



## **TERMS OF REFERENCE**

### **Consultant for Research and Development of the Training Material**

#### **“Capacity Building for Managers of Organizations of Persons with Disabilities”**

**Location:** Hanoi, Vietnam

**Project:** Inclusion III-b

**Duration:** September 2026 - November 2026

## **I. INTRODUCTION**

### **I.A. Overview of the Terms of Reference**

Under the cooperation program between the National Action Center for Toxic Chemical and Environmental Consequences Remediation (NACCET) and the Social Protection Department (SPD), Ministry of Health, for the implementation of the project “Support to Improve the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange,” Catholic Relief Services (CRS) and the Social Protection Department, Ministry of Health, have agreed on a cooperation framework for the period 2024–2026.

As part of the 2026 cooperation plan, CRS will support the Social Protection Department in implementing the activity “Research and Development of the Training Material ‘Capacity Building for Managers of Organizations of Persons with Disabilities.’” To implement this activity, CRS is seeking a qualified and experienced consultant to coordinate with and support the Social Protection Department throughout the research and development process.

### **I.B. CRS and Implementing Partners**

Catholic Relief Services (CRS) is an international humanitarian organization headquartered in the United States. CRS is committed to assisting, protecting, and transforming the lives of people and communities in need, regardless of race, religion, or nationality, in more than 100 countries.

Currently, CRS Vietnam operates in nine provinces, implementing programs on disaster risk reduction, climate change adaptation, disability inclusion, and mine/UXO risk education. Since 2024, under the project “Support to Improve the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange,” CRS has collaborated with the Social Protection Department, Ministry of Health, to support the development and implementation of policies supporting persons with disabilities, under the authorization of NACCET.

The Social Protection Department (SPD) is under the Ministry of Health and is responsible for advising and assisting the Minister of Health in performing state management functions in the areas of support for persons with disabilities, older persons, and groups in need of social welfare services.

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

### **II.A. Objective**

The objective of this consultancy is to support the Social Protection Department in researching and developing the training material **“Capacity Building for Managers of Organizations of Persons with Disabilities,”** based on current Vietnamese regulations governing the organization, operation, and management of associations.

### **II.B. Scope of Work**

The consultant will be responsible for carrying out the following tasks:

- Review relevant Vietnamese laws and regulations concerning the organization, operation, and management of associations, as well as procedures for establishing associations and clubs of persons with disabilities.
- Develop the training material “Capacity Building for Managers of Organizations of Persons with Disabilities,” focusing on guidance on the establishment and management of associations/clubs of persons with disabilities, for review and agreement by the Social Protection Department, Ministry of Health

## **III. METHODOLOGY**

The consultant will review, analyze, and synthesize relevant documents and regulations concerning the organization, operation, and management of associations, as well as procedures for establishing associations and clubs of persons with disabilities.

The consultant will work closely with and consult the Social Protection Department, relevant ministries and sectors, associations of persons with disabilities, and clubs of persons with disabilities in Hanoi throughout the consultancy process.

The consultant will apply a participatory approach to actively engage officials from the Social Protection Department, Ministry of Health, and other relevant stakeholders in reviewing, updating, and clarifying the requirements and procedures for developing the training material “Capacity Building for Managers of Organizations of Persons with Disabilities.” This approach aims to ensure that the content is accurate, contextually appropriate, practical, and easy for intended users to understand and communicate.

Based on the above inputs and findings, the consultant will support the Social Protection Department, Ministry of Health, in developing the training material “Capacity Building for Managers of Organizations of Persons with Disabilities.”

## **IV. DELIVERABLES AND TIMELINE**

### **IV.A. Deliverables**

The consultant(s) will provide the following deliverables in a timely manner:

1. **A list of relevant documents** required for stakeholders to review, update, and conduct an overall analysis of the relevant materials.
2. **Training material “Capacity Building for Managers of Organizations of Persons with Disabilities,”** reviewed and agreed upon by the Social Protection Department and CRS.

The material will be developed in Vietnamese.

Each deliverable will be reviewed by CRS and the Social Protection Department. Comments and feedback will be provided to the consultant for incorporation before each deliverable is finalized.

#### IV.B. Timeline

| No. | Activity                                                                                                                                                        | Timeline              | Deliverables                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------|
| 1   | Meeting with CRS and SPD to agree on the consultancy workplan                                                                                                   | September 2026        | Agreed scope of work and deliverables                                                                  |
| 2   | Review relevant Vietnamese laws and regulations on the organization, operation, and management of associations                                                  | September 2026        | Report on relevant documents                                                                           |
| 3   | Consult with selected organizations/clubs of persons with disabilities on information related to the establishment, organization, and operation of associations | September 2026        | Summary report of consultations and key discussion points                                              |
| 4   | Develop and finalize the training material “Capacity Building for Managers of Organizations of Persons with Disabilities”                                       | October–November 2026 | Final training material “Capacity Building for Managers of Organizations of Persons with Disabilities” |

The consultant shall be responsible for protecting the privacy of participants and maintaining the confidentiality of all data and information collected during the consultancy.

CRS and the Social Protection Department shall retain the copyright and ownership of all products and deliverables produced by the consultant.

The estimated level of effort for the consultancy is **no more than 25 working days**, to be completed between September and November 2026.

#### V. LOGISTICAL SUPPORT

CRS will support the consultant in coordinating with the Social Protection Department, Ministry of Health, and relevant stakeholders of the National Committee on Persons with Disabilities during the implementation of the consultancy contract.

The consultant will work closely with the Senior Project Officer of the CRS Inclusion III-b team, as well as the Social Protection Department, Ministry of Health.

#### VI. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The consultant must meet the following requirements:

- At least **15 years of professional experience** in policy development or public administration related to social policy, social welfare, social protection, or disability-related areas.
- Demonstrated experience in contributing to the development, review, and implementation of national policies and programs related to persons with disabilities or vulnerable groups.
- Good understanding of the mechanisms and working procedures of Vietnamese government agencies; experience working with international cooperation programs or inter-sectoral coordination mechanisms is preferred.
- Experience in organizing and coordinating workshops, surveys, and assessments, as well as preparing technical reports at the national or provincial level.
- Strong communication skills and the ability to communicate respectfully and effectively with diverse groups.
- Strong analytical and report-writing skills, with the ability to produce high-quality written outputs.
- Strong interpersonal and relationship-building skills, with the ability to encourage participation and engagement; demonstrated gender sensitivity and respect for cultural considerations when working with persons with disabilities, local communities, and relevant stakeholders.
- Persons with disabilities and/or individuals with experience serving on national-level advisory groups, committees, or research teams related to disability issues are preferred.

## VII. APPLICATION PROCEDURE

CRS will review applications from individual consultants.

Interested consultants are requested to submit their applications **in Vietnamese**, including:

### Technical Proposal

- Expression of interest letter
- Copy of business registration certificate (if applicable)
- Company profile (if applicable)
- Brief technical proposal
- Proposed workplan
- Curriculum Vitae (CV) demonstrating relevant qualifications and experience
- At least **two similar previous work samples**

### Financial Proposal

- Consultancy fee proposal based on **daily rate in Vietnamese Dong**, inclusive of taxes (VAT/PIT) and travel-related costs.

### Submission Method

Applications must be **signed, stamped (if applicable)** and submitted via email to CRS at: [vn\\_rfp2@crs.org](mailto:vn_rfp2@crs.org)

**Application deadline: 27 August 2026**

Request for clarification should be sent to: [huyen.tran@crs.org](mailto:huyen.tran@crs.org), Cc: [thuthuy.nguyen@crs.org](mailto:thuthuy.nguyen@crs.org)