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TERMS OF REFERENCE

Consultant to editing and proof reading of vocational training materials

1. 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 include 1,441 students of vocational training centres (VTCs) and 636 ethnic minority (EM) youths in rural communities who did not complete secondary school or who sought technical training after graduation or who are unable to access VTCs due to a number of key-constraints. The project supports VTCs students and EM youth and provides them with updated and relevant vocational training materials which are designed with learner-centre methodology and market-orientation approach. They links to work experience, job fairs and internship after completing their 3-6 month long vocational training program.

AEA is currently collaborating with its partners to develop 3 vocational training materials in Vietnamese to be used in the VTC in Hoa Binh and Lao Cai provinces that include:

- Material 1: **On-site Tour Guide**
- Material 2: **Cooking**
- Material 3: **Traditional Embroidery and Weaving**

These materials were field tested in these two provinces. All comments and inputs from the users have been incorporated in the revision.

2. Purpose of the assignment:

To ensure the quality of vocational training materials to be applied in the VTC in 2 selected provinces, then nation wide, AeA is recruiting a consultant/team to take technical review and proofreading to ensure these are available and ready for endorsement by the MOLISA and for application in Lao Cai and Hoa Binh provinces.

3. Terms of the assignment:

The hired consultant is expectedly to accomplish the following tasks:

- (1) Technical edit of 3 vocational training materials:
 - Check the technical guideline to ensure it is easy to understand;
 - Check and correct language in a friendly reading manner;
 - Check and correct the guideline in a consistent outline and writing style;
 - Check and correct the using term which is acquaintance with VTC teachers and learners.
- (2) For proofreading 3 materials: check for spelling errors, grammar errors, and punctuation.
- (3) Provide advices/inputs to the final revision of 3 vocational training materials upon receiving feedbacks from the endorsement meetings hosted by MOLISA

4. Scope of the assignment and timeline

#	Proposed deliverables	Completion Deadline	Responsible body
1	Product 1: technical edit and proofreading to ensure 3 vocational training materials are available for endorsement by MOLISA	Sept. 24 th 2021	Consultant/team
2	Product 2: advices/inputs to the final revision of 3 vocational training materials upon receiving feedbacks from the endorsement meetings hosted by MOLISA	Oct. 2 nd 2021	Consultant/team
3	Product 3: technical edit and proofreading to ensure 3 vocational training materials are available for wider application	Oct. 25 th 2021 at the latest	Consultant/team

5. Specific requirements for the consultant/s:

- **Technical expertise:** The national consultant(s) should have the following qualifications to effectively carry out the proposed tasks:
 - ✓ Master degree on vocational training or related fields
 - ✓ At least 5 years of working experience in the vocational training sector
 - ✓ Sound knowledge vocational training for young people in Vietnam, especially in the ethnic minority areas
 - ✓ Strong and practical expertise on capacity development teacher in Vietnam
 - ✓ Strong experience in editing and proofreading educational materials
 - ✓ Rich experience in contextualize the educational material adapting to Vietnam vocational training context
 - ✓ Ability to write smooth Vietnamese sentences
 - ✓ Availability during the estimated activity time frame.

6. Application process: Interested candidates must submit the following documents by **Sept. 13rd 2021** to **Hr.vietnam@aide-et-action.org**

- ✓ An update Resume indicating his/her past experiences on editing and proof reading of vocational training materials
- ✓ A proposal on number of working day and fee per day
- ✓ Most recent products that s/he did for the similar tasks