USAID Reducing Pollution Project

Hanoi, November 14, 2024

Report Writing Review and Training Consultant

1. BACKGROUND

The Reducing Pollution Project[1], funded by U.S. Agency for International Development (USAID), aims to support Vietnam's efforts to address environmental pollution challenges using a collective impact approach. Collective impact addresses complex challenges by mobilizing diverse actors to collaborate, identify ways to solve a shared problem, and act based on their roles and comparative advantages. The Project applies the collective impact approach to facilitate networks of local organizations, government agencies, private sector, research and education institutes, and communities in joining efforts to prevent and reduce environmental pollution.

Through this Project, USAID expects to attain the following results:
- Six collective impact initiatives launched, including plastic pollution, air pollution, pollution from craft villages, and transparent data disclosure from companies and industrial zones;
- Improved legal framework on environmental pollution reduction to support the effective implementation of the 2020 Law on Environmental Protection;
- Enhanced collaboration among networks of stakeholders working together to prevent and reduce environmental pollution; and
- Strengthened capacity for establishing, sharing, and using environmental data to support the development of policy and solutions for environmental pollution challenges.

To improve the quality of quarterly and annual reports, the Project is seeking a qualified local consultant to review current reports and provide training in report writing skills for Project members.

2. SCOPE OF WORK

The consultant will be required to provide services as follows:
- **Review Current Reports**: Analyze existing quarterly and annual reports to identify areas for improvement in alignment with USAID's guidelines and reporting requirements.
- **Design Report Structure**: Develop a revised structure template for reports that adheres to USAID's guidelines, ensuring that:
    - A clear structure with key sections based on USAID's reporting format.
    - Detailed content guidance for each section, with a focus on outcome-based reporting and recommendations for concise yet comprehensive reports.
- **Writing Style Guidance**: Develop a style guide that helps writers present results in a clear and engaging manner, ensuring consistency across different initiatives within the project.
- **Provide on the job training/coaching:** Conduct a training session and/or coaching sessions for project members, focusing on:

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[1] For more information about the Project, please visit these links: Factsheet, Project website

- o How to write concise, outcome-oriented reports.
- o How to utilize the new reporting structure and style guide.
- **Report Review and Feedback**: Review draft quarterly report of quarter 1 fiscal year 2025 (due on 15 January 2025) written using the new structure and style guide, providing constructive feedback and suggestions for improvements to align with best practices.

Deliverables

The consultant is expected to deliver the following:

- **Report Template**: A revised report template with clear guidance on the content and structure required by USAID.
- **Style Guide**: A comprehensive guide on writing style, tone, and format that promotes result-based reporting.
- **Training and/or coaching Session**: Conduct a participatory training workshop and/or 2 coaching sessions for around 15 project members on the new reporting structure, style guide, and best practices. (The logistics will be arranged by the Reducing Pollution Project)
- **Review of Draft Report**: Provide detailed feedback on one drafted quarterly report of quarter 1, fiscal year 2025, ensuring it aligns with the new standards and provides a foundation for future reports.

3. REQUIREMENTS

The Consultant should have the following qualification, skills, and experience to effectively carry out the tasks:

- Proven experience in developing and reviewing project reports for USAID or similar international donors.
- Familiarity with outcome-based reporting.
- Strong writing, editing, and training skills, with the ability to communicate complex concepts clearly.
- Experience in capacity-strengthening and training of staff in reporting and documentation.

All documents submitted shall be treated as confidential and Winrock's property and should not be shared with any third parties without prior written consent by the Project.

4. DURATION

The consultancy is expected to last for 3 months, beginning from December 2024 to February 2025. The consultant is expected to deliver all final outputs within this period.

5. REPORTING

The consultant will work under the supervision of the Team Leader, Learning and Innovation.

6. APPLICATION

The interest candidates should submit the following documents in English:

- A cover letter detailing relevant experience and approach/methods to this assignment.
- Curriculum vitae.
- References/contacts or sample work demonstrating experience with USAID/other donors or similar reports.

- Short proposal outlining the approach and implementation process, specific outputs, and timeline for each task.
- A financial proposal for the consultancy, with the number of working day for each activity and the rate inclusive of PIT

The candidates should submit the above required documents to email address: **vietnamprocurement@winrock.org** with subject line of "Your full name - Report Writing Training Consultant - Editing" no later than **November 20th, 2024**

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are short-listed will be contacted.