

Project name: Programme Reform TVET in Vietnam
Project No.: 17.2058.0-001.00

TERMS OF REFERENCE (TOR)

Assessment of support needs for disability-inclusive training in industrial electronics and mechatronics at two supported colleges in Dong Nai and An Giang provinces

1. General background of the TVET Programme

The joint Vietnamese-German technical cooperation programme “Reform of Technical Vocational Education and Training in Viet Nam II” (TVET Programme) aims to better align TVET in Viet Nam to the changing world of work. It is funded by the German Ministry of Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ) with counterpart funds from the Vietnamese Government. The implementing agencies are the GIZ and the Directorate of Vocational Education and Training (DVET) under the Ministry of Labour, Invalids and Social Affairs (MoLISA). In order to reach the project’s objective, three main outputs have to be achieved:

- Output 1: State actors, TVET staff, TVET institutes and the business sector are interconnected
- Output 2: The regulatory framework of TVET is aligned to the requirements of the changing world of work
- Output 3: The concept of High-Quality TVET institutes is successfully implemented in selected TVET institutes.

Thereby, the TVET Programme contributes to the improvement of the supply of demand-orientated qualified workforce in Viet Nam.

2. Background of the activity

Within the framework of the Programme Reform of TVET in Vietnam, the inclusion of people with disabilities (PwD) in TVET is being promoted. This promotion will be implemented in three phases:

Phase 1 – Situation analysis of PwD in TVET and on the labour market

Phase 2 – Capacity development of relevant TVET stakeholders and provision of specific support for trainees with disabilities

Phase 3 – Dissemination of lessons learnt

For phase 1, the programme already conducted a survey on “Inclusion of People with Disabilities in Technical and Vocational Education and Training in Bac Ninh and Ho Chi Minh City” in 2019. The survey identified, assessed, and evaluated the situation of PwD in TVET and in the labour market at two selected colleges in Bac Ninh Vocational College of Industry (BCI) and Ho Chi Minh Vocational College of Technology II (HVCT).

The programme is now looking for a local consultant to build on this study and conduct a second assessment. The consultants will conduct an inclusion assessment of the occupations of industrial electronics at LILAMA 2 International Technology College and of mechatronics at An Giang Vocational College.

Objective

The objective of this assignment is to carry out an assessment of the inclusiveness of the training programme in industrial electronics and mechatronics as well as to identify specific support measures that are needed.

Approach

The assignment firstly includes a mapping of important stakeholders (public and private, including for example organisations of PwD, career counselling and job services, business associations, enterprises hiring workers with assessed occupations) as a basis for the assessment. Secondly it includes an assessment of specific barriers and issues that people with different kinds of disability would face when enrolling in this training programme, during internships and in-company training phases and in transition to the labour market. Finally, they will identify specific solutions/measures of support through which the training can be made more inclusive in the respective occupation for each of the identified groups of PwD, taking into account the availability of services of the identified stakeholders.

The study consists of three main parts:

1. Map out relevant stakeholders for inclusive TVET and their interconnections in the local areas of two selected colleges, including public and private sector actors (inclusion friendly enterprises, business associations, civil society organisations...)
2. Assess the training programmes (including internship and in-company training places) in industrial electronics and mechatronics on different levels at two selected colleges regarding barriers and challenges for different groups of people with disabilities
3. Develop a list of specific solutions and support measures that are needed to enable different groups of PwD to continuously take part in the training programmes at two

selected colleges and partner enterprises (including support for transition to the labour market).

The detailed requirements for each work package are outlined in section 4.

3. Output distribution

This activity contributes to the outputs as follows:

Output 1: 10%

Output 2: 20%

Output 3: 70%

4. Tasks and expected results of the assignment/deliverables

Execution of the study of inclusion of PwD is foreseen to occur from April 2021 to July 2021.

To achieve the above-mentioned objectives, the selected consultants must achieve the following:

1. Work package 1: Map out relevant stakeholders for inclusive TVET and their interconnections in the local areas, including public and private sector actors

- 1.1. Through desk-review, develop a stakeholder map for each locality to identify relevant stakeholders for inclusive TVET in the local area and in the sector (f.e. organisations of people with disabilities, state organisations, business associations, career counselling and life skills training services, job placement services, non-governmental organisations and related stakeholders).
- 1.2. Identify their interconnections and roles with regard to inclusive TVET in the respective occupation
- 1.3. Revise the document according to comments of GIZ.

Results/products: Final stakeholder maps for two localities are available in English until 10.05.2021.

