ADRA IN VIETNAM

THAI BINH BLIND'S ASSOCIATION

CReating **O**pportunities for **P**eople with visual impairment (CROP) project

Appendix 1a:

TERM OF REFERENCE
CONSULTANT SERVICE
FOR **FUNDRAISING AND RESOURCE MOBILIZATION TRAINING**
FOR PEOPLE WITH VISUAL IMPAIRMENT IN HANOI

(CROP/Outcome 1.1.)

1. Background of ADRA in Vietnam

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church, demonstrating God's love and compassion. ADRA has a presence in over 120 countries world-wide and its major areas of involvement are divided into 5 core portfolios:

- Primary health care and child survival;
- Economic development;
- Food security;
- Basic education; and
- Emergency preparedness and response.

In 1988, ADRA began operations, across Vietnam through ADRA Indochina, with the shipment of medicines from the U.S.A. ADRA's office has been located in Hanoi since 1993 and has implemented more than 120 projects in over 50 provinces across Vietnam. ADRA in Vietnam has operated in over 50 provinces across the country since it began operations. Currently, ADRA is implementing projects across four provinces: Cao Bang, Hanoi, Binh Phuoc and Tay Ninh.

2. Brief description on the CROP project

The "Creating Opportunities for People with Visual Impairment in Hanoi" project (CROP) aims to stimulate self-sufficiency within the Hanoi Blind Association (HBA) and its members (i.e. the PVI's and their families living in Hanoi City and its surrounding districts). Capacity building for the HBA staff, vocational skill trainings for youth and adults with visual impairment, and Braille training for children are the three key components of CROP.

Among these three components, the primary focus is capacity building of the HBA in advocacy, fundraising, IT skills, massage therapy, Braille literacy, and marketing. These capacities will help the association develop new socio-economic support mechanisms for their members, especially in (1) raising public awareness and policy influencing with regards to the needs and rights of PVI's, (2) vocational training and job placement for youths and

adults with visual impairment, and (3) pre-inclusive education training and student placement in regular schools for children with visual impairment.

In Year 3, the project has expanded to Thai Binh with similar activities.

3. Reason for the position

Fundraising and resource mobilization is one of the project's main capacity training topics (IT skills, advocacy, fundraising and marketing for job and school placement) to be implemented in the third year of to strengthen basic fundraising skills for the TBBA's and its sub-associations' staff.

(1) Duration: 05 days (20 – 24 August, 2012)
(2) Location: Song Tra Hotel, Thai Binh City
(3) Participants: 36 TBBA's and its sub-associations' staff (21 visually-impaired and 15 visual)
(4) Contents:

- The training on fund-raising focuses on identifying funding opportunities, developing concept notes and proposals, and on strategic planning skills to sustain and expand current activities as well as to pursue more projects.
- The last day shall be devoted entirely to TOT skills to enable trainees to deliver similar contents to other people afterwards.

4. Objectives of the position

Deliver training sessions on **Fundraising and resource mobilization** to:

(1) Improve the capacity of the TBBA's and its sub-associations' staffs fundraising and resource mobilization skills;
(2) Provide TOT skills to enable trainees to deliver similar contents to other people afterwards.

5. Scope of work

- Develop training contents and lesson plans for the two following training topics:

  - Fundraising and resource mobilization (04 days);
  - Training skills (01 day);

- Design pre-training and post-training tests;
- Deliver training sessions on topics mentioned above;
- Collect and report post-training assessment results.

6. Expected outcome

- 36 TBBA staff are trained on the mentioned topics over five days
- Training courses are rated "effective" by 75% of participants
- General fund-raising, advocacy and marketing strategies or plans of the TBBA are developed

7. Methodology

The Trainer will work with CROP Project Officer and the PMC to develop training need assessment and training contents. The active training techniques and approaches will be applied for the training to encourage the participation of visually-impaired trainees.

The Trainer needs to develop complete training need assessment, lesson plans and training materials for the participants, and send the materials to the project team (ADRA and the PMC) at least one week before the training. If training materials are not submitted before the deadline and not approved by the project team, the contract will be terminated and the project has no responsibilities in making any payments for the Trainer.

8. Post-training report

The Trainer will submit the post-training report in Vietnamese or English (hard and soft copies) to ADRA's Project Officer, or the PMC.

9. Requirement

- Bachelor Degree or above in related areas;
- Experienced in community development;
- Experienced in raising funds and mobilizing resources for non-profit projects or programs;
- Experienced in working with people with visual impairment preferred;

10. Contacts

Interested candidates please send **technical proposal (training contents and program) and proposed cost** as the base for the training to:

1. Pham Thi Lien (Ms.), CROP Project Officer, ADRA in Vietnam, Tel.: 04.3852 5183, Mobile: 0989 746 796; Email: lienpham@adravn.org.vn

2. Pham Tien Dung (Mr.), Programs Officer, ADRA in Vietnam, Tel.: 04.3852 5183, Email: dungpt@adravn.org.vn

3. Bui Anh Tuan (Mr.), TBBA's Vice Chairman, Project Management Committee's Vice Chairman; Tel.: 036.3648189, Mobile: 0989022258, email: anhtuankbtb@gmail.com

Deadline: 03 August, 2012