



## TERM OF REFERENCE (TOR)

<b>References</b>	Project documents, Helvetas Cost Norm and other related materials
<b>Project</b>	Secure land rights for all- Giving ethnic minorities a voice - L4A
<b>Activity Code</b>	6.2.1
<b>Mission</b>	National consultant (as the team member) to conduct Training Need Assessment (TNA) of LANDA members, Mass Organizations, CMCs and local officials / technicians and elderly on land-related governance, conflict mediation and negotiation, monitoring and policy analysis and advocacy methods for collecting evidence for policy recommendation
<b>Purpose</b>	To conduct capacity building need assessment for LANDA members, Mass Organizations, CMCs, local officials / technicians and elderly on land-related governance, conflict mediation, negotiation, and monitoring; policy analysis and advocacy methods for collecting evidence-based information/data for policy recommendation.
<b>Place of execution</b>	Cao Bang, Hoa Binh, Nghe An, Hanoi and LANDA organization members offices
<b>Timeline</b>	October-November 2020
<b>Supervision</b>	L4A Manager, LANDA Coordinator and Accountant

## PROJECT SUMMARY

The project on “Secure land rights for all-Giving ethnic minorities a voice” (L4A) is funded by the European Commission and implemented by HELVETAS Intercooperation gGmbH, and the Land Alliance (LANDA) which is coordinated by Centre for Rural Communities Research and Development (CCRD). HELVETAS takes responsibility for managing and monitoring the project implementation while LANDA/CCRD acts as a facilitator, and technical advice provider regarding the management and use of land and forest resources. The project will coordinate with key departments and organizations at all levels such as Ethnic Council of the National Assembly Office, Committee of Ethnic Minorities Affairs, Fatherland Front, MoNRE/DoNRE, MARD/DARD, the Vietnam Lawyers' Association and reputable experts to promote project implementation.

The overall goal of project is to contribute to the effective promotion and protection of land and forest resource rights of ethnic minorities (EMs) in the northern provinces of Vietnam. Through the project support, LANDA member organisations and Commune Mediation Committees (CMCs) will be resourced to support marginalised communities to claim their land and forest resource rights and to pro-actively participate in land governance processes. The project is taken place in three northern provinces of Vietnam including Cao Bang province (Nguyen Binh district), Hoa Binh province (Da Bac and Mai Chau district), and Nghe An province (Tuong Duong district), in the period from June 2020 to May 2023.

Training Need Assessment (TNA) is one of the integral parts of capacity development of the L4A as part of a wider partnership approach to ensure that the actors have capacities beyond the length of the project strategy. Based on the knowledge and skills of the hands-on Land Right Toolkit (LRT)<sup>1</sup>, the L4A will build the capacity of LANDA members, Mass Organizations, CMCs, local officials / technicians on topics that are relevant and necessary to reach the project objective. The activity will start with a thorough TNA, led by LANDA and supported by Helvetas. Key informant interviews, group discussions and expert consultations by using questionnaires designed by the national experts will be used for the assessment. Information about the needs, conditions and existing capacities as well as gaps of these actors will be analysed. Subsequently, capacity building measures will be developed to enable evidence-based shared learning. Topics such as land governance, conflict mediation and negotiation, M&E, policy analysis and dialogue will be included in the program. A TNA report with elaborated capacity building plans will be prepared and shared among related stakeholders. The report also contains recommended procedures for continuous learning and outlines the positive impact for all. This learning process will also be integrated into the existing M&E systems of the participating LANDA members.

The L4A is seeking for a consultant, or a team of consultants, or local research organization (hereafter called 'Consultant' to undertake the above tasks. The Consultant is required to submit a detailed proposal and related documents as described below.

## 1. SCOPE OF ASSIGNMENT

**1.1. Purpose:** To conduct capacity building need assessment for LANDA members, Mass Organizations, CMCs, local officials / technicians and elderly on land-related governance, conflict mediation and negotiation, monitoring and policy analysis and advocacy methods for collecting evidence-based information/data for policy recommendation.

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<sup>1</sup> **Land and Resources Tool (LRT)** will be used to identify key issues related to the protection and promotion of ethnic minorities' land- and resources-related rights, particularly assessing interests of different stakeholders and their power to inform and influence decision making. The content of the toolkit will include a) Vietnamese policies, laws and regulations relating to access to land and forest, land governance monitoring and settlement of complaints and land disputes; b) customary community regulations relating to forest and land resource management, especially dispute resolution; c) methods and skills related to citizen participatory in land governance, responsible governance of tenure for promoting gender-responsive land action, conflict map of resources and resolution including stakeholder's analysis, and negotiation-mediation and consensus building i.e. VGGT, FPIC and lawsuit proceedings. It also includes guideline on steps, methods and skills necessary while using the toolkits.

## 1.2. Tasks

This assignment is requested to fulfil following tasks:

- Explore the existing knowledge, capacities, experience, and resources including opportunities and difficulties/challenges of local CSOs, Mass Organizations, CMCs, local officials / technicians and elderly in supporting local communities to promote land-related governance, conflict mediation and negotiation, monitoring; their engagement and active participation in policy analysis and advocacy for collecting evidence-based information/data for policy recommendation;
- Explore and elaborate the existing capacities and experience of local CSOs, Mass Organizations, CMCs, local officials / technicians and elderly in terms of building local communities' skills, knowledge and experience in land-related governance, conflict mediation / negotiation and monitoring;
- Map out an evidence-based TOT plan including contents, methodologies, participatory tools and lines of enquiries for capacity building of CSOs, Mass Organizations, CMCs, local officials / technicians and elderly on the identified topics;
- Provide evidence-based recommendations regarding project's approaches and strategies in improving capacities for local CSOs, Mass Organizations, CMCs, local officials / technicians, and elderly on the identified topics.

