;
5. Relevant fields, with a minimum of 10 years relevant experience;
6. Experience in working with NGOs and CSOs is an advantage;
7. Knowledge of working at grassroots level;
8. High teamwork spirit and effective facilitation skills;
9. Familiar with the agriculture techniques especially the ones applicable in Cao Bang;
10. Excellent command of Vietnamese.

VIII. Application submission:

- Deadline for application: March 16th, 2018.
- The application should include CVs of consultant with tracked records of recent trainings completed. ADRA Vietnam is to provide traveling and accommodation based actual cost according to its standard.
- Interested candidate should submit the proposal and price (for example the rate per day) to tuyendung@adravietnam.org



Kế hoạch Tập huấn

Tên lớp: **Kỹ thuật Xen canh tăng vụ và Canh tác trên đất dốc**
Thời gian: 19-22/03/2018
Địa điểm: Các xã dự án – huyện Bảo Lạc, Cao Bằng
Yêu cầu: Máy chiếu, VPP, Địa bàn thực hành, Vật liệu làm công cụ, hạt cỏ Ghinê.

Ngày	Công việc	Số ngày	Người làm
Trước 18.03	Chuẩn bị tài liệu tập huấn, trao đổi với cán bộ ADRA thu thập thông tin, làm quen địa bàn dự án, gửi ADRA comments chương trình tập huấn, chỉnh sửa theo yêu cầu, ADRA phê duyệt nội dung tập huấn		Giảng viên, Chương trình, Dự án
18.03.2018	Đi địa bàn công tác, chuẩn bị tập huấn	01	Giảng viên, Dự án
19.03.2018	Tập huấn lớp 1 – Dự án CARE	01	Giảng viên, Dự án CARE
20.03.2018	Tập huấn lớp 1 – Dự án CARE	01	Giảng viên, Dự án CARE
21.03.2018	Tập huấn lớp 2 – Dự án CEM	01	Giảng viên, Dự án CEM
22.03.2018	Tập huấn lớp 2 – Dự án CEM	01	Giảng viên, Dự án CEM
23.03.2018	Kết thúc tập huấn, chuyên gia trở về	01	Giảng viên
30.03.2018	Nộp báo cáo tập huấn trước 30/03	01	Giảng viên
	Tổng số ngày làm việc		

Số ngày làm việc và chi phí chia đều cho 2 dự án CEM và CARE2