

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Project information

“Positive Discipline in Everyday Parenting” program is based on children's rights to healthy development, protection from violence and participation in their learning. PDEP in Vietnam has been carried out over 3 years by Save the Children and the initial impacts are very encouraging that 95% parents, caregivers and educators has provided positive feedbacks about the program and spread their recommendations to many more. Save the Children plans to accelerate the impact of the program to wider public by scaling up PDEP program delivery to reach more parents and children.

Objective

The primary objective of this assignment is to **select a consultant to provide a face – to – face training of trainers (TOT) on Mental Health and Psychological Social Support for 50 PDEP facilitators from three regions in Vietnam**. The training aims at providing facilitators, who come into direct contact with parents, key concepts related to Mental Health

Psychological Social Support (MHPSS), and how to apply basis engagement skills that promote safety and well-being of children and parents.

A training module will be **in Vietnamese** and must be developed based on SCI's Psychological First Aid in order to equip trainees with knowledge and understanding of concepts, guidance, and psychology social support especially psychology first aid to children and adults.

Location and official travel involved

The training will be conducted **face – to – face** in Hanoi, tentatively distance ~ **60km** from Hanoi center (*detail location will be informed later*) for 50 facilitators of PDEP

Services the Supplier will provide

The consultant is responsible to conduct a **three day training and 1.5 day for preparing and reporting** on Mental health and Psychological Support Service (MHPSS) for core facilitators. The training will be developed from SCI's Psychological First Aid curriculum.

The consultant will be in charge of providing a training material package, which also includes training agenda, one PPT and one hand out of content for 03 days training, lesson plan, pre and post-test, training evaluation.

Experience and skill set required

Education:

The consultant must hold a Master's degree in psychology, social work or related field of study

Qualifications:

- Must demonstrate experience of providing similar services in country and INGOs context
- Must obtain good communication and presentation skills, especially online training
- Able to produce quality work within deadline and under rush time
- Have experiences in a conflict setting considered strong attribute
- Able to read English documents is a plus
- Be a team player and ability to liaise with various counterparts

Experiences

Must have at least 5+ years of professional experience in the mental health, psychology support, and social work and extensive relevant experience in training and education

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Preparing training material packages and Mental Health Psychological Social Support training module	The consultant will prepare content, presentation, training document, handout and guideline on MHPSS based on the Save the Children's Psychological First Aid	Presentation, word document, PDF
2	Conduct training	Conduct a 3-day training for PDEP facilitators: <ul style="list-style-type: none"> - 1st: Providing the knowledge and key understanding in mental health, psychology support and psychology first aid - 2nd: Focusing on the skills for facilitators to support children and parents based on MHPSS. - 3rd: Analysis case study and practice and consult to create an active two-way communication between facilitators and parents on MHPSS using social networks such as Facebook, Zalo,... 	Face – to – face training
3	Evaluation and documentation of training	The consultant will create pre and post tests, and training evaluation for the training and collect data, feedbacks and evidences to serve in the evaluation report	Google form or MS form, Word document
4	Reporting	Upon a training the consultant will compose a final report	Word document

Timeline

Estimated Commencement Date: **12 June 2023**

Estimated End Date: **25 June 2023**

Deliverable number	Deliverable title	Submit to	Delivery date
1	Preparing a training material packages and Mental Health Psychological Social Support training module	SCI	12 - 13 June 2023
2	Conducting training	SCI	17 - 19 June 2023

3	Evaluation and documentation of training	SCI	21-23 June 2023
4	Reporting	SCI	21-25 June 2023

Payment information

100% of the total cost will be paid within 15 working days upon satisfactory completion of all deliverables

Accommodation and travel will be provided by SC if needed. Per-diem will be calculated as SC's policy.

How to apply for the services:

The candidate should submit a agenda proposal, financial proposal and CV through email address: **vietnam.consultancy@savethechildren.org**

Please refer to the attached RFQ document for quotation submission.

The deadline for responses is: 17h00, 5th June 2023

