

Terms of Reference

Programme/Project Name	Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Vietnam
Name of individual consultant ¹	
Duration of the contract	July 2023
Total value of consultancy (USD/VND)²	
Source of funding (AFF/PTAEO)	VNM/22/51-USA

Under the ILO-ENHANCE project:

Output 3.3: Children aged 14-17 access vocational skills training and apprenticeship linked with improved employment prospects

- Activity 3.3.2: Build the capacity of local partners in DOLISAs and vocational training centres to provide appropriate skills training in line with market needs.
- Activity 3.3.5: Develop a pilot curriculum module on child labour awareness for vocational training centres and implement in target localities.

I. Background and rational

Child labour (CL) remains a big challenge for Viet Nam. Viet Nam's second National Child Labour Survey³ identifies an estimated 5.3 per cent of the 5-17 years old engaged in child labour. This accounts for more than 1 million children, over half of whom are working in hazardous conditions.

In partnership with Ministry of Labour, Invalid and Social Affairs (MOLISA) as the key Government partner of Viet Nam, the ILO has been implementing the project: *“Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam” (ENHANCE)* since 2015. The overall goal of the project is to build a comprehensive and efficient multi-stakeholder response for the prevention and reduction of child labour in Viet Nam. The project strategy focuses on three key pillars: (i) strengthening capacity of national institutions and stakeholders to identify, monitor and respond to child labour; (ii) raising awareness of child labour, the associated hazards and prohibitions against child labour among all levels of the society and; (iii) developing intervention models for preventing and withdrawing children from child labour in selected geographical areas and sectors.

¹ This information could be filled upon completing the recruitment process

³ National Child Labor Survey in 2018, MOLISA/GSO launched on 18 December 2020.

To contribute to national efforts to improve vocational education and training in Viet Nam to better meet labour market needs, from 2019 the ILO/ENHANCE project has been collaborating with the General Directorate of Vocational Education and Training (GDVET) and a selected national consultant to develop two sets of documents namely: (i) Vocational Counselling Guidelines and (ii) a Manual on the Development of Training Programme and Curricula that meet Labour Market Needs.

To evaluate the quality and suitability of the documents, GDVET and ENHANCE project have selected three vocational schools (HCMC Vocational College, An Giang Economic and Technical College, and Hoa Binh College of Economics and Technology) to pilot these guidelines. With technical and financial support from the ILO, this pilot has been implemented by the GDVET/Department of Continuing Education and three selected VETIs (Vocational Education and Training Institutions) in three provinces. In April 2022, both theoretical and practical aspects of the pilot training program were completed by HCMC Vocational Training College, and Hoa Binh College of Economics and Technology. An Giang Technical and Economics secondary school has still not been able to accomplish the training due to the COVID-19 pandemic. As planned, a workshop was organized by DVET to share the progress made, primary results achieved in relation to the implementation of the pilot program of vocational training that meet the needs of the labour market using two mentioned above Guidelines.

However, given the fact that the prolonged COVID-19 pandemic has affected all aspects of socio-economic life, including education, the aforementioned pilot training program was interrupted a number of times, affecting the teaching and learning process for teachers and learners. Hence, the ENHANCE project and DVET have discussed and agreed to conduct an assessment to review the achieved results of the pilot implementation in three provinces/cities from which to provide recommendations for the way forward, and how the developed documents can be improved to meet the demands of the labour market, especially after COVID-19. As such, the ILO-ENHANCE project looks for an external collaborator, who will undertake the assessment, which is expected conduct during June-July 2023. The assessment will involve the participation of the piloted vocational education and training institutions, enterprises and learners from HCMC, An Giang, and Hoa Binh, and an additional two provinces selected by DVET to ensure the diversity in the assessment.

II. Objective/purposes

This assignment aims at reviewing and analysis of the pilot vocational training programs that were applied the two above mentioned developed guidelines to be based for recommendations/suggestions on the way forward to improve and finalize these two sets of documents to ensure the two documents will be nationally rolled out by GDVET within its vocational school system.

III. Scope of work and specific tasks

Under the technical assistance of the ENHANCE project and in close consultation and collaboration with the Department of Continuous Educational Training/GDVET, the external collaborator (herein after referred to as ‘contractor’) shall carry out the review on the pilot with the two mentioned documents, in the piloted sites. To do so, the contractor will need to fulfil the following tasks, including but not limited to:

