

## **Terms of Reference**

### **Hiring of consultant to facilitate workshop and prepare the report**

#### **Background**

The Belgian Ministry of Development Cooperation (DGD) aims at more synergies and complementarities between all different Belgian NGAs (Non-Governmental development Actors) active in Vietnam and wants them to confront and harmonise their assessment of the national context. For these assessments, they equally require the input and validation of local partners of these NGAs and local experts.

15 Belgian NGAs with an interest in working in Vietnam, led by Vredeseilanden (VECO), are jointly writing a Common Context Analysis for DGD. Between February and April, they have been describing and analysing the political, economic, social and environmental context of Vietnam, and the relations between civil society and the government. Vredeseilanden will deliver a draft document of this Common Context Analysis to the country office in Vietnam (VECO Vietnam). This draft will be supplemented and validated in a workshop in Hanoi which will be attended by local partners and experts on May 25-26, 2015.

#### **Objectives of the consultancy**

##### ***General Purpose***

Facilitate a workshop which aims at analysing, harmonising and validating the Common Context Analysis (CCA) delivered by all 15 Belgian NGAs with an interest in Vietnam (Vredeseilanden, InstituutvoorTropischeGeneeskunde, Oxfam Solidariteit – Solidarité, WWF, VVOB, Plan België, Ares-CCD, APEFE, VLIR-UOS, Handicap International, Aide au DéveloppementGembloux, Louvain Coopération au Développement, Rode KruisVlaanderen International, IIAV/IEOI (ACV-CSC), Dynamo International).

##### ***Specific Objectives and Tasks***

- Facilitate a workshop of two (2) days to a maximum of 20 participants at the end of May 2015 (25-26 May 2015). Participants are representatives/staff of Belgian NGA's, of partner organisations of the NGAs or local experts.
- Perform with these participants an analysis of the key local actors (civil society, government), related to the intervention areas of the 15 Belgians NGAs, which can complement and enrich the first draft of the Common Context Analysis. Elaborate a pathway of change per domain/theme (i.e., agriculture& rural sector, environment, gender, education, health, human rights) relevant for every ANGC, identifying the different intervention methods which must lead to change. Perform a SWOT analysis and a risk analysis, linked to the contents of the Common Context Analysis and the intervention areas of the NGAs.
- Compose a report of the workshop (in English) to provide inputs for the preparation of the final CCA document.

**Note: Two reference documents are available upon request from VECO Regional Representative:**

1. Description of expectations and process of workshop
2. Guidelines for Content of CCA-South

**Phases of the consultancy and methodology**

<b>Phase</b>	<b>Most important results</b>	<b>Relevant aspects</b>
<b>1. Preparation</b>	Recruitment of a consultant	Based on proposed methodological designs and proposal for the workshop
<b>2. Execution</b>	Facilitation of the workshop  Writing of workshop report	<ul style="list-style-type: none"><li>• Facilitation of the two-day workshop on May 25-26, 2015 in Hanoi.</li><li>• Consultant will present a first draft report on 31 May 2015.</li><li>• Consultant will submit final report on 07 June 2015</li></ul>

***Methodology***

It is expected that the following methods will be used during the workshop:

1. SWOT-analysis and risk analysis, Pathway of change
2. A participatory, collective process
3. Process of self-reflection, joint reflection.

**Expected end-product**

Report of the workshop (not more than 12 pages, excluding annexes). This report should at least include the following sections:

1. Explanation of methodological process and different steps in the analysis (including SWOT method, pathway of change).
2. The results of the analysis of key local actors (civil society, government), linked to the intervention areas of the 15 involved Belgian NGAs.
3. List of future interventions of the 15 Belgian NGA's taking into account the relevant actors.
4. An assessment of current and future opportunities and risks related to the intervention areas of the 15 Belgian NGAs.

**Payment method**

The consultant will be paid in the following way:

- 50% at the signing of the contract
- 50% after the submission of a qualitative report to Vredeseilanden/VECO

### **Professional experience**

1. Degree in Social Science or a related degree.
2. Previous work with methodologies used in development organisations
3. Ability to write reports, and oral and written communication capacities.
4. Proven expertise in the facilitation of participatory analysis workshops, related to international development cooperation.
5. Knowledge of political, economic and social contextual factors of Vietnam in relation to various development cooperation issues

### **Period of consultant's engagement**

The planned starting date is the signing date of the contract. Five person-days are foreseen as follows:

1. Methodological design and the preparation of the workshop = 1 day
2. Execution of the workshop: 2 days (25-26 May 2015)
3. Report write-up (drafting and finalization): 2days

Subject to satisfaction of Vredeseilanden, the final report is due to Vredeseilanden on 07June 2015 (two weeks after the workshop).

### **Technical proposal**

The technical proposal must specify in detail the methodology to be used during the workshop, with a schedule of activities and should be accompanied by the Curriculum Vitae of the consultant.

### **Financial proposal**

The financial proposal must include a detailed description of the costs related to the execution of the workshop and writing of the report.

### **Rights and confidentiality products:**

All outputs and products generated during this consultancy are owned by the contractor (Vredeseilanden). All information resulting from this consultancy, as well as the information that was provided for the realisation of the consultancy, cannot in any case be disclosed or used by the consultant for private use.

**Please send technical and financial proposals to:**

Eduardo A. Sabio  
Regional Representative  
VECO Vietnam  
E-mail: [eduardo@veco.org.vn](mailto:eduardo@veco.org.vn)

Deadline: 11 May 2015

Final selection of the Facilitator will be done by Vredeseilanden on or before 15 May 2015.