



## TERMS OF REFERENCE

### CONSULTANTS TO CONDUCT IN-SERVICE TRAINING FOR PRESCHOOL TEACHERS AND MANAGERS

#### I. INTRODUCTION

ChildFund Vietnam (formally called CCF Australia) is a member of ChildFund International, a group of 12 developmental child sponsorship organizations working since 1938 to improve the lives of impoverished children and families in 55 countries in Asia & the Pacific, Africa, the America and Europe.

ChildFund Vietnam has been supporting community development projects in Vietnam since 1994. The overall goal of our Vietnam program is:

*“To address the basic needs of children and families at the commune level through a sustainable and participatory program facilitated through community management and control”*

The program focuses on the following key sectors:

- Agriculture & food security
- Health & nutrition
- Water & sanitation
- Education
- Child protection

ChildFund Vietnam continuously seeks to improve program quality since the time when the organization has first supportive program in Vietnam. As a result; it has been improved from year to year, maximizing the program impact and enhancing organization’s image as well as position not only in the communities where ChildFund has been working but also in the International NGO community.

#### **About ChildFund Education Project**

The ‘Improving the Quality of Basic Education’ project works with preschool and primary school of project districts in Bac Kan, Hoa Binh provinces. The project focuses on building capacity for basic education stakeholders including teachers, education managers, parents/ care givers, and improving school infrastructure, facilities, teaching/ learning aids.

The project goal and main objectives are:

Overall Goal: Contributes to improve the quality of teaching for improved learning outcome of the children

Objective 1: Increase teachers’ capacity on teaching contents and methods

Objective 2: Teachers and children in project schools enjoy good teaching/ learning environment

Objective 3: Enhance efficiency of management at school and project levels

The education program started its projects in 2008 and will implement its different phases in the project areas. To ensure the quality of project intervention, a group of education consultants is needed for providing regular technical support to the program.



## II. OBJECTIVES

All the consultancy services aim to meet the following objectives:

- Provide technical training for preschool teachers and managers in support to the program on different contents and methods relevant to educational trend in Viet Nam and appropriate to project needs, in relation to the following areas:
  - o Preschool curriculum and guideline
  - o Integration, active teaching and learning methods
  - o Teaching and learning materials
  - o Child friendly environment
  - o School management
  - o Parenting education
  - o Improving education quality
- Document and report the training process and results with suggestion for follow up action plan

## III. EXPECTED RESULTS

For the trainers:

- Appropriated training are conducted periodically and met the project objectives and standards set up for each training
- Active teaching and learning methods are applied in each training with appropriate training aids;
- A set of documentation from each training, including training outline (what content in what method), handouts and other related materials
- One report after each training, including analysis of the result from pre and post test/evaluation in each training
- Clear action plan for following up after each training

For the trainees:

- Trainees are able to apply well in their daily work and able to retrain their colleagues in the project sites
- ChildFund staffs are able to monitor and follow up after training

### Requirements for the report

- Written in Vietnamese
- Concise and limited to significant issues with supported evidences
- Should not exceed 20 pages (font Arial, size 11)
- Detailed or un-interpreted data or other supporting materials may be included in an annex where appropriate

### Organisation of the report

- Executive summary
- Brief description of the training contents and methods



- Key analysis: observation from trainer; evaluation from trainees
- Conclusion and recommendations
- References & appendices

This report should be submitted to ChildFund Australia not later than one week after each training

#### **IV. LOCATION AND RELATED PARTICIPANTS**

The numbers of training will be carried out in the 6 districts of the project in Hoa Binh, Bac Kan and some time in Ha Noi depending on the need and time availability of project partners and the consultant. Training participants are district education partners, local teachers and school managers together with project staffs.

#### **V. CONSULTANT SPECIFICATION**

Numbers of consultants are needed to carry out different training. Consultant specification will need to meet the followings:

- Owning his/her educational expertise related to preschool education or early childhood care and development
- At least 8 years experiences in pre-training and in-service training for preschool educators or experiences related to developmental and educational field
- Excellent training and facilitation skills
- Commitment and enthusiasm

#### **Tasks of the consultant:**

- Responsible for the whole mission, including preparation of training proposal, discussion in agreement with ChildFund staffs, documenting training materials
- Consolidate and finalize the report in discussion with ChildFund Program team leader and Education Manager.
- Submitting final report to Education Manager

#### **VII. MANAGEMENT AND SUPERVISION**

The Consultancy will be selected by Program Team Leader and Education Manager. She/he is directed supervised and contacted by Education Manager or program staff for coordination, introductions and other supports.

#### **VIII. SUGGESTED METHODS AND TIME**

Consultants are encouraged to send their updated CV to ChildFund, with detail information and qualification reflecting their experiences related to preschool training and in-service training.

Base on the result of selection and the needs from project partners, ChildFund will contact directly with the consultant and ask for their training proposal (contents and methods).

The training proposal will be discussed for agreement and contract. Consultancy fee will be discussed base on his/her qualification and ChildFund policy.

Time for each training will be finalized base on availability of local partners, consultant and ChildFund.



Training materials will be well prepared and send to ChildFund before the training.

Training report will be completed 1 week after the training.

#### **IX. APPLICATION**

Interested candidates are invited to send their detail CV email to:

[recruitment@childfund.org.vn](mailto:recruitment@childfund.org.vn).

Closing date for application: **6 October 2010**. Only shortlisted candidates will be invited for an interview.