2. Work package 2: Develop a disability assessment; Assess the training programmes (including internship and in-company training places) in industrial electronics at LILAMA 2 and mechatronics at An Giang Vocational College at elementary, intermediate and college level regarding barriers for different groups of people with disabilities

- 2.1. Develop an assessment plan (including the categories of the disability inclusion scoring card for TVET, DISC, produced by Light for the World¹) to assess potential

¹ <https://www.light-for-the-world.org/i-am-employable>

barriers and challenges for PwD in the occupations industrial electronics and mechatronics on different levels of training.

The assessment should include the following areas:

- PR materials for training programme, information offers such as the website
- Enrollment procedures and possible health examinations
- Infrastructure and equipment at TVET institutes and 4 partner companies (via on-site audit, for example for occupational training rooms, workshops, toilets, cafeteria, administrative and career counselling services)
- Training curriculum (Elementary, intermediate, college level)
- Training materials, on- and offline
- Teaching methods of teachers and in-company trainers/managers
- Career counselling services and life skills/soft skills training services
- Requirement of occupational job positions

The assessment plan should include the assessment of inclusiveness for the following kinds of disabilities:

- Physical/mobility disability
- Visual disability
- Speech disability
- Hearing impairment and deafness

The assessment plan could include document reviews, on-site assessments, focal group discussions or interviews with the TVET institute, partner enterprises and people with disabilities working in the occupation.

- 2.2. Prepare assessment materials (assessment checklists for each of the relevant areas concerning barriers and challenges for people with the mentioned types of disabilities, definitions of the disability types and criteria for their identification, questionnaires for interviews or focal group discussions). The questionnaires for discussions or interviews should include questions on the specific needs of support to provide and receive inclusive training.
- 2.3. Get the assessment plan and assessment materials checked and approved by GIZ.
- 2.4. Coordinate with the TVET institutes' management and at least 4 partner companies to discuss the outline of the assessment (in coordination with the GIZ focal points). Agree with the colleges on the following:
 - A list of materials the college will provide for the consultants to review
 - A timeline for on-site assessments of the TVET institute and of at least 4 partner companies of the surveyed occupations
 - A timeline for discussions with teachers and administration staff (including from the enrolment department and management) as well as trainees at the TVET institute and with in-company staff at partner enterprises
- 2.5. Contact relevant organisations to establish contact and interviews with PwD working in the field

- 2.6. Conduct the assessments accompanied by GIZ staff
- 2.7. Analyse data collected
- 2.8. Prepare a report about the barriers and challenges people with certain kinds of disabilities face when taking part in TVET training in industrial electronics in LILAMA 2 International Technology College and in mechatronics in An Giang Vocational College. The annex to the report should include all checklists and cleaned data sets.
- 2.9. Revise the report based on comments of the programme.

Results/deliverables: Final report in English about barriers and challenges for PwD while participating in industrial electronics and mechatronics at selected colleges, including an annex (in English or Vietnamese) with final assessment materials and plans, checklists as well as cleaned data sets, is available until 25.06.2021.

3. Work package 3: Development specific support recommendations

- 3.1. Based on the identified barriers and the articulated needs for support, develop lists of **specific and realistic** support measures which would enable the inclusion of PwD in the industrial electronics training at LILAMA 2 and mechatronics in An Giang on elementary, intermediate and college level, based on the analysis of work package 2. Prepare a list for each of the mentioned types of disabilities. The support measures should take into account the available services and stakeholders identified in work package 1.
- 3.2. Revise the document based on comments of GIZ.
- 3.3. Prepare a short final report to describe fulfillment of contract and summary of work.

Results/Deliverables:

- Final lists of specific and realistic support measures which enable PwD with different disabilities to participate in the training programmes is available in English until 15.07.2021.
- Final report until 15.07.2021

Other requirements

1. Developed assessment plans and survey questionnaires must be reviewed and approved by the responsible personnel at the Programme Reform of TVET in Vietnam before conducting the survey.
2. The Programme reserves the right to comment and adjust the survey questionnaires.
3. When conducting the survey, the selected organisation/team should consider integrating 1-2 representatives from the college into their survey team and support their capacity development based on a learning-by-doing concept.
4. All developed documents, survey questionnaires, data, reports, and findings are property of GIZ and may not be used for any other purposes without permission of the Programme Reform of TVET in Vietnam.

5. Time schedule and working days

The required number of consultancy days is expected to be up to 29 days, additionally travelling in Viet Nam is required. The consultant is requested to thoroughly estimate the effort to execute the assignment and send GIZ Technical and Financial Offers.

The contractor is expected to perform the tasks during the timeframe of 20.04.2021 to 15.07.2021.

