

TERMS OF REFERENCE

Capacity development consultancy: Gender equity in the
workplace and in programmes/project

VVOB Vietnam

www.vvoob.org

<http://vietnam.vvoob.org/>

01 Đa Phước 8, Khuê Mỹ ward, Ngũ Hành Sơn district, Danang city

1. General Provisions

1.1. Job information

Title of the consultancy:	Capacity development consultant: Gender equity in the workplace and in programmes/project
Contracting Authority:	VVOB
Duration:	June – December 2024
Place /location:	Danang - Hanoi
Supervision:	Ms. Kelsey Carlton

1.2. Contracting Authority

- This Term of Reference (ToR) is issued by VVOB duly represented by **Ms. Karolina Rutkowska**, VVOB Country Programmes Manager in Vietnam.
- The ToR shall be followed up by Ms. Kelsey Carlton, Strategic Education Advisor, and **Ms. Dao Thi Thu Hang**, Finance Officer. All correspondence regarding the content and procedure of the ToR should be sent to procurement.vn@vvo.org.
- Address: 1 Đa Phước 8, Khuê Mỹ ward, Ngũ Hành Sơn district, Danang city

1.3. VVOB Organisational Background

Founded in 1982, VVOB is a non-profit organisation with 40 years of experience in improving the quality of education systems from a rights-based perspective. VVOB has currently long-term partnerships and operations with education actors in multiple countries in South America, Africa and South-East Asia alongside its head office in Belgium.

VVOB's vision is to strive for a sustainable world based on equal opportunities through quality education. For VVOB **quality education** means: *"... one that provides all learners with capacities they require to become economically productive, develop sustainable livelihoods, contribute to peaceful and democratic societies and enhance individual wellbeing."*

In pursuit of quality education, VVOB works on two components, **professional development of teachers** and **professional development of school leaders**.

In Vietnam, VVOB is currently implementing the following programmes/projects:

- Preschool Teachers Apply Language-rich Teaching Skills and Knowledge (TALK) (2022-2026)
- Integrating Play-based Learning Activities for Young learners (iPLAY) (2019-2025)

To realise these objectives, VVOB focuses on **capacity development** of its operational partners: ministries of education, teacher training institutions and organisations focusing on professional development. Partners range from national and regional governments to institutions, individual schools, school leaders, teachers and students.

As an organisation committed to contributing to an equitable world where the right to quality education of every learner is respected, protected and fulfilled, **gender equity** is a fundamental value that VVOB strives to promote in our programmes and organisational processes. In its 2030 strategy 'Learning Unlimited' VVOB has put forward the clear ambition to be an equitable, diverse and inclusive organisation in terms of both its project activities and organisational practice.

2. Technical provisions

2.1. Context

VVOB's gender policy was firstly launched in 2012, then updated in 2015, and recently renewed in 2023. Building on its values of quality, integrity, respect, commitment, and innovation, VVOB recognises the following fundamental principles in its commitment to gender equity:

- Gender equality constitutes a fundamental and universal human right.
- Gender equity needs to be addressed through a contextualised approach.
- To ensure gender equity, multiple and intersecting discrimination and disadvantages must be addressed.
- The balanced participation of all sexes and gender identities in decision making is a prerequisite of an effective and quality organisation.
- The elimination of gender stereotypes is fundamental to achieving gender equity.
- Integrating a gender equity perspective into all activities of VVOB is necessary to advance equality and quality education for all.
- VVOB leads by example in its roles as employer and creates equal opportunities and promotes equal outcomes for all people regarding all aspects of employment, including work organisation and working conditions.
- VVOB commits to continuous improvement of its approach to gender equity.

To ensure all VVOB staff fully understand and embrace the new gender policy, an introductory **VVOB Academy Course on the new Gender Policy** has been launched and completed in February 2024 by VVOB staff, including VVOB Vietnam staff. The policy itself is not a 'how-to' guide but **highlights the principles** that underpin this ambition as well as the **prime strategies** VVOB will use to achieve it.

In order to realise the Gender Policy, VVOB Vietnam has put gender as one of the sub-goals in its Strategic Action Plan 2024-2025. In particular, it is mentioned that 'by the end of 2025 gender equity is streamlined in a meaningful way in VVOB, both in the workplace and in our programmes'.

VVOB Vietnam currently has 29 staff members across 2 offices (the head office is in Danang and the project office is in Hanoi) with three expat staff all based in the head office.

2.2. Objectives and scope of the consultancy

VVOB Vietnam is looking for an experienced gender specialist to strengthen VVOB Vietnam staff's gender competency, particularly the 'how-to' to meaningfully streamline gender equity in the workplace and in our programmes/projects. The consultant(s) is expected to:

- Assess the gender learning needs and existing knowledge, current practices, gaps of all VVOB Vietnam staff to develop a deeper understanding of the gender policy, particularly on its implementation in our daily work (in terms of programmes, workplace and organisational processes).
- Share the approach/tool used for making the assessment and discuss the assessment results with VVOB gender focal group.
- Design a learning trajectory to fulfil the identified needs of all staff: i) focus on gender equity in the workplace; and ii) focus on gender-transformative pedagogy and integration in our programmes.
- Provide tailor-made learning sessions in English for all VVOB Vietnam staff.
- Report on the full learning trajectory, providing an overview of the points of attention that remain for the team.

The learning trajectory needs to be tailor-made to serve the needs of the VVOB team. We are expecting a trajectory of multiple sessions over a longer period of time that allows for richer learning and growth of our team members' values, beliefs and competences.

