

TERMS OF REFERENCE

English Excellence Program for WVV's staff – Batch 2

1. Background

World Vision International Vietnam (WVIV) is an international organization and strong English competency is required for staff to perform their current jobs and develop their career. Yet many WVV staff who have been working with WVV for many years and are identified as ready soon for career progression encounter English as barrier for further development. Furthermore, WVV encourages continuous learning, agility and models itself as a learning organization.

In that context, WVIV plans to replicate an English Excellence Program in FY 2025 in order to support high performing and high potential staff to fill their competency gap in English and grow further with the organization. The program includes a lot of case studies and role-plays that are relevant to your work with World Vision and the program methods will be diversified and foster interaction.

The English Excellence Program - Batch 1 had positive results:

- The customized curriculum was developed and launched for Batch 1 from Sep 08, 2023 - Feb 26, 2024 based on analyzed 89 WVV documents and deep interviewed 5 departmental representatives.
- Regarding the final assessment, compared with the placement test, all participants improved at least half English proficiency level overall.

2. Scope of program

The English Excellence program is aimed to develop a 3 – 4 months online English program that is relevant and practical for potential successors, who are ready soon for their next role to reach English proficiency at least at intermediate level. For the time of 3 - 4 months, the English language teachers is expected to work with WVIV team to implement the program based on customized curriculum as well as appropriate assessment and evaluation tools. It is envisaged that all necessary WVIV's working contexts will be embedded through blended project-based learning approach to increase learner's engagement and learning efficiency.

Their training needs are summarized as below:

- Target participants: 15 - 16 learners who need to move frequently: average age 30 - 40, at same level in general. Depending on participants each year, we can choose one of two below tracks based on list of registered participants:
 - **Follow the foundational track:** For participants at A1+ to A2+ levels, focusing on foundational language skills, including vocabulary, grammar, and communicative English. This track designed to build a solid foundation in professional English communication.

- **Follow the advanced track:** For participants at B1 to B1+ levels, focusing on more advanced skills, particularly on-the-job tasks such as email writing, report writing, proposal writing, and presentations. This track designed with a balance between language input and practical application.
- Skills to focus: Improve participants’ abilities in Listening and Speaking to effectively join regional meetings and training; Enhance Writing skills for crafting emails, reports, and proposals; Develop confidence in communicative English for various professional contexts.

- **Method:**

- The course will consist of class sessions (48 – 60 hours), with a balanced mix of language input and practical on-the-job sessions. The structure is designed to maximize the relevance of the content to the participants’ daily work, utilizing materials and scenarios directly from World Vision International Vietnam’s operations. Learners join in group chat to update progress and share experiences together.
- Teaching method is blended (self-paced, trainer-led), at least 60% practice time and 70% professional topics included.
- Use suitable online Learning Management System (LMS) for in delivering and monitoring the course, tracking participants’ progress.
- Learning evaluation is based on (1) Participation (2) Language competency (3) Homework and (4) Self-study.

- **Timeline:**

Fields	Description	Sep - Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Research and select suppliers	Research and select the provider	Yellow								
	Work with provider to make entrance test and approve the learners.		Yellow							
Implementation	Implement the program				Yellow					
	Monthly follow up and reflect with provider				Yellow					
	Consolidate the program’s effectiveness results									Yellow

3. Expected outputs:

- Improve participants' abilities in Listening and Speaking to effectively join regional meetings and training.
- Enhance Writing skills for crafting emails, reports, and proposals.
- Develop confidence in communicative English for various professional contexts.
- Learners will improve at least 1/2 level following The Common European Framework of Reference for Languages (CEFR).
- Learners complete at least 80% of 96 hours for English Excellence Program (including 48 – 60 class hours. and the remaining time for self-study and completing homework).
- Evaluating and recommending for the English Excellence Program 's of World Vision International Vietnam in the next period.