



TERMS OF REFERENCE

Consultant to review and revise career orientation materials for upper secondary schools in Hoa Binh and Lao Cai province

I- Background

Aide et Action (AEA) is an international solidarity organization for development which was created in 1981, with its headquarters located in Geneva, Switzerland. It is present in 19 countries in Africa, Asia and Europe. With the vision of Changing the World through Education, AEA adopts a lifelong learning approach targeting the most vulnerable children and youth. AEA has been working in Viet Nam since 2003 in Phu Yen, Khanh Hoa, Thai Nguyen, Hoa Binh, Lai Chau and Lao Cai provinces and focuses on three main themes:

- Access and Quality of Primary and Secondary Education
- Early Childhood Care Education
- Livelihood Education

In 2020, AEA and the Northwest Cooperation and Development Centre (NWD) are implementing a project **“Increasing access to livelihood opportunities for ethnic minority youth through the promotion of career development and entrepreneurship initiatives.”** The project is co-funded by the European Union and implemented in 42 months in Da Bac and Mai Chau districts, Hoa Binh province and Bac Ha, Sa Pa districts and Lao Cai city, Lao Cai province. The target groups of the project are 5,088 upper secondary students of grades 10-12, who are in the last years of formal schooling and most vulnerable to drop out due to family economic difficulty, uncertainty of future direction and lack of motivation. There is an urgent need for project intervention at this critical stage. The action will integrate career orientation support combined with life skills education to help young people identify their talents and career interests, better understand market demands and available off-farm opportunities and make responsible choices about how best to achieve their dreams.

One of the key outcomes of the project is the career orientation materials will be reviewed and updated to reflect changes in labour market demand. The activity will help students of grade 10-12 at upper secondary schools to understand about the market-oriented approach based on local context and gain ideas on how to choose a career that fits with their interest and capabilities.

Career orientation lessons are provided to students in upper secondary schools together with other subjects under approved program of Ministry of Education and Training (MOET). However, these lessons are usually given less time and attention by teachers. In Lao Cai province, only one career orientation lesson per month is provided and with different content and agenda from each school, despite the fact that some students need more career orientation and information than others. The materials applied are also outdated and not market-oriented. The situation in Hoa Binh is the same and thus, raises the need of developing new detailed career orientation materials for upper high school students with market-oriented approach.

Following decision No. 522/QĐ-TTg dated May 14th, 2018 of the Prime Minister on approving the Project “Vocational education and orientation for students after high school for the period of 2018-

2025”, each province has started building its own project to match with the province’s current state of vocational education and orientation. This should be the reference materials for this assignment.

II- Purpose of the assignment

The main purposes of this assignment are: i) review career orientation materials currently applied at upper high schools and relevant policies/strategies in Hoa Binh and Lao Cai province; ii) revise, develop and pilot the set of career orientation materials for practical application; iii) finalize the revised materials after pilot and submit for approval by the provincial authorities in Hoa Binh and Lao Cai; iv) to provide TOT training for core master trainers on the approved materials to integrate into schools in project area.

The consultant should work closely and collaborate with relevant stakeholders and authorities at national and provincial level in doing this assignment. The mentioned materials must take into account the international trend on career orientation, the requirements from Vietnamese human resource development policies/strategies and the local context (ethnic minority area).

III- Scope of work and timeframe

The assignment will be implemented in both Lao Cai and Hoa Binh province from July 2020 to April 2021

No.	Milestones	Timeline
1	Collect current high school career orientation materials, provide and discuss criteria and methodologies to review the materials	1 st week of July 2020
2	Submit a review report highlighting the strong/weak points against review criteria of each material being reviewed and recommend for improvement	2 nd - 3 rd week of July 2020
3	Submit first draft of the revised material	1 st week of August 2020
4	Facilitate 01-day workshop in Lao Cai and 01-day workshop in Hoa Binh to collect comments and feedbacks for the first draft from technical advisors, corporates, DOET/ DOLISA staffs and teachers	2 nd week of August 2020
5	Submit 2 nd draft of the revised materials to provincial authorities for piloting	2 nd – 3 rd week of August 2020
6	Provide training for upper high school teachers to pilot the revised materials	4 th week of August 2020
7	Supporting the observation and monitoring of the pilot process applying the approved materials in 10 schools at project’s sites in 5 months	September 2020 to January 2021
8	Finalize of the revised materials after receiving monitoring report and feedback from the pilot and submit to provincial authorities for approval and mass application	January to February 2021
9	Provide 02 TOT trainings in each province for selected teachers in project areas to become core master trainer to impart their skills and knowledge of applying the approved revised materials to their peers	March - April 2021

IV- Expected deliverables

At the end of the assignment the consultant will submit:

1. A report stating the process of reviewing and developing new career orientation materials for upper secondary students in Lao Cai and Hoa Binh province which includes finding and recommendations for the revised materials;
2. A piloting report stating the result of the piloting process;
3. Two complete sets of career orientation materials for Hoa Binh and Lao Cai province with inputs from specialists, advisors and staffs from related provincial departments;
4. A TOT training report
5. Documents, statistics, criteria and tools used.

V- Proposal requirements

Candidates (individuals or firms) are requested to submit a full CV; a proposal detailing conceptual framework including methodologies that s/he will use in this assignment and rationale of using that methodology, proposed outlines of each deliverable mentioned above; proposed work plan with man day, budget, experiences in similar jobs (with examples) and at least 3 references. Especially in the proposal, the consultant should clearly elaborate process s/he would take to get the newly developed materials approved by the provincial competent authorities

VI- Evaluation process

There will be two stages to assess the proposal.

6.1 Stage one: submitted proposal will be assessed based on the following criteria:

#	Criteria
1	Relevant qualifications on education or other similar disciplines;
2	Experience in building education materials, especially career orientation materials
3	Relevance of proposed methodologies
4	Relevance of the outline of the materials
5	Costs of the assignment

6.2 Stage 2: interview

Shortlisted candidates will be invited to an interview with the AEA team to further discuss the her/his suitability and terms and conditions.

VII- Application process

Interested individual/organisations should send their proposal package via email to: info-vietnam@aide-et-action.org

Dateline for submission: 17:00, 30 June 2020.