



Terms of Reference

Consultancy Title	Showcase livelihoods approaches for persons with disabilities in Vietnam
Location	Hanoi
Contract duration	January 2026 – April 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

CRS is implementing the Inclusion project to improve the quality of life of persons with disabilities in provinces heavily sprayed by Agent Orange. 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, or small team) to organize a multi-day workshop for local non-government organizations and associations who are or want to deliver livelihoods activities to persons with disabilities in Vietnam under the Inclusion IIIb project. The workshop aims to provide exposure to and ideas for implementing non-traditional approaches to livelihoods. The workshop, while targeting organizations operating

in Vietnam, will engage experienced actors and organizations from across ASEAN countries to showcase alternative approaches to partners under the Inclusion projects..

2. OBJECTIVES/PURPOSES

The purpose of the consultancy is to support the Inclusion IIb team to design and facilitate a workshop for organizations and stakeholders engaging in livelihoods supports for persons with disabilities under the project. The workshop will share knowledge and experience of progressive livelihoods approaches for persons with disabilities with partners and stakeholders of the Inclusion project. The workshop should provide a space for sharing and learning of approaches being implemented in Vietnam and other ASEAN countries outside of the project and so that partners can gain an understanding of how these could be contextualized, integrated and included in their livelihoods work moving forward.

3. SCOPE OF WORKS/RESPONSIBILITIES

The consultant/s will be responsible for delivering high-quality services in accordance with the objectives and scope of this assignment. Key responsibilities include, but are not limited to:

- Development of a small survey for project stakeholders to determine areas of interest within the topic of livelihoods that they want to learn further about (with an existing framework of options). This survey should only be used to identify presenters and topics for the workshop.
- Design and facilitate the workshop including identifying, confirming and reaching out to presenters to be involved in the workshop, 2 day agenda for a workshop that provides a mix of presentations, sharing and activities to embed the knowledge with attendees.
- Submit a report capturing the activities of the workshop, learnings from the implementation and impact upon participants.

The workshop should include the engagement of between 4 - 6 experienced livelihoods implementers across the areas of:

- Entrepreneurship
- Start-up funding
- Return on Investment and impact of assistive devices on livelihoods activities
- Mainstreaming disability into TVET courses/activities
- Cooperative approaches in livelihoods activities
- Business development to support accessible workplaces
- Inclusive incubators
- Inclusive value chain development

- Digital livelihoods
- Equitable access to financial services
- Inclusive skills development, especially in the digital space

CRS Vietnam has a list of potential organizations / projects to connect with about being involved in this workshop, however suggestions and ideas from the consultant are also expected. The consultant would be responsible for connecting with any presenters and confirming their participation alongside the development of the workshop content to ensure that objectives are met. CRS Vietnam anticipates that presenters will be paid for their contributions and attendance at the workshop and the consultancy agreement will include an allocation for these costs.

The workshop agenda should enable presenters and partners to learn from each other in group settings and potentially one-on-one interactions using a variety of activities and engagements across the workshop. It should also support project partners to engage in activities about how these approaches could be incorporated into their livelihoods working in the future. Activities should encourage design thinking and utilize adult learning principles.

4. DELIVERABLES AND TIMELINE

The consultant will provide the following deliverables as agreed with CRS Vietnam:

1. Detailed workplan to agree and guide the consultancy timeframes and inclusions
2. Short survey / learning assessment for online delivery to project stakeholders who will participate in the workshop (approximately 20 respondents). Survey should only be used to inform the design of the workshop.
3. Detailed workshop schedule / agenda in Vietnamese and English including workshop materials, facilitation guide (in conjunction with CRS)
4. 1 workshop of 1 – 2 days in length, in Hanoi during April 2026.
5. Final report covering the consultancy activities, learnings and outcomes. This should be supported by monitoring / M&E activities during the consultancy to capture the required information.