1. Perform a desk review of relevant project documents and reports related to the pilot programs in the three targeted locations, especially the two documents (Vocational Counselling Guidelines and the Manual on the Development of Training Programme and Curricula that meet Labour Market Needs). This will include an interview with the ILO consultant who developed the manuals and the concerned persons of the Department of Continuing Educational Training/DVET to learn about how the two manuals were developed and piloted.
2. Design assessment methods and tools, including a semi-structured questionnaire, and guiding questions for discussions with:
 - concerned person of the Department for Continuing Educational Training to see their view on the effectiveness, and sustainability of the documents and approach.
 - two groups of teachers and managers at vocational education institutions.
 - and enterprises, learners (all those involved in the pilot process, including the enterprise survey, the vocational counselling, curriculum development, and training).
3. Conduct interviews and meetings with concerned person of the Department for Continuing Educational Training and other groups (vocational school teachers/managers, enterprises, and learners that participated in the pilot programs in the three vocational schools in HCMC, An Giang, and Hoa Binh (HCMC Vocational Training College, An Giang Technical and Economic Secondary School, and Hoa Binh Technical and Economical College). The interviews will aim to collect information from different groups on the compatibility of the two sets of documents, among others, the follows are some suggestions for interviews/discussions:
 - Interviews with trainers (Vocational education training institutions) on pilot process, achieved results, assessment of the appropriateness of the two sets of documents in the current context, with attention to the change in training methods after the COVID-19 pandemic; what is the difference about the pilot training course compared to other training courses that the institutions usually do?; any particular teaching and learning aids are needed? Challenges/unreality in delivering the training or using the guidelines (if any); how collaboration between the school and local business enterprises, and also students? and how they have been overcome; what needs to be changed/adjusted? how did the guidelines improve the quality of vocational training at vocational schools? any suggestions from the interviewers?
 - Interviews with local enterprises: the enterprise’s view about the approach – do they think that it is helpful approach to help them have qualified workers, or just waste time applying the approach; and why? How were the enterprises involved in the pilot progress? What were the challenges/difficulties faces?; What needs to be changed by vocational educational institutions to adapt to new labour market skills needs, especially after the COVID-19?; and

skill requirements of labour market/enterprises?; How has the current workforce changed compared to the pre-COVID-19 period; are there any ideas on anticipated future skills needs?

- Interviews with learners: questions on the career counselling; Did you find the training course useful, and did you find a suitable job with the field you studied? Do your skills meet with the requirements of employers?; What other skills do you need to equip?
- 4. Conduct interviews and meetings with at least 04 VETIs and 04 enterprises from two more provinces selected by DVET to learn about changes in training methods and skills needs for workers in the digital economy, especially after the COVID-19 pandemic. What is their point of view regarding the approaches of the two guidelines and if they are suitable to apply in vocational training programs, particularly for short-term courses?
- 5. Draft an assessment report which includes all objectives above in order to complete the content of the manual to meet the needs of the labour market.
- 6. Present main findings in a debriefing meeting with ILO/ENHANCE, DVET, VETIs, and enterprises.
- 7. Finalize and submit the final report, incorporating comments and feedback from ILO, GDVET and VETIs.

V. Expected results

- An assessment proposal including assessment tools such as questionnaires or semi-structured questions are completed and submitted 04 days after signing the contract.
- Final assessment report in Vietnamese will be submitted at the end of the assignment which included the following: (i) Results of pilot implementation, including challenges faced in 03 provinces/cities, findings on the required skills in enterprise due to the impact of COVID-19, and how have schools changed their vocational counselling and training methods to adapt to the new situation; (ii) Assessment on the appropriateness of contents of the two sets of documents in the current context, and challenges/difficulties faced; (iii) proposal of next steps and recommendations for improvements to the two sets of documents in order to complete the content of the manual to meet the needs of the labour market.

VI. Timeline and Deliverables

- The assignment is expected to carry out during June - July 2023 and entails 15 working days to be accomplished by the consultant. The timeframe and workdays are presented in the worksheet attached.
- The interviews will be conducted in three target provinces of HCMC, An Giang, Hoa Binh, and two more provinces to be selected by DVET.

VII. Required qualification and experience of consultant

Professional qualification: University Degree or equivalent in Economics/Social Science/TVET; advanced degree is an asset.

Experience: A minimum of ten (10) years of experience working in the area of technical and vocational education training, TVET/skills qualifications, quality assurance, relevant experience of conducting assessment of vocational training programs. In addition, this person is expected to have intensive understanding and knowledge about vocational training and TVET system in Vietnam. The participation in vocational training programs abroad is an advantages.

Competency: Excellent planning and organizational skills; excellent analytical skills; strong communication skills - both oral and written.

VIII. Submission of Proposal

The ILO/ENHANCE project invites interested individuals to send proposals, updated profile/CV and the proposed consultancy fee to linhn@ilo.org with copy to phuongh@ilo.org before 5pm 28/6/2023. Proposals submitted after the deadline will not be accepted. Only short-listed service providers will be contacted for further discussion.

All required documents should be submitted in English.

Timeframe and work days for carrying out the evaluation by the selected consultant

No	Activities	Number of workday
1	Desk review of project documents/reports and interview of the consultant who developed the two documents	3
2	Develop work-plan and assessment tools (questionnaires, consultation questions)	1
3	Conduct field trips (number of working days in five provinces)	7.5
4	Prepare a draft report	2.5
5	Finalise the report	1
	Total	15



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Form 2: For Excol (individual consultancy)