

SCOPE OF WORK

COMMUNICATION CONSULTANT – ACCM TEAM

For Save the Children International – Vietnam Country Office (“SCI Vietnam”)

1. Background

As part of continuous efforts to develop leadership team at Vietnam CO, a training on leadership will be organized on October 7 – 10, targeting Extended Senior Management Team (ESMT) members. The training is conducted by Archie Law, an international consultant. During this training, it is agreed between Archie and Vietnam SMT that a guest speaker is invited to share about key features of leadership in Vietnam in order to add Vietnamese perspectives to the training contents.

2. Objectives

To contribute to the leadership training to Vietnam ESMT on October 8 by presenting and discussing the topic: “Developing and leading an effective organization in the VUCA world” (VUCA – volatility, uncertainty, complexity, and ambiguity)”

3. Consultant’s responsibilities:

- Make a presentation within 60’ on the topic “Developing and leading an effective organization in the VUCA world”.
- Discuss with Vietnam ESMT on the topic within 60’ and provide insights from the consultant’s expertise and experience on leadership development in Vietnam.

4. Detailed works and expected deliverables:

No.	Scope of work	Expected deliverables	Timeline	Estimated working hours
1.1.	Make a presentation on the topic “Developing and leading an effective organization in the VUCA world”.	A presentation within 60’	13.15 – 14.15 October 8	1 hour
1.2.	Discuss with Vietnam ESMT on the topic and provide insights from the consultant’s expertise and experience on leadership development in Vietnam.	Lead a plenary discussion	14.15 – 15.15 October 8	1 hour
1.3.				
	TOTAL			2 hours (not incl travel time)

5. Duration/Timeframe:

- October 8, 2024

6. Reporting line <Contact person>:

- Le Kim Thai – Senior Business Development Manager

7. Consultant’s Qualifications:

- Master Degree in relevant field.
- At least 15 years work experience in HR and leadership development
- Knowledge and expertise in leadership training and coaching in Vietnam

- Excellent presentation and discussion skills in English and Vietnamese

8. Total Estimated cost, Budget & resources:

- SCiV will pay for the consultant travel cost from Hanoi to the training venue outside Hanoi. The payment will be actual as per the VAT invoice submitted by the consultant.