

TERMS OF REFERENCE

Training of Trainers and Consultancy on Psychological First Aid

1. Background

World Vision International in Vietnam's Child Protection & Participation Technical Program (CPP TP) is undergoing the implementation of the National Strategy for the period 2023 – 2027. The goal of CPP TP is to protect children from all forms of violence and participate in decision making through systemic child protection approach in 25 Area Programs. One of CPP TP objectives is to support Child Protection Committees at commune level and village collaborators improve child protection services for child victims or at risks of violence, abuse. World Vision Vietnam has been currently implementing home visiting model to enhance community-based support services for children in need. Aiming at capacity building for Child Protection Committee members and collaborators, home visitors, WVI collaborated with World Health Organization (WHO) developed the guide for field workers on Psychological First Aid which involves humane, supportive and practical helps to those who are affected in a serious crisis event. And WVI in Vietnam planned to apply the Psychological First Aid to build capacity for child protection committee members, child protection collaborators, home visitors in providing support services for child victims/at risk of violence, abuse.

Therefore, World Vision Vietnam is going to hire a consultant to review and adapt the training manual on Psychological First Aid with case studies/scenarios on child protection including violence, abuse, human trafficking, online sexual exploitation etc.; and conduct 3-day-TOT training for local partners, WV staff on the manual. After the national TOT training, each zone will conduct TOT training at zonal/provincial level to build up a group of trainers on PFA. Then the trainers in each Area Program will support to deliver training PFA for Child protection Committee members and Home visitors at commune and village level. WV Vietnam is looking for a consultant who has strong experience in mental health supports, psychological first aid to review, revise the training materials and conduct TOT training on psychological first aid with key objectives and expected results of the consultancy package required as below.

2. Objectives and Expected results:

2.1. Objectives

- To build capacity for a group of TOT trainers on Psychological First Aid so that they can lead and organize capacity building for child protection committee members and home visitors/village collaborators at provincial/district level in psychological first aids to improve the support services for child victims/at risk of violence, abuse.
- To review, edit and adapt the manual on Psychological First Aid in Vietnamese which is relevant to the context and focus of Child Protection & Participation program.

2.2. Expected results:

- Participants can explain the principles, methodology, steps and requirements when providing psychological first aids for child victims/at risks of violence, abuse.
- 50% of participants will be capable to deliver training on PFA as trainers for field staff, home visitors.
- A set of training materials on PFA is adapted and endorsed for rolling out
- Zonal level action plans to build capacity for home visitors and child protection committee members to complete and follow-up at zonal and AP levels.

3. Training event:

3.1. Participants: 32 people

- 6 Provinces (Dien Bien, Thanh Hoa, Quang Tri, Quang Nam, Quang Ngai, Da Nang): 1 partner from Provincial/City Centre of Social Works/Fund for children; 1 CPC member (district/commune level) and 1 AP staff (same AP): total 18
- 4 APs (Ngo Quyen, Dak R'lap, Q4, Binh Chanh): 1 AP staff and 1 CPC member (district/commune): 8
- Child Protection & Participation team: 6 participants (CPP NO and TPOs)

3.2 Tentative schedule for National TOT training on PFA:

- Time: **7-9 August 2024** (3 days)
- Venue: Sen Grand Hotel – 20/118 Nguyen Khanh Toan Street - Hanoi
- Training agenda will be developed with hired consultants based on the objectives and expected results of the training.

4. **Consultancy:**

4.1. Consultancy days and estimated timeline:

#	Content	Consultancy day	Timeline									
			June		July				August			
			W3	W4	W1	W2	W3	W4	W1	W2	W3	
1	PFA manual translate, edit and adapt	9	x	x	X							
2	Final draft of PFA endorse for training					x						
3	PFA training presentation preparation	2					x					
4	Deliver PFA training	3							x			
5	PFA training report	1								x		
6	Finalization of PFA manual after TOT training	2								x		
7	Endorsement of PFA adapted manual											x
		17 days										

4.2 Role and responsibilities of the hired consultants:

- Review and revise the Psychological First Aid curriculum with added scenarios on child protection including violence, abuse, human trafficking, online sexual exploitation etc.
- Facilitate the training for Provincial Center of Social Work, Child Protection Committee members, WVI managers and technical staff on Psychological First Aid.
 - o Develop the agenda; PowerPoint presentation; pre-posttests and related tools if any.
 - o Deliver the training sessions
 - o Write the report on the results of the training workshop incorporating the action plans of APs/provinces
- Must follow the Safeguarding Policy of World Vision Vietnam

4.3 Consultant selection criteria:

- At least A master's degree in psychology, or an equivalent qualification, is required

- Strong background and experience in mental health support, psychosocial counselling, psychological first aids for child victims or at risk of abuse, violence
- Familiarity with international best practices and guidelines for Mental health and Psychosocial Support (MHPSS).
- Experience in consultancy related to materials, guidance development and training in child protection issues, MHPSS.
- Experience in working with NGOs, development programs/projects

Interested consultants are invited to send the application package to the email address: [WVV Recruitment@wvi.org](mailto:WVV_Recruitment@wvi.org) - People & Culture Department with Subject: [Consultant]-[Psychological First Aid]. Shortlisted candidates will be invited for interviews.

Application package:

- CV (including full name, title, agency, contact phone number, relevant training experience)
- Proposed outline
- Proposal for Consulting Fee (inclusive of expenses for personal meals and PIT)

Deadline for submission: **05:00pm – 12 July 2024**