

TERM OF REFERENCE

Providing self-care program for social workers

Location	Ho Chi Minh City, Vietnam
Organization	Planète Enfants et Développement (PE&D)
Application Deadline	October 20th, 2024
Type of Contract	Service contract with trainer
Required expertise and experiences	Significant expertise self-care, compassionate communication, the circle way, positive psychology. Experiences in providing training and facilitating a group of adults, who are social workers, teachers, caregivers working with child victims or at risk of child trafficking/ labor exploitation/ violence.
Theme	Self-care, compassionate compassion, the circle way.
Duration of contract	2 months (from November 2024 to December 2024)
Contact person	Pham Thi Minh Nguyet - ACT Project manager (phamthi.minhnguyet@planete-eed.org) Nguyen Anh Tai - Psychosocial expert (nguyen.anh.tai@planete-eed.org)

1. INTRODUCTION

a. Organization and project background

Planète Enfants et Développement (PE&D), founded in 1984, is a French NGO implementing projects centered on the child, the family, and the community, by paying special attention to women and girls. In its 4 countries of intervention (Cambodia, Vietnam, Nepal, and Burkina Faso), PE&D is, today, recognized for its experience in social work, protection against violence, vocational training, early childhood education and maternal and infant health. Through its projects, PE&D strengthens the capacities of disadvantaged populations to improve their living conditions by themselves. PE&D therefore develops experience-based learning and transfers skills to local partners. Present in Vietnam since 1993, PE&D has been implementing education projects with ethnic minorities in the North for more than 15 years and then moved to the South to work on urban poverty issues.

In Vietnam, child exploitation (including child trafficking, labor exploitation and sexual exploitation) is a prodigious, multifaceted challenge that deepens social inequalities by targeting the most vulnerable communities and causes untold trauma which impacts all aspects of the victims' lives. Response mechanisms are restricted and do not encompass all victims. Furthermore, stigmatization of survivors is high, whilst the support available to them

is inadequate, leaving rehabilitation an illusion. There is a need for a holistic approach to develop a co-built recovery and reintegration system to fight child exploitation and empower victims.

From 2021 to present, PE&D has implemented the **Against Child Trafficking project (ACT)** with a duration of 36 months (January 2022 - December 2024) in 2 locations (Ho Chi Minh city and Phan Thiet city - Binh Thuan province). PE&D collaborates with our local partner: the Capacity Building and Support Center for Women and Children (CSWC) to support the Ho Chi Minh City Center for Social Work, Education and Vocational Training for Youth (CTSE) and charity schools in HCMC and Phan Thiet city, Binh Thuan province. The main beneficiaries of the project are children who are victims of trafficking and exploitation (victims for short).

b. Project goal and objectives

The overall objective of this project is to contribute to build a support system, in conjunction with local authorities, for victims of child trafficking and exploitation in Southern and Central Vietnam, specifically Phan Thiet City, Binh Thuan Province, and Ho Chi Minh City.

The project has three specific objectives,

Objective 1: Capacity building: to reinforce the capacity of shelters in Southern and Central Vietnam to protect and support victims;

Objective 2: Empowerment: to improve the socio-economic reintegration of children at risk or victims of child trafficking and exploitation in Southern and Central Vietnam

Objective 3: Prevention: to prevent child trafficking and exploitation and the stigmatization of victims in their communities to avoid the recurrence of exploitation.

2. PURPOSE AND SCOPE OF WORK

A. Purpose

As a part of the Capacity Building component, PE&D Vietnam wishes to organize a self-care program to improve knowledge and self-care skills for 20 participants, who are social workers, teachers, caregivers working directly with child victims or at risk of trafficking/ labor exploitation/ violence. The self-care program will be based on the theory of compassionate communication and the circle way.

This reference has been developed to present specific requirements for the invited trainer - a professional with expertise in self-care, compassionate communication, the circle way, and training experiences in the field of positive psychology, child protection, child trafficking, labor exploitation prevention, and other related fields with the aim of how to best deliver the self-care program.

The program contents would focus on enhancing knowledge and skills for social workers in order to provide them with:

- General understanding about compassionate communication and the circle way.
- Skills of self-care, self-compassion, compassion with others and solving difficult communication situations.

- A routine to integrate and apply compassionate communication in life with themselves, children living at the Center, colleagues and others (through the circle way).
After the program, the participants will integrate and apply compassionate communication in life to have a better well-being; release them from stress; reduce burn-out; and build better relationships with the children, colleagues at the Center and with others.

B. Scope of Work

The trainer(s) will work closely with PE&D to perform the following tasks:

- Conducting an intake assessment at least 1 week before starting the program.
- Making a self-care program plan (training on compassionate communication and circle sessions to apply it) with thematic lectures of the trainers. The self-care program must be submitted to PE&D for review and approval at least 5 days before starting the program.
- Providing PE&D the final versions of program contents and agenda with detailed description of program approach which would be used; tools and materials in soft copy at least 3 days before the program starting days (excluding weekends).
- Designing and providing pre- and post-program assessments on knowledge, skill and attitude of the participants.
- Conducting a self-care program (includes at least 2 training days and 2 circle sessions) in Ho Chi Minh City.
- Providing PE&D an activity report about the self-care program's results.
- Advise a follow-up plan to maintain the well-being of the participants in the year 2025.

3. QUALIFICATIONS

The trainer(s) is required to have specialized knowledge on self-care, compassionate communication, the circle way and strong expertise in providing training for a group of adults. Selected trainer will ensure to fulfill the following specific requirements:

- Intensive training Certificates in Compassionate communication and The circle way.
- Minimum 3 years of experience in training and practicing Compassionate communication/ the circle way/ self-care.
- Have a background in psychology, social work, sociology or relevant fields.
- Experience in working with vulnerable children/ caregivers working with vulnerable children.
- Strong analysis skills; teamwork and facilitation skills, ability to work and communicate effectively.
- Ability to analyze and write high-quality reports in Vietnamese and English.

4. SELECTION CRITERIA

Criteria	Weight
1. Relevant qualifications and experience	30%
2. Good understanding of ToR, clear and detailed work plan	20%
3. Satisfactory timeline	30%
4. Financial proposal with competitive cost	20%
Total	100%

5. DELIVERABLES AND TIMELINE

Activity	Deadline	Deliverables
1. Sign a contract with the trainer(s)	22/10/2024	The contract is signed between PE&D and the trainer(s)
2. Conduct intake assessment with the participants	23/10/2024	Online form
3. Provide Self-care program plan	25/10/2024	Tentative outline, content and agenda
4. Provide final material	30/10/2024	Soft-copies of all tools, material would be used in the program
5. Start the program	1/11/2024 - 31/12/2024	Pre-test, post-test, photos of activities
6. Provide activity report & advise the follow-up plan in the year 2025	January 2025	An activity report summarizing the self-care program's results and follow-up plan for year 2025.

6. LOGISTICS

The following support will be provided to the trainer(s) by PE&D:

- Conducting intake assessment with participants through an online form designed by the trainer(s).
- Preparing the venue, equipment and stationery.
- Preparing tea break and lunch (if any) for the participants.
- Taking photos.

7. APPLICATION PROCEDURES

- Curriculum vitae (CV)
- Related certifications
- Tentative work plan
- Proposed remuneration in VND with number of actual work day with PIT included

Application should be sent to phamthi.minhnguyet@planete-eed.org and nguyen.anh.tai@planete-eed.org by **October 20th, 2024**. Only shortlisted candidates shall be contacted for interview before contracting.