

# TERMS OF REFERENCE

## WWF-Viet Nam Training Consultant

### I. BACKGROUND

WWF was one of the first International non-government organizations working in Viet Nam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF-Viet Nam is looking for a training consultant to:

### II. OBJECTIVE

To provide professional and effective (1) Communication and Interpersonal skills and (2) Time Management & Problem-Solving Skills training for staffs in WWF-Viet Nam (2 days/course).

### III. SCOPE OF WORK AND ENGAGEMENT

The Consultant will work closely with HR Team of WWF-Viet Nam to arrange and ensure quality implementation of 2 courses: (1) Communication & Interpersonal Skills and (2) Time Management & Problem-Solving Skills Training in accordance with WWF standards, including:

1. Analysis on learning needs and design effective training modules
2. Facilitate and deliver 2 courses (1) Communication & Interpersonal Skills and (2) Time Management & Problem-Solving Skills training for staffs in WWF-Viet Nam).

Trainer will use allocated survey, handouts, training contents, materials or modules and conduct the training service, logistics to make sure that training activities will be well-organized

3. Conduct end of training evaluation and provide WWF-Viet Nam with training report.

### IV. Required Qualifications & Competencies

- Advanced degree in Education, Management, Economics or in any other relevant subject.
- Good knowledge of training techniques, methods, and ability to develop training materials
- At least 7 years' work experience in training conduct or capacity building, including 3 years with an international agency or NGO or another relevant field.
- Experience to conduct relevant training courses and other soft skills training.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearless

#### Proposal should be included

- Profile about individual or company
- Achievements of relevant previous works
- Training modules/ timeline/ expected results
- Breakdown of expected fees, including relevant logistics costs.

### IV. OUTPUT

- Training analysis and delivery will be implemented to adapt the organization's requirements.
- 2 training courses on: (1) Communication & Interpersonal Skills and (2) Time Management & Problem-Solving Skills are effectively conducted
- End of training evaluation

### V. DURATION

Training courses to be completed by May 2023.

**Deadline for applications: 30 Jan 2023**