

Scope of work

Collaborator for implementing and monitoring project activities in Kon Tum province

Project "Improving the quality of life of persons with disabilities in provinces sprayed with Agent Orange" in Binh Dinh and Kon Tum provinces (Inclusion 2b)

BACKGROUND

Catholic Relief Services (CRS) is an international non-government organization, operating in Vietnam since 1994. In partnership with the government and communities, CRS implements programs in 13 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

The Disability Program focuses on supporting integrated inclusion of people with disabilities through establishing model, developing inclusive education for children with disabilities, capacity building for organizations of people with disabilities and parent association of children with disabilities.

With funding from USAID, CRS is implementing the project "Improving the quality of life of persons with disabilities in provinces sprayed with Agent Orange" in Binh Dinh and Kon Tum provinces (Inclusion 2b) in partnership with the HI Foundation. During the implementation of Inclusion 2b project, CRS is implementing activities in Binh Dinh and Kon Tum provinces including home-visit mentoring in home-based care for persons with significant disabilities; mentoring in care for persons with disabilities before discharge; prevent and response for gender-based violence against persons with disabilities; and psychological support for persons with disabilities and their family caregivers (this activity is conducted in Kon Tum).

To enhance the effective implementation of activities and monitoring the quality of the project, CRS is seeking a collaborator (preferably a field-based person in Kon Tum province) to support the project with detail scope of work as follows:

I. Objectives:

- Support in implementing project activities regarding social support for persons with disabilities in the community in project areas within Kon Tum province, with primary focus on DakHa and DakTo districts.
- Support the monitoring of project quality, including reviewing reports of local trainers and care mentors, analyzing results collected from home-visit mentoring activities and providing recommendations; conducting home-visit monitoring; cooperating with project officers from CRS and technical experts to discuss the lessons learned and suggestions for improvement.
- Support in organizing reflection meetings regarding social support activities in the community.

II. Scope of work:

The collaborator will coordinate with the CRS project staff to carry out the following tasks at the local level:

- Participate in team meetings to discuss the implementation plan for project activities.
- Support the organization of quality monitoring home-based care activities such as CRS MEAL monitoring visits, external care expert monitoring visit.
- Review reports of local trainers and care mentors, providing analysis on the effectiveness and consistence with the care plans.
- Conduct home-visits to monitor and assess the effectiveness of project interventions.
- Write monthly reports following monitoring visits (at least one report per month)
- Support in data compilation including case tracking and report entering on the online system.
- Support logistical tasks during the implementation of project activities in project areas.

III. Deliverables:

No.	Tasks	Deliverables	No. working day	Estimated timeline
1	<p>Support the implementation of project activities focusing on:</p> <ul style="list-style-type: none"> - Tracking the database of persons with disabilities with pre and post evaluation after receiving home-based care, with focus on DakHa and DakTo districts. - Support the organization of monitoring for other interventions for persons with disabilities in the community. - Support in implementing activities such as training sessions and ADL devices provision, referral. 	<ul style="list-style-type: none"> - Monthly analytical reports highlighting the strengths and weaknesses of ToT trainers and care mentors, as well as the effectiveness of home-based care mentoring. - Monthly monitoring reports (with at least 50% working days for home-visit). - Checklists for the implementation of activities. 	5-8 days	December 2024
2	<p>Support the implementation of project activities focusing on:</p> <ul style="list-style-type: none"> - Support with schedule arrangement for local trainers and care mentors in home-based care mentoring; monitoring the activity. - Review care plans, analyze reports, and assess the effectiveness of home-based care mentoring activities. - Support in monitoring the interventions for persons with disabilities in the community (including training for caregivers on 	<ul style="list-style-type: none"> - Monthly analytical reports highlighting the strengths and weaknesses of ToT trainers and care mentors, as well as the effectiveness of home-based care mentoring. - Activity and monthly monitoring reports (with at least 50% working days for home-visit). 	10-14 days/month	January 2024

	<p>supporting children with disabilities, as well as providing supporting packages for families of persons with disabilities).</p> <ul style="list-style-type: none"> - Write monthly reports on overall home-based care implementation in the assigned districts and provide recommendations. - Support in implementing activities such as training sessions and ADL devices, hygiene package provision. 	<ul style="list-style-type: none"> - Checklists for the implementation of activities. 		
3	<p>Support the implementation of project activities focusing on:</p> <ul style="list-style-type: none"> - Supporting in schedule arrangement for local trainers and care mentors in home-based care mentoring; monitoring the activity. - Review care plans, analyze reports, and assess the effectiveness of home-based care mentoring activities. - Support in monitoring the interventions for persons with disabilities in the community (including training for caregivers on psychological support in Kon Tum, as well as providing supporting packages for families of persons with disabilities). - Support in collecting feedback from care trainers, care mentors and caregivers relating to quality of home-based care (focus on Dak Ha and Dak To) and organize reflection meetings. - Write monthly reports on overall home-based care implementation in the assigned districts and provide recommendations.. - Support in implementing activities such as referring persons with disabilities for treatment and supporting training on gender-based violence prevention. 	<ul style="list-style-type: none"> - Monthly analytical reports highlighting the strengths and weaknesses of TOT trainers and care mentors, as well as the effectiveness of home-based care mentoring and recommendations of actions to improve quality of care (if any) - Monthly monitoring reports (with at least 50% working days for home-visit). - Checklists for the implementation of activities. - Activity implementation reports (including quick reports and support for data compilation for quarterly reports). 	10-14 days/month	From Feb-November 2025
Total number of working days			115-162 days	

IV. Location:

- Collaborator will work in the project area in Kon Tum province with approx. 40% travelling time to the assigned districts and communes.
- Collaborator will work in the field with coordination from a focal project officer and a field-based assistant.

V. Benefits:

The consultant will be paid the following amounts by the project:

- Monthly allowance (including personal income tax according to regulations)
- The collaborator will be supported by the project with travel expenses and travel and accommodation arrangements during the field trips according to policies of CRS.

VI. Qualifications of consultant:

- Vietnamese
- Having interest in implementing community development projects.
- Having bachelor's degree with preference to social work, public health or nursing.
- Having at least 3 years of working experience in supporting community, development projects of international or local organizations, preferable to working experience with persons with disabilities.
- Having good teamwork and personal communication skills, ability to observe, cover and evaluate project activities in the community.
- Excellent skills in using Microsoft software such as Word, Excel, Powerpoint., Teams and other online communication application
- Having English skills is an advantage.

Persons with disabilities are encouraged to apply.

VII. Application Procedure

Interested consultants or parties are requested to submit CV in English or Vietnamese.

Method for submission:

- o Send CV and application letter to CRS email: vn_rfp1@crs.org
- o Closing date for submission: by 17th December 2024
- o Only shortlisted applicants shall be contacted for an interview before contracting.