

TERMS OF REFERENCE

Service for: Developing and conducting one training course to strengthen capacity of resources mobilization and management for Vietnam Federation on Disability (VFD)'s network under the INCLUSION project.

Location: Vietnam – ability to work remotely (inside of Vietnam) on the development of the training courses, with the training course to be facilitated in person in Central Vietnam

Project: Inclusion III-b

Time: August to November, 2025

I. INTRODUCTION

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 9 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 Vietnam Federation on Disability (VFD), established in 2010, is an organization representing the rights and legitimate interests of people with disabilities in Vietnam, operating with the mission of "uniting, supporting, assisting, creating conditions, and enhancing the capacity for people with disabilities to engage in community integration, study, and work for their happiness; exercising rights and obligations as stipulated by law and representing to protect the rights and legitimate interests of its members; contributing to the effective implementation of Party and State policies toward people with disabilities

I.B. Project Summary

CRS signed a Memorandum of Understanding with VFD under the project "Improving the quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange in Dong Nai province" (Inclusion III-b project). One of the priority activities is to provide services to develop VFD's organizational management capacity, particularly in resource mobilization and management, to enhance its ability to support people with disabilities effectively.

CRS seeks experienced and qualified consultants to design and facilitate one training course to build the capacity of VFD's staffs and members in resource mobilization and management. The training will focus on understanding the core requirements of resource mobilization: identification and mapping of donors, research and relationship building, fundraising strategies and proposal development. This will be within the context of Vietnamese associations, their guiding regulations and the unique fundraising landscape for Vietnamese associations.

II. PURPOSE AND SCOPE OF WORK

II.A. Purpose:

The purpose of the consultancy is to design and facilitate one training course to strengthen the capacity of VFD's network in resource mobilization and management under the INCLUSION III-b project.

II.B. Scope of work:

The consultant/s will perform the following tasks:

- (1) Identify learning needs through conducting pre-training consultations (e.g., questionnaires and online interviews) to identify specific learning priorities of VFD staffs and members in resource mobilization and management; and to assess gaps in VFD's current practices.
- (2) Design a two-day training course tailored to the identified learning needs of participants.
- (3) Develop training materials in accessible formats, including the agenda, presentations, handouts, case studies, pre and post learning testing and an after-action review form. Materials must be provided in Vietnamese.
- (4) Facilitate a two-day training course.
 - Facilitate one 2-day training course in Central Vietnam in November 2025 for approximately 40 participants (VFD's staffs and members from Hanoi and other provinces).
 - Guide participants in developing actionable strategies to apply lessons learned in resource mobilization and management.
- (5) Produce a final report (no more than 10 pages) summarizing the consultancy activities, learnings, and outcomes, and provide a complete set of digital copies of all training materials for ongoing use by VFD (Vietnamese language, digital copies)

III. METHODOLOGY OF THE CONSULTANT MISSION

The consultants will undertake the following tasks to design and deliver a 2-day training course for VFD's staffs and members:

- (1) Identification of learning needs:
 - Conduct pre-training consultations via questionnaires and online interviews to assess learning needs of VFD's staffs and members.

- Analyze gaps in VFD’s current practices for resource mobilization and management to inform the course design.
- (2) Design the 2-day training course agenda and facilitation plan:
- Develop a detailed agenda and facilitation plan for a 2-day training course.
 - Incorporate participatory methods such as group discussions, case studies, and role-playing to foster peer-to-peer learning and practical skill-building.
 - Design pre and post learning testing and an after-action review form to capture participants’ reflections and assess the applicability of lessons for future training delivery.
- (3) Develop the training courses materials:
- Create a set of training courses materials in accessible formats, including training courses agenda, presentations, handouts, case studies and an after-action review form
 - Ensure materials are user friendly.
 - All materials must be in Vietnamese.
- (4) Facilitate two training courses (2 days each):
- Deliver a 2-day training course in November 2025 with active engagement through interactive activities, peer-to-peer learning, and adult learning methodologies.
 - Conduct pre and post learning testing and an after-action review to capture participants’ reflections, key takeaways, and areas for improvement.
- (5) Make a final report and provide digital copies of all training courses materials:
- Produce a final report on the training course outcomes.
 - Provide a complete set of digital copies of all training courses materials for ongoing use by VFD. The training courses materials are in Vietnamese.

