



## **TERMS OF REFERENCE**

### ***“Project design/management and proposal writing” training***

*This terms of references are an integral part of the consultant contract.*

#### **1. Background**

Association for Empowerment of Persons with Disabilities (AEPD) is a local NGO in Quang Binh province, born out of the international humanitarian organization - Survivor Corps/Landmine Survivors Network (SC/LSN). AEPD was established in 2010 to inherit the legacy and promote the achievements of the predecessor organization which was present in Quang Binh, Vietnam in 2003. AEPD is committed to improving the quality of life of persons with disabilities through comprehensive programming that focuses on supporting persons with disabilities to enhance the disability-inclusive capacity and promoting an enabling environment for persons with disabilities through sustainable livelihood support; improving soft skills and expertise; increasing resilience to climate change, reducing natural disaster risks; organizing networking events to raise awareness about disability issues; training on rights and skills to help persons with disabilities; Mobilizing resources for people with disabilities; and Advocacy for the rights of Persons with Disabilities.

AEPD is implementing a project funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, through IKI Small Grants, titled “Enhancing resilience of people with disabilities to counter climate change impacts”. In the component of capacity development, the project helps increase capacity of AEPD staff in order to implement the project more effectively and develop the organization on a sustainable manner.

#### **2. Objective of the training**

The overall objective of the assignment is to equip and strengthen AEPD staff with the skills needed to develop, design and write good quality and effective proposals, and manage the funded projects effectively to meet proposed deliverables. More specifically, the training should:

- improve the project design and writing skills of AEPD staff
- improve the proposal writing skills of AEPD staff

- increase AEPD's understanding of how to develop good funding proposals
- support team to articulate the contextual challenges and develop their innovative responses into good funding proposals
- increase AEPD understanding of donor/grant processes
- increase knowledge, skills of AEPD's staff to apply tools and techniques to carry out project activities to meet project requirements in order to make the final deliverables in a finite time and budget.

### **3. Expected results**

- AEPD understands the features of a logical, well-designed project
- AEPD staff understands the steps and activities required to ensure good, logical project design
- AEPD staff understands the process and key components for a good funding proposal
- AEPD staff understands and is able to develop relevant and appropriate project budgets
- AEPD staff is equipped with knowledge, skills and tools to effectively undertake funded projects effectively and efficiently.

### **4. Scope of work**

The consultant will be expected to engage with AEPD before and after the training sessions for maximum impact. Under the supervision of the Programme manager the selected individual/s or organisation will design and deliver training to cover the following:

- Carry out training needs assessments and, based on the assessments, develop comprehensive training modules in project design/proposal writing and project management
- Lead in the delivery of a 3-4 days training on project design/proposal writing and project management using the modules.

Ideally, all three major areas will be addressed during the training, including project design, proposal writing and project management.

### **5. Expected deliverables**

- A detailed agreed action plan, including confirmed travel dates with AEPD for design, development and commissioning of the training.
- Completed training materials, including pptx
- 3 day-training course covering all three above mentioned topics for AEPD staff
- Final report that documents works completed i.e. meetings held, results of training, challenges and solutions.

- Coaching after the training

## **6. Required skills and experience**

- A degree in Development Studies, Human Rights, Communications, Business Management, Resource Mobilisation, Finance, International relations or other related fields.
- At least 3 years' relevant experience in Resource Mobilisation, Project Design, and effective Proposal Writing, Fundraising, project management, Financial Management and practices preferably with NGOs
- An understanding and demonstrable commitment to human rights, disability rights and the donor environment around disability rights.
- Excellent communication skills
- Fluent English and Vietnamese
- Comfortable working online and offline

## **7. Time and place**

The training will take place in Quang Binh province, at AEPD's office. 18A Quang Trung, Dong Hoi city.

It is expected to undertake this training for 3 days directly at the AEPD's office and online coaching afterwards.

## **8. Consulting fee**

The consulting fee will be paid based on the consultant's working experience and not exceeding the norm of the IKI fund. The specific rate will be decided after discussing and agreeing with AEPD management.

## **9. Other payment and logistical arrangements**

- AEPD will arrange an online meeting with the consultant at the commencement of the contract to clarify any questions relating to the TOR.
- AEPD will brief the consultant about the organization development process to date.
- The task is considered completed when all the deliverables are finished, submitted and approved by AEPD. In the event that the deliverables are judged to be unsatisfactory, 30% of the contract values will be withheld.
- Fee payment will be made by the following methods: Payment by bank transfer or check. According to regulations, AEPD deducts 10% of PIT applied in case the contract value is more than 2,000,000 VND. AEPD pays the deducted tax amount to the state budget.

## **10. Submission of proposals**

Please submit your proposal application in English no later than 5 pm, 2 December 2022 to the following address:

ASSOCIATION FOR EMPOWERMENT OF PERSONS WITH  
DISABILITIES QUANG BINH

Address: No. 18A Quang Trung Str. Dong Hoi city, Quang Binh Province.

Email: [info.aepd@gmail.com](mailto:info.aepd@gmail.com), or [programmemanager.aepd@gmail.com](mailto:programmemanager.aepd@gmail.com)

Phone: 0855.357.855 (Ms. Huong)

Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.