



Terms of Reference

Consultancy Title	A consultant to organize a training course on project planning and coordination; monitoring and evaluation with soft skills for VNMAC & project provinces
Location	Hue city
Contract duration	10 days

1. BACKGROUND

The Reaching At-Risk Populations through EORE Targeting (RAPPORT) project is a 4-year project funded by the U.S. Department of State – Bureau of Political-Military Affairs through its Office of Weapons Removal and Abatement, with the goal that farmers and their families in high-risk EO-contaminated areas in Quang Binh province and Hue city are able to protect their lives from EO accidents. The project consists of two strategic objectives (i) target groups experience reduced risk of EO accidents, and (ii) implementation of Explosive Ordnance Risk Education (EORE) is sustained at national and sub-national levels. The project started in October 2024 and will be implemented through September 2028 in 43 high-risk communes of 8 districts across Quang Binh province and Hue City where EORE and clearance activities are lacking due to their mountainous and remote locations. The total estimated direct beneficiaries in Hue and Quang Binh are 219,480 farmers and community members. In addition, there are participants outside of these communes who will benefit from mass media campaigns and create a spillover effect.

Effective EORE needs to go beyond awareness raising in order to prevent unsafe practices by those whose livelihoods depend on regularly entering uncleared land; therefore, the RAPPORT project will use Social and Behavior Change (SBC) approaches to promote and encourage safe EO practices. CRS will identify the positive behaviors to be promoted, such as proper EO identification and reporting, which will then be encouraged in various trainings, media campaigns, and through nudges to support a positive change in the most vulnerable. Through EORE, the project aims to enhance vulnerable farmers' understanding of the risks associated with EO, promote safer practices among farmers and their families, and enable them to report EO incidents, so that the local authorities can follow up with survey and clearance actors. Vulnerability factors such as gender, ethnic groups, disabilities, and poverty will also be carefully reviewed and taken into consideration when developing and implementing EORE SBC. The provincial partner, the Department of Health (DOH) in QB and Hue, will be the official platform for rolling out EORE SBC approaches and coordinating with key stakeholders. In addition, the project will assist DOHs in establishing Core Groups that will be equipped to deliver EORE SBC training sessions, so that DOHs take full ownership for future implementation of the EORE SBC. VNMAC, as the national

agency for Mine Action and EORE in Vietnam will lead, coordinate, and implement EORE from the national to sub-national levels.

In January 2026, the project plans to hire 01 consultant to deliver a training course with a length of 2.5 days in Hue city, aiming to provide focal persons and core group members of 2 provinces, Quang Tri and Hue, and VNMAC staffs, about 40 people. The course will cover the following topics: (1) project planning and coordination; (2) monitoring and evaluation with soft skills to assist them to implement EORE SBC activities at both national and local levels, following RAPPORT project framework.

2. OBJECTIVES/PURPOSES

The purpose of the consultancy is to design and facilitate a training course that supports Quang Tri and Hue provinces, along with VNMAC, in reinforcing their knowledge and skills in project planning and coordination, monitoring and evaluation with soft skills to assist the effective implementation of EORE SBC activities.

3. SCOPE OF WORKS/RESPONSIBILITIES

The consultant 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:

- Desk review related materials, including EORE SBC guideline, EORE SBC strategy, CRS' SBC approach, CRS' COMPASS standards (<https://compass.crs.org>), donor's requirements, and the Vietnamese Government's policies and standards.
- Develop the training curriculums of the course, including training agenda, facilitation plan, training materials, and pre/post-test (link/paper), logistic list in Vietnamese.
- Participate in online meetings with CRS to finalize the training curriculum and training requirements before training as well as to reflect the training after the completion of training course.
- Deliver with full content of 2.5- day training and reflect the requirements as mentioned in item 4 – Expected Outputs with Participatory, Adult learning approach, Interactive, Participant-centered methodologies.
- Complete 01 training report after the training.

4. EXPECTED OUTPUTS

After the training, the participants are expected to gain knowledge and skills:

- Knowing how to manage, monitor, and evaluate project & EORE SBC activities effectively, following CRS' COMPASS standards (<https://compass.crs.org>), CRS' SBC approach, donor's requirements, and the Vietnamese Government's policies and standards.
- Knowing how to develop a detailed EORE coordination and implementation plan from the national to provincial level, as well as in each province, following RAPPORT project plan.

- Equipping soft skills on facilitation, coaching, consultation, and coordination for the implementation of specific technical assistance activities of the RAPPORT project, as well as EORE SBC activities from the national level to the local level.

5. DELIVERABLES AND TIMELINE

The consultancy will be provided within the period from February to April 2026.

Item	Deliverables	Deadline	Assignment Completion duration
1	A comprehensive training curriculum (agenda, training materials, facilitation plan, and pre/post-test tool, logistics list) for a two and a half days training is developed and finalized. Note: - Should create links for pre-/post-test.	10 days after signing the contract	6.5
2	A 2.5-day training course is delivered		2.5
3	Training report is completed	10 days after the training is completed	1
	Total days/expert(s)		10 days

6. LOGISTICAL SUPPORT:

The following support will be provided by the project/CRS:

- Access to relevant project materials.
- All related travel costs for the consultants to the training location, proposed in Hue city, will be covered by CRS.

7. MAIN CONTACTS AND WORKING RELATIONSHIPS:

The consultant will report to Mine Action Program Manager/CRS Vietnam regarding the technical requirements, and report to the Project Management Board of Hue City focal person regarding the logistics, contracting management. During the assignment, the Consultant will also work and coordinate closely with:

- CRS/Mine Action Program Team, VNMAC staff, and the Project Management Board of Quang Tri and Hue in terms of training content.
- Project Management Board of Hue City regarding quotations/proposals and PO/contracts/agreements.

8. CONSULTANT QUALIFICATIONS:

The consultant will possess the following preferred qualifications and experience:

- 1. Master's degree (preferred) in Education, Development Studies, Social Sciences, Social Works or related field.*
- 2. Minimum 5 years of experience in training/consultancy of Education, facilitating stakeholders /working group consultations, Coaching, etc.*
- 3. Having experience in developing and delivering trainings for INGOs and Government Officers.*
- 4. Demonstrable experience in Participatory, Participant-Centered Methodology, which combines a variety of training methods and involves intensive practice, interaction, and discussion among trainees.*
- 5. Having experience in organizing training courses or working related to EORE is an advantage.*
- 6. Having good quantitative and qualitative data analytics skills.*
- 7. Excellent skill on writing training report.*
- 8. Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with a range of stakeholders.*

9. 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:*
 - ✓ *One-page training outline of the assignment's training design and delivery approach/methodology, which demonstrates a solid understanding of the Terms of Reference.*
 - ✓ *Includes a clear and detailed work plan with 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.*

10. APPLICATION PROCEDURE:

Interested parties are requested to submit the proposal in English/Vietnamese:

Applications should include:

- ✓ *A concise technical proposal with a one-page outline of the assignment's training design and delivery approach/methodology.*
- ✓ *A tentative work plan.*
- ✓ *Curriculum vitae (CVs), demonstrating relevant capacity and experience.*
- ✓ *Example of 03 previous similar training courses {weblink or portable document format (PDF)}.*
- ✓ *Minimum 03 references.*
- ✓ *Financial proposal presenting a detailed breakdown of the daily rate in Vietnam Dong, inclusive of applicable taxes (VAT/PIT).*

Application method:

- The application should be sent to CRS via email to: thanhtam.pham@crs.org
- Application deadline: **February 08, 2026**

Only short-listed candidates will be contacted.