

TERM OF REFERENCE (TOR)
INTERPRETERS for YOUTH CONFERENCE
Singaporean students and Son Tra UAP junior high school students

- **Interpretation Training Course:** Life skills and vocational orientation for youth in Son Tra Urban Area Program (UAP)
- **Facilitators:** Singaporean Students
- **Interpreters:** 4 Vietnamese interpreters in English & Vietnamese
- **Participants:** 80 adolescents at the target schools
- **Supervisory interpreting:** Le Nguyen Hoang Vy – Coordinator of this project – Son Tra UAP
- **Working day:** 2:30 to 6:00 pm, 6th March 2022 - 17th April, 2022
- **Location:** Son Tra UAP

I. Background

World Vision is an organization that focuses on children, especially the most vulnerable children. To achieve child wellbeing goals, World Vision in Son Tra district intervenes and works with local communities to support children with life skills and Vocational orientation. In the cooperation among World Vision Singapore – Singaporean Universities – Son Tra Urban Area Program, Youth Conference will be organized for about 80 youth from three target schools.

After the training workshop, attendees will be enhanced with knowledge about life skills and vocational orientation such as: Basic English Communication; Life Skills; Career Guidance; Personal Financial Plan; Social Media/Branding, Safety Using Internet, etc. The training workshop will be organized ONLINE with ZOOM.

Son Tra students are medium at grammar of English, not communication. The workshop needs to be supported by interpreters who good at English and skills working with youth/ children.

2. The objectives of the Interpreting:

- Listen to and translate exactly what Singaporean facilitator express in Vietnamese to Son Tra students and vice versa
- Support groups of students in discussion and presentation
- Note and report to project Coordinator on issues/risks during class operation
- 1 interpreter takes care of 1 student group of 15-20 (boys and girls aged 12-15)

3. Training course content and timeline (to be updated)

VN Group	Session 1 Basic English Communication 3.5 hours	Session 2 Career Guidance 3.5 hours	Session 3 Life Skills 3.5 hours	Session 4 Personal Plan 3.5 hours	Session 5 Culture 3.5 hours	Session 6 Safety Using Internet 3.5 hours
1	9 March	16 March	23 March	30 March	6 April	13 April
2	10 March	17 March	24 March	31 March	7 April	14 April
3	8 March	15 March	22 March	29 March	5 April	12 April
4	12 March	19 March	26 March	2 April	9 April	16 April

5. Participants

Participants: 80 youth in 4 groups of 15-20 students

6. Place: Three target schools in Son Tra UAP

7. The main requirement:

- Bachelor's Degree in English or IELTS 6.5 upwards
- Having knowledge and experience in the field of speaking English to young people.
- Creating and adapting quickly to motivate class and connect class members (group working, presentation skills, etc.).
- Understanding and respecting World Vision's development policies. Familiarize yourself with the working style of World Vision Vietnam while working with children and the poor.
- Adhere to the plan agreed upon with the World Vision staff.

8. Responsibilities of Son Tra AP:

- Preparing the logistics for the training such as: hall, documents, stationery, list and inform the trainees.
- Working with facilitators, interpreters and stakeholders to agree on the content, program and report after training.
- Monitor the quality of training and interpreters
- Internet connection

9. Working time & expenses for consulting for 4 groups:

No.	Content	Time	Session	Payment/session	NOTES
1	Interpreting training workshop	3.5 hours/day	6	950,000 VND/session	
Total time		6 sessions			

Note:

- + Interpreters' meals are included in the interpreter's payment
- + The cost of stationery will be paid by the Organization based on actual invoice and at a reasonable level
- + The accommodation will be arranged and paid for by the Organization

THIS TOR IS AGREED BY

WORLD VISION VIET NAM

INTERPRETER

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Date month year 2022