Task	Location		Local Consultant Days (maximum)
Develop stakeholder maps for two localities	Flexible work	desk-based	2
Revise and finalise stakeholder maps based on comments of GIZ	Flexible work	desk-based	0.5
Prepare and revise assessment plan and assessment materials	Flexible work	desk-based	3
Coordinate assessment with GIZ, relevant stakeholders in two localities	Flexible work	desk-based	2
Desk review of materials provided by colleges	Flexible work	desk-based	3
Conduct the assessment in LILAMA 2	Field work in Dong Nai province		4
Conduct the assessment in An Giang Vocational College	Field work in An Giang province		4
Analyse data	Flexible work	desk-based	5
Write and finalise report	Flexible work	desk-based	3

Write and finalise list of support measures and short report	Flexible desk-based work	2.5
Total		29

The following travel is expected and will be reimbursed according to GIZ regulations:

Travel	Ha Noi – Dong Nai Dong Nai – An Giang An Giang – Ha Noi
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Item 1	Final stakeholder map (approved by GIZ) – result of Work package 1	May 10 th , 2020
Item 2	A final report of findings and results, including an annex of assessment materials, cleaned data and checklists (all approved by GIZ)– result of Work package 2	June 25 th , 2021
Item 3	Final lists of support measures/recommendations (approved by GIZ) – result of Work package 3	July 15 th , 2021

Submissions of products might be adjusted in accordance with GIZ within the contract duration between 20.04.2021 and 15.07.2021.

6. Requirements or qualification

The expert shall have the following qualifications and experiences:

- A Master's degree in Development Studies, Gender and Diversity Studies, Pedagogy, Special Needs Education, Public Policy, Political Sciences or another field related to the scope of work.
- Profound knowledge regarding disability rights, different forms of disabilities, diversity in education/TVET, pedagogy
- 10+ years of experience in working with people with disabilities and networking with disabled people's organizations
- Profound knowledge about TVET in Viet Nam is an asset
- Profound knowledge about industrial electronics or mechatronics is an advantage
- 4+ years of experience in conducting surveys and assessments in Vietnam
- Profound knowledge about study methodology
- Strong management skills
- Ability to work in a team and with partners
- Good command of English (both written and oral form) and Vietnamese
- Strong analytic skills

7. Proposal structure

The proposal should consist of a technical and a financial proposal.

- The technical proposal should indicate qualifications and previous experiences with similar projects as well as the proposed approach for the assignment, including a work plan consisting of a timeline, working days needed for each step and a CV. Examples of previous experiences can be attached
- The financial proposal should include the number of working days needed, a rate per working day and for the full assignment. The price should include PIT. Moreover, an estimation of travel costs should be attached. The estimation of travel costs in the proposal should be based on the most economic option; in particular flight tickets (economy class for local flights).

Please send your proposal to the following email address: office.tvet@giz.de until 8p.m. on 18.04.2020.

8. GIZ rules and other guidelines

Office Space

Office space for the consultants will not be provided by the contracting party.

Incidental travel costs

The consultant is required to travel in Viet Nam for data collection. Therefore, during the assignment, a maximum of two local flights in Viet Nam are foreseen for the consultant (if any).

All travel costs will be reimbursed according to GIZ rules and regulations. Travel needs prior approval by the GIZ project manager.

Expenditure verification

As per GIZ guidelines, requirements and contracts. Extra expenditure will not be reimbursed if not officially agreed in a contractual form.

Data protection

To deliver the assignment, the contractor can be entrusted with personal data collected by GIZ. The contractor will be acting as an independent data controller of personal data it

processes in connection with the contract and shall comply with applicable obligations under the data protection legislation.

Other provisions

- The final report will be submitted using the layout and design provided later by GIZ, which includes the Logos of GIZ and the Directorate of Vocational Education and Training. The report will be made available on the GIZ TVET Programme's website and in other forums.
- The technical inputs by the selected expert are property of GIZ and no further advertisement of the consultant/consulting company will be made in final documents (other than mentioning on the inside cover page).
- As a result, the GIZ team expects a high quality of the deliverables, both in terms of the structure and content as well as with regard to the English language. Should the consultant not be in a position to deliver the required standard, he/she will have to organize respective support at his/her own expense.
- The contractor will provide information for monitoring and evaluation to the project manager as required.
- The consultants must be able to receive advance payments

9. Payment plan

The consultant should be able to receive an advance payment of 40% of contract value.

After the assignment the consultant should send an invoice together with a timesheet and the final products (approved by GIZ) to receive the final payment.