

TERM OF REFERENCE

Consultancy assignment:

Material development and workshop facilitation in Change Management

Function title:	National consultant/s to prepare and facilitate the Workshop
Starting Date:	18 May 2014
Place:	Ha Noi city
Timeframe:	May-September 2014
Supervision:	Filip Lenaerts, Dang Tuyet Anh, VVOB Vietnam
Deadline:	15/5/2014

1. BACKGROUND

During the period 2014 – 2016, VVOB Vietnam is implementing the Early Education Programme together with Departments of Education and training at Province level (DOET), Teacher Training Institutes (TTIs) and Provincial Women's Unions (PWU) of 4 provinces (Thai Nguyen, Nghe An, Quang Nam and Quang Ngai) as well as the Department of Teachers and Educational Administrators of the Ministry of Education and Training (DTEA/MOET) and Vietnam Women's Union (NWU) at national level. Within the programme, transition from kindergarten into primary is a main focus and will be addressed to support in-service of teachers and school leaders, pre-service teacher education and through parenting education to ensure that kindergarten and primary teachers, school leaders and parents have sufficient knowledge and skills to support children in transition in preparing for and adjusting to the new learning context in primary school.

To achieve the set objectives, a model of cooperation among schools and parents to support children in transition from early education to primary education is being established. Within the framework of the model, improvement of capacity of kindergartens' and primary school managers in change management is an important step. As such, VVOB Vietnam has planned to revise a manual on this topic (from a manual which was developed for lower secondary school managers within the framework of Education Programme 2008-2013) and train kindergartens and primary schools' managers.

2. OBJECTIVE AND SCOPE OF THE CONSULTANCY

The consultancy aims at

- (i) producing a training manual that will be used for a 2-day training workshop on change management, focusing especially on transition issues.
- (ii) facilitating two TOT workshops, each lasting 2.5 days

The target group for the training manual consists of educational managers at provincial, district levels and school leaders from kindergartens and primary schools, who will later use the manual in their multiplication trainings to school leaders in their respective provinces. The manual is also meant to be used as a self-study package for potential school leaders.

To deliver this task, the team of consultants could consist of 2 education experts, preferably including one early childhood education expert and one primary education expert.. Consultants are invited to apply by submitting a full proposal that describes clearly:

A. Description of work

Methodologies/approaches to be applied for this assignment

Draft outline for the topic

B. Costs

Estimated total working days

Estimated rate and cost for this consultancy package only

C. Human resources

List of consultant team members, expertise and task assignment in the frame of this consultancy

Consultants' CVs

Any material/document as reference related to this task assignment

4. RESPONSIBILITIES AND OUTPUT

The specific tasks for the consultant team are as follows:

	Task	Output
1.	Develop detailed outline for transition manual for school leaders based on the existing manual for Secondary Education...	Detailed outline
2.	Participate in the consultation workshop on transition from ECE to PE to identify specific issues relevant to school leaders to be integrated in manual	Proposal of possible specific issues to be added to the manual
3.	Collect local comments on detailed outline	Summary table of participants' feedback
4.	Participate in the outline review meeting	
5.	Finalize detailed outline following comments of review team	Final detailed outline

6.	Develop draft manual on transition following revised outline	First draft of the manual
7.	Participate in the review meeting of the draft manual	
8.	Revise manual following comments of the review team	Final manual
9.	Prepare detailed agenda and prepare for the workshop	
10	Facilitate two similar workshops, each workshop last 2.5 days	
11	Write workshop report	Report

All outputs will be submitted in Vietnamese, in writing.

5. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- At least Master degree (or equivalent through experience) in education;
- Strong knowledge and experience in education management, change management, especially at early education and primary education;
- Understanding on transition process from kindergarten to primary;
- Strong expertise and skills in research and educational material development;
- Have strong experience on active teaching and learning methodologies, experience with play-based learning in early years is an asset;
- Strong facilitation skills.

6. REMUNERATION

The remuneration is based on UN- EU Guidelines for Financing of Local Costs in Development Co-operation with Vietnam (version 2013).

VVOB Vietnam retains the intellectual property of all data collected and produced as part of this consultancy. Prior permission to publish or present findings arising from this consultancy must be obtained.

7. SUBMISSION

A group of 2 consultant who is interested in the service should send their proposal, CVs with details of qualifications, experience and references to:

Ms. Dang Tuyet Anh- Education Programme Coordinator: tuyetanh.d@vvoob.be

Deadline for Applications: 17h00 **15 May 2014**.