

TERMS OF REFERENCE (TOR)

REVIEW AND DOCUMENT THE MODEL OF PROJECT

A. Background

Save the Children is the leading global independent organisation for children founded in 1919 and working around the world to give children a healthy start in life, the opportunity to learn and protection from harm. In Viet Nam, we have been working since 1990 and have made efforts to protect and support the most vulnerable children to achieve their rights to survival, education, protection, healthy environment, and development. We focus on the most deprived and most marginalized children who have been left behind.

Save the Children has been implementing a Safe Back to School (SB2S) project in collaboration with Quang Binh Department of Education and Training (DoET) to implement this program in two disadvantaged districts: Quang Trach and Bo Trach. SB2S proposes a holistic and integrated package to address critical problems that disadvantaged children and their communities face in this “new normal”. By addressing the education, safe school and child protection issues affecting children’s safe return to school, this project will bring comprehensive and sustainable support for the most disadvantaged children.

The three main objectives of the project include:

- 1) Increased access to education of primary school children during school closure and after reopening by developing alternative and innovative learning modalities and providing financial support.
- 2) All children are able to access safe learning environments when coming back to schools after disruptions due to any circumstances, including COVID-19 pandemic.
- 3) Advocacy, resilience building and networking activities will be conducted for future scale up and sustainability of project models.

B. Objective

Save the Children will hire an agency to review and document the existing models under SB2S project to advocate for its use in other schools in the project provinces and throughout the country.

C. Scope of Work

The consultant firm is expected to provide these services within **40 working days expected from 5th June to August 2024**, all tasks will be in **Ha Noi and Quang Binh**. The consultant firm will:

- Work with the project team and Quang Binh DoET to review the SB2S models.
- Collect comments/opinions/feedback on the SB2S models from **12 project schools in Bo Trach and Quang Trach District, Quang Binh;**
- Collect comments/opinions/feedback on the SB2S models from MoET Specialist.
- Incorporate comments/opinions/feedback into the review process of the SB2S models.
- Update contents of topics in the SB2S models.

- Document the SB2S models into the introduction and manual for non-project schools.

D. Experience and skills required.

- Postgraduate in Education or Social Science (team leader);
- Have at least **03 years** of experience in reviewing and documenting manuals, and materials or conduct training on education topics;
- Have previous products related to education;
- Have experience working with children.

E. Expected Deliverables

The selected Agency will be required to deliver the following deliverables to SC:

SC expects the following deliverables to be provided:

No.	Deliverable title	Description	Submit to	Format and style
1	<i>The review report of SB2S MODELS</i>	<i>The SB2S models with the contents reviewed and updated (including interview report with photo)</i>	<i>Project Manager</i>	<i>Electronic file</i>
2	<i>The introduction and manual of SB2S model</i>	<i>The book introduces the SB2S project, intervention models and manual on how to integrate/implement.</i>	<i>Project Manager</i>	<i>Electronic file</i>
3	<i>Presentation of SB2S model to SC staffs</i>	<i>Draft and final versions of a PowerPoint presentation on the SB2S model</i>	<i>Project Manager</i>	<i>Electronic file</i>

Note:

- Report image quality requirements: JPEG format. Minimum capacity 5MB. DPI = 300. Minimum size width x height 4488 x 2953 pixels.

- All the draft and final file/photo will be put into 01 flash driver/USB and submit to SC.

F. Timeline

The tentative duration for the review and document of the SB2S models is from **5th June to August 2024.**

The detailed timeline for each activity is as follows:

No	Activity	Working days (tentative)	Expected outcomes	Timeline (tentative)
1	Work with the project team to review the SB2S models	1	Working sessions with DoET specialists on the SB2S manual are conducted	5 June
2	Study documents and prepare an implementation plan	1	Plan and questionnaires for survey	6 June
3	Collect comments/ opinions/ feedback from DoET specialists, BoET officers 12 project schools in Bo Trach and Quang Trach District, Quang Binh;	5	Comments/ opinions/ feedback on the SB2S manual <u>The review report of SB2S MODELS</u>	10-14 June
4	Document the SB2S models into the introduction and manual for non-project schools	15	The book introduces the SB2S project, intervention models and manual on how to integrate/implement	15-30 June
5	Presentation of SB2S model to SC staffs	1	Presentation Powerpoint	In August 2024
	Total	22		

Status updates/reporting

The Supplier shall provide the below status updates for the duration of the services:

- Weekly progress update with SB2S Project Manager through telephone or email

General assumptions and dependencies

- SC will identify the key stakeholders to be engaged as part of the project.

G. Payment

Payment conditions

- 1st payment: 30% contract amount after collect all the feedbacks in Quang Binh and handover the first Deliverable to SC
- 2nd payment: 70% of total contract amount within 15 days after the service contract is liquidated

The proposed fee must include all costs, overheads, and expenses, including travel, subsistence, and accommodation (if any)

How to apply for the services

The candidate should submit a technical proposal and CVs of all team members through email address:

vietnam.consultancy@savethechildren.org

Document submitted as follows (required)

- List of team members with detailed CV of each member;
- Technical proposal for implementation
- Proposed budget with the detailed calculation (*as RFQ form attached*)
- Proposed timeline for activities implementation.

Note: All above documents are compulsory. If fail to submit sufficiently, SC reserve the right to reject the submission.

The deadline for submission is **19th May 2024**