IV. DELIVERABLES AND TIMELINE

IV.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-training course analysis report outlining consultations and findings to support the development of the training course agenda
- (3) Two-day training course agenda and facilitation plan
- (4) Training courses materials (electronic copies)
- (5) Facilitation of one training course held in Vietnam
- (6) Final report covering the consultancy activities, learnings and outcomes.

IV.B. Schedule and timeline

Deliverables	Estimated number of days needed to complete	Target dates to complete
Detailed workplan: 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	1 day	August 2025
Pre-training course analysis report (remote): A concise report (no more than 5 pages) summarizing findings from pre-training courses.	3 days	September 2025
Detailed 2-day training course agenda and facilitation plan (remote): An agenda and facilitation plan outlining the structure, activities, and evaluation for the training courses, tailored to participants' learning needs.	3 days	September 2025
Training course materials (remote): A complete set of digital copies of all training course materials, including the pre-training course analysis report, agenda, presentations, handouts, case studies, and after-action review form.	3 days	September and October 2025
Facilitation of one training course (2-days) in-person: Delivery of 2-day training course, ensuring active engagement through interactive activities, peer-to-peer learning, knowledge-sharing forums focused on sharing knowledge and lessons learnt, challenges and actionable solutions.	4 days (including travel time)	November 2025
Final report (remote): A final report (no more than 10 pages) on training course outcomes.	3 days	November 2025

The time for the consultant to complete the task is expected to be approximately 17 working days, from August 2025 to November 2025.

V. LOGISTICS

- The following support will be provided to the consultant by Inclusion IIIb:
 - Contact to VFD and relevant partners for preparation and implementation of the learning needs assessment and training course
 - Coordinate and arrange logistics for the consultants and participants including transport, accommodation, meals and training course venues.
 - Coordinate and obtain relevant approvals for activities from authorities

- The consultant will work closely with the Project Officer of the Inclusion IIIb team at CRS.

VI. CONSULTANT QUALIFICATIONS

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

- Master's degree in organizational development, nonprofit management or other relevant fields with a focus on fundraising or donor relations.
- At least 5 years of experience designing and conducting capacity development activities for Civil Society Organizations (CSOs) or similar organizations, including in resource mobilization and management.
- Connections to and experience in working with donors and organizations involved in funding activities and projects for associations, CBOs and CSOs, preferably in Vietnam or Southeast Asia.
- Proven track record of collecting and analyzing good practices and learning needs related to resource mobilization and management from CSOs or similar stakeholders, with expertise in tailoring capacity development content to address identified gaps
- Extensive experience in designing and facilitating interactive training course for up to 40 participants, using participatory methods to foster peer-to-peer learning, problem-solving, and practical skill-building.
- Ability to guide groups in developing actionable strategies in resource mobilization and management, addressing challenges and enhancing organizational capacity.
- Clear understanding of the Vietnamese context including the fundraising landscape, regulations and requirements guiding NGOs, CSO, CBO or associations.
- Excellent oral communication skills and the ability to deliver high-quality written reports in Vietnamese.

VII. APPLICATION PROCEDURE

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

Interested parties are requested to submit the proposal in Vietnamese, 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, for direct payment to the Government. Proposals **must be** inclusive of the tax obligations.
- **Method for submission:**
- Proposals should be duly signed, stamped (if any) and submitted to CRS's email: vn_rfp2@crs.org
- Consultants may apply for several trainings/workshops of CRS simultaneously.
- Questions should be submitted to ruth.whereat@crs.org
- Closing date for submission: **22 August 2025**