



TERMS OF REFERENCE

Consultant Data Analysis “Training Impact Survey”

Location: Vietnam

Project: Inclusion III-b

Duration: October 2026 – December 2026

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.

I.B. Project Summary

In 2019, USAID/Vietnam and the Vietnam Ministry of National Defense (MND) committed to supporting persons with disability in provinces sprayed with Agent Orange in Vietnam. Investment for a five-year Project from 2021-2026, entitled “INCLUSION”, has been approved by the Prime Minister in July 2021. Inclusion III-b (the project) is one of the Activities with the overall goal to improve the quality of life of Persons with Disabilities in provinces heavily sprayed with Agent Orange in Dong Nai province.

I.C. Overview of the Terms of Reference

Under the cooperation program between the National Action Center for Toxic Chemical and Environmental Consequences Remediation (NACCET), CRS and the Department of Health – Dong Nai for the implementation of the project “Support to Improve the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange,” CRS will complete a research study into the broader impacts of support provided to health professionals and facilities under the project to date. The consultant will assist the project team in the collection and analysis for this study.

II. OBJECTIVES AND SCOPE OF WORK

II.A. Objective

The objective of this consultancy is to support the Inclusion IIIb team in completing the study into the impacts of professional development activities provided under the project. This data will be collected through an online survey and in-depth, face to face interviews.

II.B. Scope of Work

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

- Review the available dataset and update a set of survey questions to capture the required information.
- Develop 1 online survey tool, 1 interview template to collect interview responses and any corresponding data collection tools, guides or code books (as agreed with the project lead)
- Support data collection (both online and for 14 interviews)
- Provide initial insights and information from the survey responses to inform up to 21 interviews.
- Complete data analysis on both data sets, providing insights to the activity lead
- Drafting the study report in collaboration with the activity lead

III. METHODOLOGY

The consultant will review the documents provided to data and agree deliverable timeframes in line with the overall activity timeframes and protocol provided.

Under the guidance of the activity lead the consultant will then finalize the survey questions, develop the online tool and identify key analysis points and methodologies. The consultant will engage in up to 14 in person interviews ensuring accurate data collection.

Using the collected information the consultant will then draft the study report, identifying key trends, themes and areas of interest from across the survey and interviews to inform project learning.

IV. DELIVERABLES AND TIMELINE

IV.A. Deliverables

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

1. One online survey tool with guidance
2. 1 interview template with guidance

3. Full data set across survey respondents and interviews, including any guidance or code books used in analysis
4. One study report (no longer than 20 pages with annexes)

The material will be developed in Vietnamese.

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

IV.B. Timeline

No.	Activity	Timeline	Deliverables
1	Meeting with CRS to agree on the consultancy workplan	October 2026	Agreed scope of work and deliverables
2	Review available data and documents to inform data collection	October 2026	-
3	Data collection tools (survey, interview templates, etc)	October 2026	Online survey, interview template and any supporting guidance
4	Data collection (online survey and in person interviews)	October – November 2026	Online surveys and up to 14 in person interviews
5	Survey insights for up to 21 facilities	October 2026	Facility specific data from online surveys
6	Study report with full data set.	December 2026	Report with full data set

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 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 19 working days**, to be completed between October and December 2026. If not based in Dong Nai province this will include up to 6 days of travel for data collection, with associated travel costs covered by CRS outside of the consultancy agreement.

V. LOGISTICAL SUPPORT

CRS will support the consultant in coordinating with relevant stakeholders during the implementation of the consultancy contract.

The consultant will work closely with the Technical Advisor of the CRS Inclusion III-b team.

VI. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The consultant must meet the following requirements:

- At least **10 years of professional experience** in international or community development related to the direct implementation of development activities preferably in the areas of health, social welfare, social protection, or disability-related areas.
- Demonstrated experience in contributing to or managing monitoring and evaluation activities for international or community development activities.
- Strong experience in the management and analysis of large data sets including efficient collection and analysis techniques aligned with legislative requirements around data privacy and management.
- 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 evaluations, 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.

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 clearly stating the consultant daily rate and relevant experience
- Brief proposed workplan, with LoE for each deliverable
- Curriculum Vitae (CV) demonstrating relevant qualifications and experience

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_procurement@crs.org.

Application deadline: 29 September 2026

For any clarification requests, please contact: quang.ho@crs.org, and Cc: thuthuy.nguyen@crs.org.