

## TERMS OF REFERENCE

***Service for: Developing and Conducting a Workshop to strengthen the leadership of Disability Clubs under the INCLUSION project.***

**Location :** Vietnam – ability to work remotely (outside or inside of Vietnam) on the development of the workshop, with the workshop to be facilitated in person in Central Vietnam

**Project:** Inclusion III-b

**Time :** July 2025 – September 2025

## I. INTRODUCTION

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### I.A. CRS and Its Partners

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community 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' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been operating in Vietnam since 1994. In partnership with 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.

### I.B. Project Summary

CRS is implementing the Inclusion project to improve the quality of life of persons with disabilities in provinces of Binh Phuoc and Dong Nai. CRS is also working across all implementing and managing partners of the INCLUSION project, and key national stakeholders to implement exchanges and cross-learning experiences. Learning and knowledge sharing activities aim to promote best practice being developed and implemented and to expand the awareness and knowledge of key, underlying approaches and international best practices which can support development of project participants. CRS Vietnam is seeking a consultant (individual, team or organization), to organize a two-day workshop to strengthen the leadership and sustainability of disability clubs. The workshop aims to build key skills and knowledge areas such as leadership skills, negotiation and dialogue skills, representation and communicating skills.

CRS is seeking consultants to design and facilitate this workshop, ensuring alignment with Vietnam's regulatory framework and a focus on practical learning from successes, challenges, and identified needs of the disability clubs.

## **II. PURPOSE AND SCOPE OF WORK**

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### **II.A. Purpose:**

The purpose of the consultancy is to support the Inclusion IIIb team with:

- To design and facilitate this workshop, ensuring alignment with Vietnam's regulatory framework and a focus on practical learning from disability clubs supported under the INCLUSION project.

### **II.B. Scope of work:**

Perform the following tasks:

- (1) Identify learning needs from implementing partners (IPs) and disability clubs' leaders to tailor workshop content, ensuring relevance to their challenges and capacity gaps in developing sustainable disability clubs
- (2) Design a 2-day workshop to enhance the capacity of disability clubs' leaders in key skills and knowledge areas (e.g., leadership, negotiation and dialogue skills, representation and communication).
- (3) Facilitate the 2-day workshop to engage the disability clubs' leaders in building their leadership capacity for developing sustainable disability clubs. Ideally co-facilitate this workshop with a local Organizations of Persons with Disabilities or person with disability
- (4) Guide participants in developing actionable strategies to apply lessons learned, improve practices, address challenges in operating sustainable disability clubs.

## **III. METHODOLOGY OF THE CONSULTANT MISSION**

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The consultants will undertake the following tasks to design and deliver a 2-day workshop for leaders of disability clubs:

### **1. Identification of learning needs:**

- Conduct pre-workshop consultations (e.g., questionnaires and online interviews) to identify lessons learned and learning needs of the disability clubs' leaders.
- Through this step, the consultants also assess the gaps of disability clubs' capacity in operating sustainable disability clubs, including leadership, negotiation and dialogue skills, policy understanding, representation skills, and application of technology to enhance club operation.

### **2. Design the 2-day workshop agenda and facilitation plan:**

- Develop a detailed 2-day workshop agenda and facilitation plan, outlining the structure and activities tailored to participants' learning needs.

- Work with 1-2 experienced leaders of disability clubs, Organizations of Persons with Disabilities (OPDs) or disability representative bodies to co-design the workshop agenda and facilitation plan
- Incorporate interactive sessions to build key skills (e.g., leadership, negotiation and dialogue, policy understanding, representation and communicating with impact)
- Develop after-action review form to get participants' feedback and assess participants' knowledge gained, and the potential for participants to adapt lessons into their practices.

### **3. Develop the workshop materials:**

- Create a set of workshop materials in accessible formats, including workshop agenda, presentations, handouts, case studies and an after-action review form
- The after-action review form will capture participants' reflections on workshop content and applications for sustaining disability club operations.

### **4. Facilitate the 2-day workshop:**

- Facilitate the 2-day workshop, ensuring active engagement and practical learning for 25 disability club leaders.
- Cooperate with 1-2 experienced leaders of disability clubs, OPDs or disability representative bodies to co-facilitate sessions on sharing lessons and/or case study
- Moderate discussions to share knowledge and lessons learned, challenges, and strategic solutions, including application of technology for developing sustainable disability clubs.
- Guide participants to apply knowledge and lessons learned to enhance club operations.
- Facilitate an after-action review to capture participants' reflections on workshop content, key takeaways and areas for improvement.

### **5. Make final report and provide digital copies of all workshop materials:**

- Produce a final report on the workshop outcomes.
- Provide a complete set of digital copies of all workshop materials for ongoing use by CRS, IPs, and disability clubs. The workshop materials are in English and Vietnamese.

