



SCOPE OF WORK (SOW)

CONSULTANT TO ORGANIZE A WORKSHOP ON DEVELOPING A SUSTAINABILITY FRAMEWORK FOR DOETS AND TTCS

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), 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.

In order to EORE will be sustainability integrated into the educational program of the provinces, the project will support five DOETs and three TTCs to develop a framework that includes (1) the direction for the sustainable EORE integration; (2) a plan for EORE



integration and implementation; (3) resource and mobilization for implementation; (4) strengthening the collaboration of all related stakeholders; and (5) monitoring. This framework reflects the provincial social-economic development plan as well as the National Mine Action strategy. This will be valuable input for DOETs to refer to when developing a comprehensive annual training program and will be presented during the final project closing workshop.

The focal persons of DOETs and TTCs also join the Technical Assistance network (TA) at the provincial level and have been trained to provide technical support for EORE implementation in primary schools, secondary schools, and universities. Therefore, when 5 DOETs and 3 TTCs are supported to develop the sustainable framework, they can include the EORE assistance activities into the sustainable framework in order to make it easy to guide, deliver and monitor EORE integration toward high quality and sustainability.

The project will hire a consultant to design and deliver a 2-day workshop to develop a sustainability framework. The workshop is planned for the end of July or early August 2023. This workshop aims to provide 5 DOETs and 3 TTCs opportunities to share best practices and experiences during implementation and generate new ideas to sustain EORE activities. Additionally, it aims to provide participants with the necessary sustainability knowledge, practice, and methods to develop the EORE sustainability framework focusing on 1) impact sustainability to ensure that the results (impact) of the intervention are sustained beyond the life of the project; 2) activity continuation to ensure that specific activities will be continued by stakeholders after the end of the project/funding; 3) financial sustainability to ensure that activities/interventions are continued to be funded after the end of project resources.

2. OBJECTIVE AND EXPECTED OUTPUTS

2.1. Objective

Develop and deliver a 2-day workshop to support each of the five DOETs and three TTCs in five provinces to develop their own sustainability framework.

2.2. Expected outputs

Through the workshop, the participants are expected to gain knowledge and skills, including:

- Understand sustainability, sustainable development, their purposes and benefits.
- Understand sustainability in EORE activities and its elements, the clear roles and responsibilities for the key elements of sustainability through sharing and analyzing opportunities & challenges, experience, and good practices; know how to sustain EORE activities.
- Understand the sustainability framework, the criteria, methods/ principles, and effective tools to develop a sustainability framework.
- Acquire skills to develop EORE sustainability framework which includes (1) the direction for the sustainable EORE integration; (2) a plan for EORE integration and implementation; (3) resource and mobilization for implementation; (4) strengthening the collaboration of all related stakeholders; and (5) monitoring.
- DOET and TTC in each province complete their EORE sustainability framework which is suitable for each partner's capacity and meet their own needs.

3. DELIVERABLES

The requirements of the deliverables:

- The workshop curriculum is developed in Vietnamese, including agenda, materials, pre-test and post-test, and logistic list.
- The draft sustainable framework structure is developed and consulted with CRS before the workshop.
- The workshop for local partners from 5 DOETs and 3 TTCs (about 35 participants) is organized with full content and reflects the requirements as mentioned in item 3 - Expected outputs.
- EORE sustainability framework from each of 5 DOETs and 3 TTCs as the result of the discussion process among participants.
- The report after the workshop is developed.

4. REQUIREMENTS AND METHODOLOGY

- The consultant will deliver the following topics but not limited to sustainability, sustainable development in EORE, and sustainability framework for EORE.

- The consultant should prepare orientation/detailed guidance to explain the principles/tools and provide suggestions for each element in the sustainability framework (1) the direction for the sustainable EORE integration; (2) a plan for EORE integration and implementation; (3) resource and mobilization for implementation; (4) strengthening the collaboration of all related stakeholders; and (5) monitoring.
- The consultant provides technical advice and support to participants during the workshop.
- Expected methodology for the workshop: participatory and interactive, use of adult learning approach, and developed through human-centered, etc.
- Consultant team will work collaboratively with CRS focal points and other partners (DOETs and TTCs) as required.

5. TIMELINES

The consultancy will be provided within the period from 5 July to 31 August 2023.

Item	Deliverable requirements	Deadline	Assignment Completion duration
1	<p>The comprehensive workshop curriculum (including desk study, agenda, materials, pre/post-test, logistics list, and sustainable framework) for a two-day workshop is developed and finalized.</p> <p>Note:</p> <ul style="list-style-type: none"> - Pre and post-test will be collected through online channel. The pre-test should be sent to participants 01 weeks before the workshop. 	10 days after signing the contract	6
	<ul style="list-style-type: none"> - An online meeting with the consultant and CRS to finalize the workshop curriculum and the requirements. 		0.5
	Finalize the workshop package after the online meeting		0.5

2	Deliver workshop contents		2
3	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
4	The workshop report is prepared and finalized, including EORE sustainability framework from each of 5 DOETs and 3 TTCs as the result of the training.	10 days after the workshop is completed	1
Total days/expert			10.5 days

6. 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, and TTCs in terms of workshop contents, EORE technical issues, and workshop arrangement.
- CRS's Procurement Officer regarding quotations/proposals and PO/contracts/agreements.

7. DESIRED QUALIFICATIONS.

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

Item	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.	✓
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8. 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 assignments).
- A detailed work plan for organizing the workshop.
- One-page outline of the assignment's workshop design and delivery approach/methodology.
- Financial proposal in Vietnam dong, giving a detailed breakdown of daily rates including PIT (all related travel costs to the training location, proposed in Hue city, Thua Thien Hue will be covered by CRS).

Method for submission:

The application must be signed and sent by email to: vn_rfp2@crs.org

Closing date for submission: by 25 June 2023