The learning trajectory should be effectively blended, containing both online and offline learning sessions. Offline learning sessions would be organised in either Hanoi or Da Nang.

2.3. Deliverables and timeline

2.3.1 Deliverables:

- Report on gender learning needs and current practices of VVOB Vietnam staff (written in English)
- A learning trajectory on gender equity for VVOB Vietnam staff (written in English)
- Facilitation plans and related materials (incl. ppt, assignment...) for capacity development activities on gender equity for VVOB Vietnam staff (written in English)
- A final consultancy report (written in English)

2.3.2 Timeline of key activities

Timeline

Consultants are welcome to propose an alternative workflow.

No	Activities	Tentative timeline	Days worked
1	VVOB announces the contract with winning bidder	3 rd week of June	
2	Kick-off meeting for presentation of the approach and adjustments to the proposal if necessary	3 rd week of June 2024	0.5
3	Get familiar with VVOB Gender Policy and relevant VVOB gender reports	4 th week of June 2024	0.5
4	Assess the gender learning needs and current practices of all staff to develop a deeper understanding of the gender policy, particularly on its implementation in our daily work	1 st week of June 2024	2
5	Design learning trajectory on gender equity	2 nd week of July 2024	3
6	Present and discuss the learning trajectory with key VVOB staff	3 rd – 4 th week of July 2024	0.5
7	Conduct the learning trajectory with two focus areas on gender equity in the workplace and on gender transformative pedagogy in the programmes	July – November 2024	4

8	Short debriefings with VVOB after each learning session	July – November 2024	1
9	Report writing	1 st week of December 2024	0.5
Total consultancy days NB. This table will be further discussed and finalized with the consultant.			12

Contract duration

Services should be provided between June and mid-December 2024.

The consultant needs to submit a final report describing the tasks with final working days and results verified and accepted by VVOB staff by the end of the contract.

2.4. Profile of the consultant

Education

- Master’s degree in development studies; social work; gender or related field.

Professional experience

- Proven experience in developing capacity development trajectory on gender equity (minimum 10 years).
- Proven experience in conducting trainings/workshops on gender equity (minimum 10 years).
- Proven experience in gender equity in the workplace and projects/programmes.
- Proven experience in working with development partners in Vietnam (minimum 10 years).
- Experience working with INGOs is an advantage.
- Experience working with foreign funded development projects is an advantage.

Knowledge and skills

- Proficiency in both Vietnamese language and English language, oral and written.
- Sound knowledge and strong capacity development skills on gender equity for NGOs in Vietnam.

2.5. Payments / Payment schedule

The professional fees will be paid by means of a bank transfer into the bank account opened in the name of the service provider. A maximum of 30% of the total value of the fee will be paid in advance upon receiving a signed invoice.

The remaining 70% of total professional fees will be paid upon receiving a signed official invoice, the deliverables approved by VVOB, and a final report describing the tasks with final working days and results verified and accepted by VVOB staff.

Under the consultancy assignment, apart from the above professional fee, participation and active contribution in meetings and field visits also receive the following financial compensation:

- per diem, and transport for in-person activities requiring the consultant to be absent from his/her duty station. Accommodation and flight – if any will be arranged by VVOB.
- transport for in-person activities requiring the consultant to travel within his/her duty station location

2.6. Budget

We accept proposals up to 2,300 euros. Proposals above this amount will not be accepted. The proposed budget should cover all possible expenses - including all applicable taxes - attached to the delivery of the services.

3. Administrative provisions

3.1. Eligibility criteria

This Term of reference is open to consultants:

- who meet the required experience and expertise as specified higher.
- who comply with all administrative requirements and legal obligations such as travel documents, visa, tax, fiscal and social obligations, work permits etc. needed to perform the assignment as described in these terms of reference.

3.2. Application requirements (How to apply)

VVOB invites the consultants that meet the eligibility criteria to submit a clear and elaborate proposal with following requirements:

- A CV proven backgrounds, skills, and experience (compulsory),
- Proposed course of action for developing this consultancy (key concepts)
- A consultancy daily rate, PIT included (compulsory),
- Any other documents to prove your qualifications (preferred).

Deadline for submission: by 14 June 2024, (12pm VNT)

Proposals need to be sent by email to: procurement.vn@vvo.org.

3.3. Information, confidentiality and intellectual property

The consultant undertakes for the duration of the consultancy to grant VVOB immediate and free access to any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. Upon termination of the consultancy, the consultant shall immediately and on his/her own initiative return to VVOB any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. The consultant commits him/herself not to disclose to any person any confidential information; disclosed during the implementation of the consultancy. Nor will he/she use this confidential information for own or other's purpose.

The consultant must promptly notify VVOB of all intellectual property arising in connection with the consultancy services. VVOB shall own and control all intellectual property that, after the date of the consultancy, is created or conceived by or for the consultant, or otherwise arises, in connection with the consultancy services; and the consultant shall not contest that ownership, or control, with respect to Vietnam or elsewhere. VVOB solely and exclusively has the right, from the creation of any such intellectual property and during and after the term of the consultancy, to publish, disclose, sell, dispose of, exploit commercially and otherwise deal with or use it, and may do so in any way that VVOB sees fit. Any intellectual property or licence costs shall be included in the financial proposal.

3.4. Questions

Questions related to this Term of reference can be sent via email to procurement.vn@vvo.org

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