## 1.3. Requirement for product

The product of this mission is an analytical report of training needs based on the knowledge, capacities, experience, and resources of the LANDA members, Mass Organizations, CMCs, local officials / technicians, and elderly on the identified topics. The report also includes an evidence-based TOT plan including contents, methodologies, participatory tools, and lines of enquiries as well as evidence-based recommendations regarding project's approaches and strategies in capacity building for such above stakeholders.

## 2. STAKEHOLDERS/AUDIENCES

Stakeholder	Further information
<b>Civil Society Organizations</b>	LANDA member organizations
<b>Local government organizations</b>	Commune/District People's Committees, Ethnic Minority Committee, Natural Resource and Environment, Agriculture and Rural Development
<b>Commune Socio-Political Organizations</b>	Mediation Committees, Fatherland Front, Farmer's Association, Women's Union, Youth's Association, Veterans, village leaders and elderly

### 3. ACTIVITIES AND TIME FRAME

No.	Activities	Due date
1	Lead the development of assessment tools including data collection and analysis tools and guides	15/10/2020
2	Discuss with LA4 team to finalize the protocol and data collection and analysis tools and guides	16/10/2020
3	Finalize assessment protocol, budget estimation and toolkits / methodologies, including: <ul style="list-style-type: none"> <li>Quantitative questionnaires</li> <li>Sampling matrix</li> <li>In-depth interview guided questions</li> <li>Group discussion guidelines</li> <li>Draft outline of assessment report with dummy table</li> </ul>	17/10/2020
4	<ul style="list-style-type: none"> <li>Pre-test the assessment tools with a few respondents in the field to test the respondents' comprehension of questions as well as the time it takes to answer them all, then finalize tools before actually conducting the assessment.</li> <li>Ensure the language, length and question raising to be appropriate with each respondent</li> </ul>	25/10/2020
5	Conduct field data collection  Be ethical to the stakeholders / respondents, seek the respondents' / legal guardians of respondents' informed consent before they join the assessment and appraise the active participation of respondents	5/11/2020
6	Data analysis	12/11/2020
7	Prepare and present a PPT on key findings for comments	16/11/2020
8	Prepare and submit the draft report for comments	23/11/2020
9	Submit the final report in both Vietnamese and English for the assessment and a master plan for TOTs / capacity building for LANDA members, Mass Organizations, CMCs, local officials / technicians and elderly	30/11/2020
10	Knowledge translation materials: A presentation sharing on the key assessment results with the assessment areas in PowerPoint in Vietnamese and English	

11	Finance documents: including all receipts, lists of participants that is complied with HELVETAS's financial policy and guides	
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## 4. DURATION OF ASSIGNMENT AND DUTY STATION

The Consultancy will be conducted from October to November 2020 with the field trip to Cao Bang, Hoa Binh, Nghe An and LANDA member offices.

## 5. APPLICATION EVALUATION CRITERIA

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria:

No.	Criteria	Weighting
1	Relevant experience in conducting TNA (both qualitative and quantitative data collection and analysis) in the field cover by the TOR	20
2	Knowledge and experiences in capacity building for local NGOs/CSOs and working with Community Based Organizations and local Lawyer Associations in in the field cover by the TOR	15
3	Demonstrated ability (qualification and competence) of the consultant to be assigned to the work	15
4	Well-developed and relevance of the proposal which suit to the objective, topics and tasks covered by the TOR and feasibility of the proposed activities, timeline/delivery schedule including risk identification and mitigation	20
5	Adequacy and reality of the proposal approach, methodology and work plan	10
6	Reasonability of the proposal budget which suits to the project cost norm	20
	<b>Total</b>	<b>100</b>

In addition to the aforementioned requirements and qualification, it is important that the consultant shares the core values (respect for diversity, integrity and profession) and competencies (awareness and sensitivity regarding land-related issues of ethnic minorities, accountability, creative problem solving, effective communication, inclusive collaboration, stakeholder engagement and leading by example).

The consultants will be evaluated based on cumulative analysis, the award of contract will be made to the individual consultant whose offer has been evaluated and determinate as: i) responsible/compliant/acceptable; ii) having received the highest score out of a pre-determinate set of weighted technical and financial criteria specific to the solicitation.

## 6. DEADLINE FOR APPLICATION SUBMISSION

Candidates are requested to send the following documents in 01 application email to [landrightvn@gmail.com](mailto:landrightvn@gmail.com)

- i. Application letter explaining your interest in the consultancy and why you are the best candidate for the consultancy position;
- ii. Updated CV;
- iii. Technical and financial proposals specifying a daily consultancy rate and a breakdown per deliverable.

**Deadline for application: Before 29 September 2020.**

***Note:*** The selected applicant is required to sign on the Assignment Contract, HELVETAS's Code of Conduct (CoC) and other needed documents before conducting the assignment.