

Terms of Reference – Consultancy Agreement

Consultancy project	Consultant for full proposal development
Name and title of WV staff with operational responsibility over Consultancy	Dam Thu Hang, Grants Acquisition and Compliance Manager
Period of Consultancy	30 working days
Start date	12 August, 2024

1. Background and context

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVI-Vietnam) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVI-Vietnam consists of sponsorship program funding (70%) and private non-sponsorship (PNS)/grants (30%). WVI-Vietnam employs about 400 staff, of which 99% are Vietnamese nationals.

WV Ireland, and its implementing partner – WVI-Vietnam and technical partners – World Wide Fund for Nature in Vietnam (WWF-Vietnam) and the Centre for Marine life Conservation and Community Development (MCD), are developing a project to enhance effectiveness of Marine Protected Areas in central region of Vietnam from 2025 to 2030 which will be funded by Blue Action Fund.

The project will aim to create an interconnected network of MPAs, with existing MPAs in Cu Lao Cham, Quang Nam and Con Co, Quang Tri demonstrating sustainable management and providing valuable lessons to help establish a new MPA in Son Tra, Da Nang. In addition to marine conservation, the project will empower coastal communities around the MPAs and neighboring areas with sustainable alternative livelihood development and strengthen their capacity in disaster and climate change response.

The project idea aligns with the Government of Vietnam's commitment on marine conservation, including Vietnam's Law on Fisheries (2017), Resolution 36-NQ/TW (2018) on sustainable marine economic development, the Environmental Law (2020), Resolution 48/NQ-CP (2023) on sustainable resource use and the protection of marine and island environments, and Decision 389/QD-TT of Prime Minister approving the Master Plan on Protection and Use of Aquatic Resources from 2021 to 2030, vision towards 2050 (2024). The project idea has been consulted on with the Department of Fisheries Surveillance - Ministry of Agriculture and Rural Development, and relevant provincial governments. The project concept note has been preselected by the donor.

2. Consultancy objective

WVI-Vietnam is seeking a qualified consultant or consultant group to lead the full proposal development. The consultant is expected to produce a high-quality technical proposal following the donor-required proposal template in collaboration with WVI-Vietnam's proposal team and its partners.

3. Scope of work

WVI-Vietnam would like to retain the services of the consultant to support the full proposal development process for up to 30 working days between August 12, 2024 and February 6, 2025. The consultant will be expected to undertake the tasks (described below), though this list may not be exhaustive. WVI-Vietnam reserves the right to request additional tasks and deliverables from the consultant to ensure that a complete full proposal is submitted to the donor and addresses the donor's feedback if any. WVI-Vietnam will compensate the consultant for a maximum of 30 working days, based on actual days worked.

4. Tasks

The consultant will undertake the following tasks:

- Conduct a desk review of the preselected concept note and other relevant documents and discussions shared by WVI-Vietnam;
- Facilitate discussions with WVI-Vietnam proposal team and its partners to develop the overall design and full proposal development strategy;
- Lead the design workshop with participation of national, provincial, and local stakeholders, WVI-Vietnam and its partners;
- Based on the outcome of the design workshop and results from the Environment and Social Assessment, write high quality technical proposal narrative in English that follows the donor-required template;
- Review and provide advice in terms of budgeting;
- Share relevant documents, information, and insights that could further strategically position WVI-Vietnam for a successful proposal;
- Discuss in a timely manner with the proposal team to obtain information to improve the quality of the proposal;
- Revise proposal drafts in response to feedback and comments from the proposal team's and proposal reviewers including the donor. There will be tentatively two rounds of review by the proposal team prior to another three rounds of donor review;
- Finalize the proposal narrative in response to the proposal team's and donor's feedback; and
- Any other tasks relevant to the proposal development process, as requested by WVI-Vietnam.

WV Ireland together with WVI-Vietnam will be responsible for the submission of the full proposal as well as including all necessary supporting documents. WVI-Vietnam will provide necessary support to the consultant – including relevant documents, information, data, contacts, and other details as needed. WVI-Vietnam will review the consultant's deliverables and outputs and provide feedback for improvement and to ensure alignment with WVI-Vietnam's vision, expectations, and systems.

5. Deliverables

- Maximum 2 pagers elaborating the full proposal development strategy
- An updated logframe
- Finalized design workshop agenda
- Meeting notes from the design workshop
- Draft version 1 and 2 of the full proposal in the donor template including 10 annexes

6. Timeline

Deliverables	Expected deadline
1. Full proposal development strategy	August 23, 2024
2. Update the logframe and finalize the design workshop agenda	August 30, 2024
3. Meeting notes from the design workshop and the finalized logframe and implementation plan	September 27, 2024
4. First draft of the full proposal and all annexes	October 8, 2024
5. Second draft of the full proposal and all annexes	October 22, 2024
6. Revised proposal addressing any further feedback of Blue Action Fund	February 6, 2025

7. Essential Qualifications and Experience

The ideal consultant should possess the following qualifications and expertise either through academic background or practice experience:

- Minimum academic education: Master's degree in geography, marine resource management, or natural resource management;
- Proposal writing and analytical skills: The consultant should have proven proposal writing skills and demonstrated success with grant acquisition from public institutional donors as well as strong analytical abilities. He or she should have at least 10 years of experience and demonstrated success in proposal development for European public donors;
- Sectoral expertise: The consultant should have an in-depth understanding and technical knowledge about aquatic resource protection and management policies in Vietnam including law enforcement, management in marine protected areas, sustainable livelihoods and coastal livelihoods issues in Vietnam, gender issues, and disaster risk reduction;
- Facilitation skills: The consultant should be able to facilitate the design workshop with different stakeholders by himself or with his team member, gathering insights from participants to build compelling project design and address the donor's requirements.
- Communication skills: The consultant should possess highly developed communication skills, with fluency in both written and spoken English.

8. Logistics

The Consultant shall report directly to the Grants Acquisition and Compliance Manager of WVI-Vietnam. However, the execution of works shall be done in close coordination with WVI-Vietnam and its partners. WVI-Vietnam will arrange and assign experienced staff and collaborate with our technical partners in the consortium to review and guide the consultant(s) during the assignment. Consultants will be given access to relevant information necessary for the execution of tasks under this assignment. WVI-Vietnam will provide support for the coordination of stakeholder consultations. The consultant is expected to be responsive to WVI-Vietnam and communicate with the WVI-Vietnam team on a regular basis to provide progress updates, indicate challenges and potential bottlenecks, and inform of any changes in availability during the period of consultancy.

The consultant/s will be responsible for providing their own workstation (laptop, internet, phone, and other facilities which may be required during the consultancy). The consultant(s) is expected to

work from their own office or home, although occasional visits to the WVI-Vietnam office are also expected.

The consultant/s will also be responsible for organizing and covering all logistical costs associated with field activities such as the design workshop and any additional consultations if deemed necessary. These cost-considerations should be reflected in the financial proposal/proposed budget for the project/s selected. WVI-Vietnam will reimburse logistics costs (travel and accommodation for field work) based on actual receipts and in accordance with WVI-Vietnam's financial management regulations. Meal expenses will be considered as personal expenses and will not be covered.

9. Submission requirements

All candidates interested in conducting this assessment on a consultant basis should submit, no later than **12PM, 2nd August**, a detailed application proposal including:

- Curriculum vitae detailing his/her experience in relation to the topic of the consultancy (maximum 4 pages per CV).
- A writing sample completed by the consultant(s) previously.

Questions and requests for additional information must be sent in writing to wv_recruitment@wvi.org no later than **5PM - 25th July**.