

## **TERMS OF REFERENCE**

### **TOR for Consultancy to conduct a practical training course and coaching on developing a safe and stimulating classroom in Nari district, BacKan province**

#### **I. INTRODUCTION**

ChildFund Vietnam is the representative office of ChildFund Australia - an independent and non-religious international development organisation that works to reduce or eliminate poverty for children in the developing world.

ChildFund Australia is a member of the ChildFund Alliance - a global network of 12 organisations which assists more than 16 million children in over 50 countries. With a focus on child-centered development programs that are undertaken in partnership with more than 1,400 local communities, the Alliance puts more than \$503 million (USD) to work each year to help deprived, excluded and vulnerable children.

ChildFund has been operating in Vietnam since 1994. ChildFund Vietnam works to achieve our mission through our integrated community development programs: Access to Quality Education, Child Rights and Child Protection, and Building Strong and Resilient Communities. Each of these three programs integrates projects from our five core sectors, health, livelihoods, water and sanitation, education and child protection to ensure that our programs address the widest range of needs at the community level and also address the causes of poverty. Our activities are coordinated and planned with our partner communities at local and district levels to ensure our programs complement existing community and government activities and are designed with meaningful input from children and their communities. ChildFund Vietnam is supporting children and their communities in Hoa Binh, Bac Kan and Cao Bang.

#### **ChildFund's Education projects in NaRi district, Bac Kan Province**

The education project in 7 communes of Na Ri district, Bac Kan province has the following objectives:

- Teaching and learning quality improved
- Promoting safe and stimulating environment
- Communities are empowered for successfully promoting quality education and stimulating environment.

**II. OBJECTIVES**

The consultant will take the full responsibility to provide a training course and coaching for the designated primary school teachers on the development and of a safe and stimulating environment at piloted primary schools. This includes:

- Review of knowledge on a safe and stimulating learning environment
- Check the theory against the current situation of the classrooms
- Discussion to make a list of priorities for decorating the classroom
- Practical coaching on the making of teaching aids and decoration of classrooms
- Plans for continuous and further decorations and use of teaching aids at classrooms

This training course is supported by the field officer.

**III. CONSULTANT’S TASKS**

The consultant will conduct a training course and the coaching at the classroom in project communes in Na Ri district, Bac Kan province.

- To work with ChildFund Education sector manager to discuss and agree on the facilitation plans of the training courses.
- To conduct the training course for relevant primary teachers and education managers
- To coach the classroom teachers at the classrooms

All the above mentioned tasks are to be completed in March or April 2013. Specific dates will be discusses and agreed between the consultant and the beneficiaries, depending on the availability of both sides.

<b>ACTIVITIES</b>	<b>Days</b>
Discussion with ChildFund staff	1
Prepare the training plan	2
Conduct the training course	2
Coaching two piloted communes	2
Travel to Na Ri	2
Reporting	1
<b>Total (days)</b>	<b>10</b>

**IV. WORKING LOCATION**

Hanoi and Na Ri district, Bac Kan province.

**V. FINAL PRODUCT**

The final product will be at least 4 primary classrooms decorated and proved to be safe and stimulating for the children to learn.

A report will be written in English. The report should be organized according to the outline as follows:

1. Introduction
2. Training WS objective
3. Contend and methods
4. Training schedule and process

5. Major outputs
6. Recommendations and Conclusions  
Annex & references.

**VI. MANAGEMENT AND SUPERVISION**

The technical consultancy will be managed by the ChildFund Program Team Leader and Education Sector Manager. The Consultant will work closely for day to day supervision of ChildFund's Education program staff and field officers.

**VII. CONSULTANT(S) SPECIFICATION**

**E = essential, D = desirable**

**Knowledge**

Knowledge in a safe and stimulating school	E
Knowledge on teaching curriculum at primary level	E
Knowledge on school operation at primary level	E
Knowledge on adult learning	E

**Skills**

Participatory training skills	E
Making teaching aids	E
Coaching skills	E
Analytical skills	
Listening skills	

**Experience**

Working with schools in ethnic minority areas	E
Conduct training courses	

**Attitudes**

Committed to NGO work	E
Can travel	
Proved to be fun when providing training courses	E

**Qualifications**

BA in education or teaching methods	E
MA in education management	D