



## Terms of Reference

<b>Consultancy Title</b>	Project Collaborator  Provide support in monitoring of the quality of home care activities and support the organization of training, screening examination and psychological support in Quang Ngai province (Kon Tum)
<b>Location</b>	Quang Ngai (Kon Tum zone)
<b>Contract duration</b>	12 months (Jan – Dec 2026)

### 1. BACKGROUND

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.

### Project Summary

With funding from the U.S. government, CRS is implementing the project "Supporting the improvement of the quality of life of people with disabilities in provinces severely affected by Agent Orange" in Gia Lai and Quang Ngai (Inclusion Project 2b) in collaboration with Humanity & Inclusion (HI) - the prime organization and CRS acts as a sub organization. During the implementation of the Inclusion 2b project, CRS has developed a plan to implement activities in Gia Lai and Quang Ngai provinces including activities to provide home care skills for people with disabilities, psychological support for people with disabilities and caregivers, etc training activities for health workers and provision of assistive devices, support packages for care, prevention and support for persons with disabilities who suffer from gender-based violence, etc.

### 2. OBJECTIVES/PURPOSES

In order to strengthen support for the effective implementation of activities and quality monitoring of project implementation, CRS needs to recruit a collaborator (preferably locals living in Quang Ngai province (former Kon Tum) to perform some specific tasks as follows:

- Take lead in monitoring of the quality of home care mentoring by care trainers and care mentors including: 1) reviewing reports of care trainers, care mentors and analyzing the quality of results collected from home care guidance activities and making recommendations; 2) supervise home visits including the distribution of physical care support packages, food support packages, assistive devices; collaborate with CRS project officers and technical experts to document lessons learned and propose improvement measures.
- Provide support in logistic arrangement of psychological support and package distribution for people with disabilities in the project area of the former Kon Tum province, mainly in Dak Ha (old) and Dak To (old), Sa Thay (old), Ngoc Hoi (old) districts

- Take lead in analyzing results from care trainers and care mentors report to provide inputs for the reflection meetings with care trainers and care mentors.

### 3. SCOPE OF WORKS/RESPONSIBILITIES

The collaborator will collaborate with the CRS project team to implement the following tasks locally:

- Participate in team meetings to discuss plans for the implementation of project activities.
- Support the organization of quality monitoring activities of home care activities such as monitoring trips by CRS's MEAL team staff, partner monitoring trips.
- Coordinate with MEAL staff to count and update the submission of reports of care trainers and care mentors on the project data entry apps; Read the reports of care trainers and care mentors, analyze the effectiveness/changes compared to the care plan.
- Conduct home monitoring trips to assess the effectiveness of the project intervention, including monitoring the delivery of support packages (hygiene, food, ADL devices) from the care trainers and care mentors to the family of the disabled.
- Participate in monitoring several training classes under the assignment of focal officers in Quang Ngai province.
- Write monthly reports after each monitoring and support session (at least one report per month)
- Support data aggregation including shift tracking and data entry to the online system.
- Support some logistics when implementing project activities in the area.

### 4. DELIVERABLES AND TIMELINE

No.	Job description	Output	Number of working days	Estimated implementation time
1	<p>Take lead in monitoring and updating data on the implementation of home care mentoring of care trainers, care mentors</p> <ul style="list-style-type: none"> <li>- Monitoring the database of persons with disabilities with pre- and post-home care assessments, mainly in the districts of Dak Ha (old) and Dak To (old), Sa Thay (old), Ngoc Hoi (old)</li> <li>- Updating data and reporting to Quang Ngai focal points and MEAL staff in order to take immediate action for care trainers and care mentors.</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly analytical reports highlighting the strengths and weaknesses of care trainers and care mentors, as well as the effectiveness of home care instruction, specifically highlighting home visits and report uploading/ submission progress.</li> </ul>	05 days x 12 months (60 days)	Jan to Dec 2026
2	<ul style="list-style-type: none"> <li>- Assist in overseeing psychological support and provision of support package, for people with disabilities in the community</li> </ul>	<p>The monthly monitoring report incorporates a summary of the results of the work to support the implementation of the project in section 3</p>	04 days x 11 months (44 days)	Jan to Dec 2026