5. LOGISTICAL SUPPORT:

The following support will be provided by CRS:

- Access to relevant project documentation and background materials
- Contacts for relevant project participants
- Ideas and suggestions for presenters that engage in the relevant areas identified related to livelihoods

- Coordinate and arrange logistics for workshop participants including transport, accommodation, meals and workshop venue, printing workshop materials, etc.
- Coordinate and obtain relevant approvals for activities from authorities

6. MAIN CONTACTS AND WORKING RELATIONSHIPS:

During the term of this assignment, consultant will work with:

- Primary supervisor/contact person **within CRS is the Chief of Party, Inclusion IIIb**
- Inclusion IIIb team members and 1 other Inclusion implementing partner
- **External stakeholders** including local partners and associations

7. CONSULTANT QUALIFICATIONS:

The consultant (or consultancy team) will possess the following preferred qualifications and experience:

1. Masters Degree preferred in International Development, Business Administration, Social Sciences, Entrepreneurship, Economic Development, event management or related fields.
2. Minimum 5 years of experience in designing and conducting workshops, conferences or learning experiences for civil society organizations, not for profits, associations or similar groups.
3. Having experience working for development projects, NGOs in the areas of livelihoods and economic development with a focus on innovation.
4. Extensive experience in designing and facilitating interactive and engaging workshops for up to 50 participants, using design thinking, human centered design or adaptive learning processes and approaches for adults.
5. Ability to work with people from diverse backgrounds and accommodation accessibility needs from those who learn in different ways or need information provided in specific ways to support their learning.
6. Strong interpersonal and facilitation skills, excellent communication skills including the ability to deliver high-quality written and oral products. With a preference for ability to communicate in Vietnamese.

8. EVALUATION CRITERIA:

The selection of the consultant will be based on the following criteria:

Relevant qualifications and experience:

- Demonstrated academic background, technical competencies, and prior experience relevant to the assignment.

Technical proposal:

- Demonstrates a solid understanding of the Terms of Reference
- Presents a coherent and context-appropriate approach aligned with the required consultation and approval processes
- Includes a clear and detailed work plan with specific roles and responsibilities for all members of the consultancy team
- Proposes a realistic and feasible timeline for completion

Financial proposal:

- Presents a budget that is reasonable and commensurate with the scope of work and consultant's experience
- Cost-effectiveness of the proposal, including justification of key cost items

Overall Value and Competitiveness:

- The final selection will consider the combined quality of the technical and financial proposals and their overall value for money

9. APPLICATION PROCEDURE:

This consultancy is open to national and international consultants. Individuals, consultancy teams, NGOs or organizations can apply. Interested parties are requested to submit the proposal in English:

Applications should include:

- Letter of Expression of Interest outlining relevant experience
- A copy of the business license (if any)
- Company profile (if any)
- A concise technical proposal (no more than 5 pages).
- A tentative work plan outlining level of effort and split of responsibilities for all team members
- Curriculum vitae (CVs), demonstrating relevant capacity and experience.
- Example of previous similar work {weblink or portable document format (PDF)}
- Minimum 2 references
- Financial proposal presenting a detailed breakdown of the daily rate in Vietnam Dong, inclusive of applicable taxes (VAT/PIT) and any travel-related expenses, where relevant.

Financial proposals should also include an allocation to cover the time and costs of external presenters to participate in the workshop. The calculation for this rate should be included in the budget details.

- Please note that CRS Vietnam is obligated to withhold all relevant taxes, on the entire cost of the proposal for direct payment to the Government. Proposals **must be** inclusive of tax obligations.

- Air travel is required to comply with the Fly American Act, this should be taken into consideration in calculating travel budgets.
- Proposals should identify the need for translation services where applicable. All translation and accessibility costs will be covered by the project as required and financial costs should not be included in the financial proposal.

How to apply:

- Proposals should be duly signed, stamped (where applicable) and submitted to Catholic Relief Services (CRS) via email at: vn_procurement@crs.org
- Submission deadline: **22 January 2026.**
- For any clarification requests, please contact: ruth.whereat@crs.org.