



MSD/130 – IA.VCSF.2014.07

TERM OF REFERENCE – TOR

Position: National consultant on developing and delivery of blended learning program on promoting transparency and accountability practice for NGOs (TAP Coach)

Position: National consultants
Time: May – Oct 2015
Venue: Hanoi

1) BACKGROUND

In the context of this assignment, transparency associated with accountability is not only a critical requirement for the practice of democracy, guaranteeing the right of citizens to participate in the country management, but more importantly, is an effective solution to prevent and combat corruption. "Transparency and accountability" is also an effective tool to build strong institutions toward development effectiveness and sustainable development, which is the trend, and the urgency of the state agencies, businesses and civil society organizations (CSOs). Especially for CSOs, practicing transparency and accountability is purely essential to ensure its 4 core "self" principles of "voluntary, self-governing, self-financing and self-responsibility" toward effective operation and contributions.

Since 2012, Research Center for Management and Sustainable Development (MSD) has been implementing the project on "Promoting Development Effectiveness for CSOs in transparency and mutual accountability", Phase 1 from 2012 – 2014 and then the Phase 2 from 2015 on "Inspiring CSO culture on transparency and accountability" (Inspiring CSO), funded by Irish Aid. Within the Phase 2 of the project, to inspire and promote CSOs in Practicing Transparency and Accountability (TAP Coach), MSD is developing a blended learning program to provide capacity building for CSOs in practicing transparency and accountability. This term of reference refers to the work of national consultants to provide technical support for the development and delivery of TAP Coach.

2) OBJECTIVES

The national consultants to provide technical support for the development of the blended learning program on promoting transparency and accountability for CSOs (TAP Coach).

3) SPECTIFC TASKS



Phase 1: Development of TAP Coach: May – June 2015

- To work with MSD to develop the detailed template capacity building curriculum and methodology of TAP Coach;
- To develop the material database for the blended learning course;
- To provide presentation(s) and resources for the production of online training course;

Phase 2: Provide consultancy to coach CSOs participating in TAP Coach: July – November 2015

- To participate in the selecting the candidates in the TAP Coach program in 2015;
- To provide intensive training for leaders of CSOs participating in TAP Coach;
- To provide onsite visit to CSOs participating in TAP Coach to coach the organizations;
- To provide off-line coaching within 2 months for staffs of CSOs participating in TAP Coach.

4) TIME, WORKING VENUE AND TRANSPORTATION

- Time: from May – November 2015
- Venue: Hanoi, Hochiminh city, and other provinces where CSOs participating in TAP Coach based
- Transportation and accommodation: arranged by MSD
- Per diem: as the cost norm of the project

5) EXPECTED RESULTS

- May 2015: detailed curriculum and materials of TAP Coach program;
- June – July 2015: TAP Coach online courses produced
- July – Aug 2015: 5 day training course for leaders of CSOs participating in TAP Coach
- Aug – November: onsite visit and offline coaching for CSOs participating in TAP Coach
- Mid term progress and final evaluation reports

6) WORKPLAN

Time	Activities	Estimated number of days/month
May 2015	Design the capacity building curriculum and materials for TAP Coach program	3-5
June – July 2015	Presentations in online courses of TAP Coach program	2-5 (depend on the number of modules that consultants are responsible for)
July or early Aug 2015	5 day training courses for leaders of CSOs participating in TAP Coach (5 days training and 1 day report)	6
July – Aug	Onsite visit to 12 CSOs participating in TAP Coach	12



2015		
Aug – Nov 2015	Offsite coaching to 12 CSOs participating in TAP Coach	in package
Aug - Nov	Mid-term progress and final evaluation report	3

7) CONSULTANT REQUIREMENT

- At least 5 years of experience in supporting, developing or managing CSOs in Vietnam or other countries;
- Experience in provide capacity building/ coaching for CSOs;
- Understanding CSOs in Vietnam;
- Understanding Development Effectiveness Framework for CSOs and Organization Development methodology of Inspiring culture (ODIC) and Transparency and Accountability Assessment Tool (TAPA) of MSD is an advantage;
- Fluent in English

8) APPLICATION

- Interested candidates please send CVs (not more than 5 pages), technical and financial consultancy proposal (not more than 3 pages) and appendixes (if necessary and available) to huongle@msdvietnam.org, cc linhnguyen@msdvietnam.org before May 10th 2015. Other request please email to huongle@msdvietnam.org or call 844 3 7756805 (9am-12am; 1:30pm-4:30pm).

Note: MSD is applying EU/UN cost norm system.