3	<p>Support logistic preparation of the following project activities:</p> <ul style="list-style-type: none"> <li>- Assist in scheduling care trainers, local care mentors, and supervising the implementation of home care instruction</li> <li>- Read care plans, read reports and analyze the effectiveness of care mentoring, then provide to focal PO and PM for workplan with care trainers/care mentors</li> <li>- Support the organization of activities to evaluate other support for persons with disabilities in the community (training caregivers on psychological support, provision of support packages at families with disabilities).</li> <li>- Write monthly reports on the status of home care delivery in assigned districts and make recommendations.</li> <li>- Assist in preparing logistics for the provision of assistive tools, including the preparation of checklists, liaison with consultants, review of documents, the preparation of a list of participants and ensure other logistical arrangements.</li> <li>- Participate in supervising several training classes (as assigned by the Quang Ngai focal point officer)</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly analysis reports outlining the strengths and weaknesses of resource trainers and care guides, as well as the effectiveness of home care instruction.</li> <li>- Monitoring reports that state participant identification, update data, and collect learner/participant feedback</li> <li>- Performance checklists of activities</li> </ul>	05 days (depending on the frequency of operation in the month) x11 months (average 5 days x 11 months = 55 days)	Feb to Dec 2026
	<b>Total working days</b>		<b>159 days</b>	

## 5. LOGISTICAL SUPPORT:

The following support will be provided by CRS:

- A Laptop for the work purposes.
- Access to relevant project documentation and background materials
- Transportation or travel arrangements to project sites, if applicable (hotel accommodation and in-country travel, per diem and ground transportation to/from the airport from their home)

## 6. WORKPLACE:

- Collaborators will work in project areas in Quang Ngai province (Kon Tum) with about 50% of their time traveling to assigned districts and communes or supervise training classes.
- Collaborators will work in the project area with the coordination of the focal project officer and project assistant in the area.

## 7. BENEFITS:

Collaborators will be paid the following amounts by the project:

- Daily consultancy rate (including personal income tax as prescribed)
- Per diem allowances and arranged travel and accommodation during the business trip from the province to the project areas (in the project districts and communes) according to the regulations of the CRS organization.

## **8. MAIN CONTACTS AND WORKING RELATIONSHIPS:**

- **Primary supervisor/contact person** within CRS: Inclusion 2b Project Officer (Quang Ngai)
- **Project team members** or relevant departments: MEAL, other Inclusion 2b project staff, procurement and finance staff
- **External stakeholders:** Quang Ngai department of health (limited direct contact); stakeholders from health centers and health clinics, care trainers, care mentors

## **9. CONSULTANT QUALIFICATIONS:**

- Being Vietnamese, priority given to candidate from Quang Ngai (Kon Tum) or neighboring provinces (with willingness to reallocate in Kon Tum, Quang Ngai).
- Have a bachelor's degree with preference from social work, community health or nursing.
- Have at least 3 years of experience in community development activities, development projects implemented by I/NGOs, preferably have experience in supporting people with disabilities and/or public health related projects.
- Experience in monitoring and data collection, report writing.
- Good teamwork skills, personal communication, listening skills, ability to observe, cover and evaluate project activities in the community.
- Have skills in using office computer software such as Word, Excel, PPT, and be able to analyze data on data collection software applications.
- Having English skills is an advantage in the admissions process.

## **10. APPLICATION PROCEDURE:**

Consultants or interested candidates are kindly requested to submit their applications in English or Vietnamese.

The application shoud include:

- An application letter
- A CV demonstrating relevant experience, including at least 02 reference contacts
- Scanned degrees and certificates
- Financial proposal: propose daily rate (in VND, PIT inclusive)

### **Application method:**

- The application should be sent to CRS via email to: [vn\\_rfp2@crs.org](mailto:vn_rfp2@crs.org)
- Application deadline: **January 18, 2026**

Only short-listed candidates will be contacted for an interview before signing a contract.