

## Terms of Reference – Consultancy

<b>Consultancy project</b>	Consultant on proposal writing
<b>Name and title of WV staff with operational responsibility over Consultancy</b>	Dam Thu Hang, Grants Acquisition and Compliance Manager
<b>Period of Consultancy</b>	15 working days
<b>Start date (estimated)</b>	10 February, 2025

### Background and context

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVI Vietnam) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and private non-sponsorship (PNS)/grants (30%). WVI Vietnam employs about 360 staff, of which 99% are Vietnamese nationals.

WVI Vietnam is operating in 14 provinces across Vietnam. WVI Vietnam's Area Program (AP) usually focuses within one administrative district of a province which is populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam's Development Program Approach is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVI Vietnam is also implementing different special and grant projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Increasing resilience of communities against climate change has become a strategic priority for WVI Vietnam in the new strategy cycle from 2023 to 2027. To ensure sustainable funding for this priority, WVI Vietnam is pursuing multiple institutional grants in the area of environment protection and climate resilience.

### Consultancy objective

The primary objective of this consultancy is to support WVI Vietnam to prepare a successful proposal submission. The consultant is expected to write a high-quality technical proposal responding to questions in the donor-required proposal template on protecting the marine ecosystems and promoting sustainable livelihoods for coastal communities in Vietnam in collaboration with WVI Vietnam's proposal team.

### Scope of work

WVI Vietnam would like to retain the services of the consultant to support the proposal process for up to 15 working days between February 10 and March 17, 2025. The consultant will be expected to undertake the tasks (described below), though this list may not be exhaustive. WVI Vietnam reserves the right to request additional tasks and deliverables from the consultant to ensure that a complete proposal is submitted to the donor before the indicated deadline of March

24, 2025. WVI Vietnam will compensate the consultant for a maximum of 15 working days, based on actual days worked.

### Tasks

The consultant will undertake the following tasks:

- Facilitate discussions with WVI Vietnam proposal team and its partner to agree on the overall submission strategy
- Draft high quality technical proposal narrative in English that responds to questions in the donor-required template with inputs from WVI Vietnam’s proposal team
- Share relevant documents, information, and insights that could further strategically position WVI Vietnam for a successful proposal
- Discuss in a timely manner with the proposal team to obtain information to improve the quality of the proposal
- Revise proposal drafts in response to feedback and comments from the proposal team’s and proposal reviewers (there will be tentatively three rounds of review)
- Finalize the proposal narrative in response to the proposal team’s feedback
- Any other tasks relevant to the proposal development process, as requested by WVI Vietnam

WVI Vietnam together with its Support Office will be responsible for the submission of the application form in full, as well as including all necessary supporting documents. WVI Vietnam will provide necessary support to the consultant – including relevant documents, information, data, contacts, and other details as needed. WVI Vietnam will review the consultant’s deliverables and outputs and provide feedback for improvement and to ensure alignment with WVI Vietnam’s vision, expectations, and systems.

### Deliverables

- Completed Application form
- Completed Theory of Change template
- Completed Logframe template
- Completed Risk register template

### Key milestones and timeline

<b>Deliverables</b>	<b>Expected timeline</b>
1. First draft of the technical proposal (Application form, theory of change and logframe, risk register)	February 17, 2025
2. Second draft of the technical proposal (Application form, theory of change and logframe, risk register) – revised based on WVI Vietnam proposal team’s feedback	February 28, 2025
3. Third draft of the technical proposal (Application form, theory of change and logframe, risk register) – revised based on WVI Vietnam proposal team’s feedback	March 14, 2025

## Logistics

The consultant is expected to work from home, although occasional visits to the WVI Vietnam office are also expected. The consultant will be provided with a workspace and internet access while at the WVI Vietnam office. The consultant is expected to be responsive to the WVI Vietnam and communicate with the WVI Vietnam team on a regular basis to provide progress updates, indicate challenges and potential bottlenecks, and inform of any changes in availability during the period of consultancy. The consultant will report directly to Dam Thu Hang, the Grants Acquisition and Compliance Manager at WVI Vietnam. The consultant is expected to work with and support all WVI Vietnam staff members of the proposal team.

**Essential Qualifications and Experience:** The ideal consultant should possess the following qualifications and expertise either through academic background or practice experience:

- Minimum academic education: Master’s degree in development studies, marine resource management, or natural resource management;
- Proposal writing and analytical skills: The consultant should have proven proposal writing skills and demonstrated success with grant acquisition from public institutional donors as well as strong analytical abilities. He or she should have at least 10 years of experience and demonstrated success in proposal development for European public donors;
- Sectoral expertise: The consultant should have an in-depth understanding and knowledge about international and Vietnamese aquatic resource protection and management policies and regulations, multidimensional poverty reduction and sustainable livelihoods for coastal communities in Vietnam, gender, disability and social inclusion issues, and disaster risk reduction;
- Facilitation skills: The consultant should be able to facilitate the discussion among different stakeholders, gathering insights from participants to build compelling project design and address the donor’s requirements.
- Communication skills: The consultant should possess highly developed communication skills, with fluency in both written and spoken English.

Supervisory Responsibilities (if any)	None
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Arrangement for Payment	The consultant is expected to submit a timesheet to support and justify his invoice. The consultant shall be paid in full, in one final installment, at the end of the contract period.
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It is agreed that the Grants Acquisition and Compliance Manager prior to the end of this consultancy assignment will conduct a performance review covering the fulfilment of this TOR.