## **VI. DELIVERABLES AND TIMELINE**

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### **VI.A. Deliverables:**

The consultant will provide the following deliverables as agreed with the Inclusion IIIb team:

- (1) Detailed workplan, to agree and guide the consultancy
- (2) Pre-workshop analysis report outlining consultations and findings to support the development of the workshop agenda

- (3) Two-day workshop agenda and facilitation plan (incorporating co-facilitation strategy and M&E)
- (4) Workshop materials (electronic copies)
- (5) Two-day workshop held in Central Vietnam
- (6) Final report covering the consultancy activities, learnings and outcomes.

## VI.B. Schedule and timeline

Deliverables	Estimated number of days needed to complete	Target dates to complete
<b>Detailed workplan (remote)</b> : Inception meetings will be held to provide further details and gain enough information to develop a detailed workplan to guide the consultancy and agree deadlines	2 days	July 2025
<b>Pre-workshop analysis report (remote)</b> : A concise report (no more than 5 pages) summarizing findings from pre-workshop consultations on lessons learned and learning needs of the leaders of disability clubs.	4 days	July 2025
<b>Detailed 2-day workshop agenda and facilitation plan (remote)</b> : An agenda and facilitation plan outlining the structure, activities, and evaluation for the workshop, tailored to participants' learning needs.	3 days	July 2025
<b>Workshop materials (remote)</b> : A complete set of digital copies of all workshop materials, including the pre-workshop analysis report, agenda, presentations, handouts, case studies, and after-action review form.	3 days	August 2025
<b>Facilitation of the 2-day workshop (in-person)</b> : Delivery of the 2-day workshop for 25 participants, ensuring active engagement through interactive activities, peer-to-peer learning, knowledge-sharing forums focused on sharing knowledge and lessons learnt, challenges and actionable solutions.	3 days (including travel time)	September 2025
<b>Final report (remote)</b> : A final report (no more than 10 pages) on workshop outcomes.	2 days	September 2025

- The time for the consultant to complete the task is expected to be approximately 17 working days, from July 2025 to September 2025.

## **VII. LOGISTICS**

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- The following support will be provided to the consultant by Inclusion IIIb:
  - Contacts to relevant project partners and disability club representatives
  - Coordinate and arrange logistics for the consultant and workshop participants including transport, accommodation, meals and workshop venue.
  - Coordinate and obtain relevant approvals for activities from authorities
- The consultant will work closely with the Senior Project Officer of the Inclusion IIIb team at CRS.

### **4. Consultant Qualifications**

The consultants (or consultancy team) must meet the following qualifications:

- Master's degree in public health, disability studies, social work, or other relevant fields.
- At least 5 years of experience designing and conducting learning and knowledge-sharing activities for Civil Society Organization (CSOs) or similar organizations.
- Connections to and experience OPDs and/or disability representative groups preferably in Vietnam or in South East Asia.
- Proven track record of collecting and analyzing good practices, lessons learned, and learning needs from CSOs, OPDs, or similar stakeholders, with experience tailoring training content to address capacity gaps, implementation challenges, global frameworks for OPD development, and technology applications such as AI.
- Extensive experience in designing and facilitating interactive workshops for up to 50 participants, using participatory methods to foster peer-to-peer learning, problem-solving, and practical skill-building in areas such as leadership, advocacy, policy understanding, representation, OPD development, and technology integration.
- Ability to guide groups in developing actionable strategies and action plans to apply lessons learned, address challenges, align with project goals and Vietnam's disability policies, contribute to global frameworks for OPD development, and integrate technology such as AI to enhance disability club operations.
- Excellent oral communication skills and the ability to deliver high-quality written reports in English and Vietnamese.

### **5. APPLICATION PROCEDURE**

This consultancy is open to national and international consultants. CRS will consider applications from individual consultants, consultancy teams, consultancy agencies, NGOs and INGOs. Proposals which

include a local consultant and/or involvement of an Organization of Persons with Disabilities will be prioritized.

Interested parties are requested to submit the proposal in English, including:

**Technical proposal:**

- Expression of Interest
- A copy of business license (if any)
- Company profile (if any)
- A concise technical proposal
- A tentative work plan.
- Curriculum vitae (CVs) demonstrating relevant capacity and experience.
- Minimum 02 references for similar assignment

**Financial proposal:**

- Propose consultancy fees with a detailed breakdown of the daily rate in Vietnamese Dong, including tax (VAT/PIT) and travel-related expenses. All proposals, regardless of location of the consultant should be submitted in Vietnamese Dong.
- Please note that CRS Vietnam is obligated to with-hold all relevant taxes, on the entire cost of the proposal, for direct payment to the Government. Proposals **must be** inclusive of the tax obligations.
- Air-travel is required to comply with the Fly American Act.
- Proposals should identify the need for translation services, however all translation costs will be covered by the project as required and should not be included in the financial proposal.

**Method for submission:**

- Proposals should be duly signed, stamped (if any) and submitted to CRS's email: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org)
- Questions for clarification should be submitted to [ruth.whereat@crs.org](mailto:ruth.whereat@crs.org).
- Closing date for submission: **15 July 2025**