

TERMS OF REFERENCE

Coaching trainer

VVOB Vietnam

www.vvob.org

<http://vietnam.vvob.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: | Coaching trainer |
| Contracting Authority: | VVOB |
| Duration: | 3 rd week of July – end of October |
| Place /location: | Hanoi and/or Danang |
| Supervision: | Ms. Silvija Pozenel, Mr. Nguyen Bao Chau |

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. Silvija Pozenel, 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.

2. Technical provisions

2.1. Context

Over the past four years, VVOB Vietnam has been implementing the iPLAY project with support from the LEGO Foundation in 8 provinces in three regions of Vietnam. In collaboration with MOET, iPLAY aims to foster a breadth of skills among primary school learners by integrating Learning through Play (LTP) pedagogies into Vietnam's in-service primary teacher professional development (TPD) system.

The project has developed official LtP resources, trained provincial and district officials, and launched an online e-course.

In the next phase of the project, VVOB seeks to implement a comprehensive three-day coaching training of trainers (ToT) to be co-designed and co-delivered with a coaching trainer and based on the coaching guidelines developed under iPLAY in collaboration with ministry and university partners. The participants of the ToT are national LtP trainers and selected provincial officials who will be equipped with skills and knowledge of effective coaching practices and cascade these to school leaders and core teachers in their educational settings through cascaded training.

The coaching guidelines will be shared with the consultant.

2.2. Objectives and scope of the consultancy

VVOB Vietnam is looking for an experienced coaching trainer to co-design and co-deliver a three-day Coaching Training of Trainers (ToT) program. The consultancy's objectives are:

- **Design of coaching ToT:** Co-design with VVOB a three-day training plan tailored to the identified needs of the trainees, focusing on effective coaching methodologies, techniques, and tools from the coaching guidelines.
- **Practice training delivery:** Practice the delivery of the training with VVOB's trainer and make adjustments to the training and/or session plans based on the practice to guarantee a smooth co-facilitation of the actual training.
- **Delivery of Training:** Co-facilitate with VVOB's international staff the three-day training session, ensuring an engaging and practical learning experience for participants.
- **Post-Training Reflection:** Facilitate a reflection with the VVOB team following the ToT.

2.3. Deliverables and timeline

2.3.1 Deliverables:

- **Training facilitation plan:** A comprehensive facilitation plan for the three-day coaching training, including session plans, training materials, and activities (written in English).
- **Training practice with VVOB:** A dry-run of the training with VVOB's trainer, potentially adjusted training and/or session plans (in Hanoi or Da Nang).
- **Training Delivery:** Successful co-facilitation of the three-day training session in Hanoi or Da Nang to 25-30 participants.
- **Post-Training Report:** A final report summarizing the training outcomes and feedback from participants (written in English).

2.3.2 Timeline of key activities

Timeline

Applicants 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 July | |
| 2 | Kick-off meeting for presentation of the approach and adjustments to the proposal if necessary | 4 th week of July | 0.5 |
| 3 | Get familiar with iPLAY coaching guidelines, LTP guidebook and TPD roadmap. | 4 th week of July | 1 |
| 4 | Co-design coaching workshop with iPLAY team | Throughout August and September | 5 |
| 5 | Practice the ToT with VVOB (dry-run) in Hanoi or Da Nang | Mid-September | 2 |
| 6 | Co-facilitate coaching ToT in Hanoi or Da Nang | End September | 3 |
| 7 | Team debrief | End September/ beginning October | 0.5 |
| 8 | Report writing | | 1 |
| Total consultancy days NB. This table will be further discussed and finalized with the consultant. | | | 13 |

Contract duration

Services should be provided between July and October 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

Nationality

Vietnamese citizen

Education

- Master's degree in education, training, school leadership, psychology or related field.

Professional experience

- Minimum 5 years of experience in designing and delivering coaching training programmes.
- Proven experience in conducting Training of Trainers sessions, preferably with participatory training method.
- Experience working with educational institutions or development organizations in Vietnam.
- Practical experience in providing coaching.

Knowledge and skills

- Proficiency in both Vietnamese language and English language, oral and written.
- Strong facilitation and training skills.
- Deep understanding of coaching methodologies and practices.
- Ability to design engaging and practical training materials.
- Understanding of primary education system in Vietnam.
- Experience in the primary education system or teacher professional development system in Vietnam is an added value.

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 1,500 USD. 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 10 July 2024, (17pm 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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