

TERMS OF REFERENCE

Consultancy service for Developing training materials and Conducting 30 online training courses for class teachers to enhance understanding about Cyber Safety

Project: “Protection of girls and boys from cyber bullying and gender-based cyber violence” for the period from 2021-2024

Location: Ha Noi

Duration: 18th Jan 2022 to 30th April 2022

1. About Plan International Vietnam

Founded in 1937, Plan International is a development and humanitarian organisation that advances children’s rights and equality for girls. We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in Vietnam since 1993. By June 2019, Plan International Vietnam (PIV) has improved the lives of more than 1,300,000 children, their families and communities from over 131 communes in 10 provinces across the country. Our goal by 2021 is to reach 2 million girls from 1,875 ethnic communities in Vietnam so they can learn, lead, decide, and thrive.

2. Project Background and Objectives

In 2020, approximately 70% of all Vietnamese (68.17 million out of the total population of 96.90 million) had access to the internet and that 65 million people or 67% actively use social media.¹ In 2020, the number of young people in the age bracket from 15 to 24 years is estimated at 15.3 million (15.2% of the overall population)². Internet access has been beneficial for boys and girls as it is for the rest of the population, but at the same time, the use of the internet brings a range of new risks for the safety and security of children. Due to COVID19, more people, including adolescents use the internet for their learning, shopping, entertainment, communicating, doing business and accessing services, which increases the exposure to risks such as trolling, hacking, spamming, and harassment online.

¹ <https://datareportal.com/reports/digital-2020-vietnam>

² https://www.indexmundi.com/vietnam/demographics_profile.html

In that context, it is crucial to propose initiatives to address challenges in capacity, legal framework, social and cultural environment to ensure safety for children on cyber spaces. With the support from Plan International Germany and Plan International Vietnam, Project “Protection of girls and boys from cyber bullying and gender-based cyber violence” from 2021 – 2024 was approved and start to implement from August 2021 at both national and provincial levels in which Quang Binh, Kon Tum provinces are locations of the project. The proposed project aligns well with the “National Plan for Cyber Security and Support Healthy Online Interaction for Children, 2021-2025”, approved by the Vietnam Prime Minister in Decision 830/QĐ-TTg, dated June 1st, 2021.

Objectives

Adolescents aged 10-18, particularly girls and the most vulnerable, are empowered to safely use the internet and social media and protected from all forms of (gender-based) online abuse

(For this proposal we define dimensions of the “most vulnerable” as ethnic minority status, poverty, disability status, LGBTIQ).

To achieve above objective, the project aims to following outcomes/outputs by the end of July 2024:

Outcome 1: Adolescents, particularly girls and vulnerable groups, have enhanced collective agency to protect themselves and others from cyber bullying and gender-based cyber violence.

- Result 1.1: Adolescents, particularly girls and vulnerable groups, have enhanced individual knowledge and skills on CSE, harmful practices and forms of gender - based cyber violence to protect themselves from online abuse
- Result 1.2: Adolescents, particularly girls and vulnerable groups, actively participate in protecting themselves and others from online abuse at schools and communities.

Outcome 2: Families, schools and communities have established protective mechanisms to protect children, especially girls and vulnerable groups, from online abuse.

- Result 2.1: Parents, teachers and child protection service providers understand about types and risks of online abuse
- Result 2.2: Families, schools and communities have enhanced capacity to preventing and responding to cyber protection

Outcome 3: Government authorities, media agencies and IT service providers have effective prevention and response measures to ensure children’s safety on cyber spaces.

- Result 3.1: Adolescent and youth-led initiatives on cyber protection are scaled up by respective stakeholders at provincial and national levels.
- Result 3.2: Government, IT service providers and social media agencies have enhanced capacity, effective systems, procedures and tools to prevent and respond to cyber abuse.

3. Purpose of the Consultancy

3.1 Purpose:

The purpose of this activity is to improve roles of class teachers in early identification risks and potential cases of online child abuse and support for their students connecting to school services. It

also helps teachers to implement trainings for students and orientation sessions for parents on the importance of Child Protection on cyber spaces, how to identify various forms and risks of online child abuse and seek support services.

The hired consultant team is expected to **develop training materials** and **conduct 30 online training courses for class teachers** about Cyber Safety.

3.2 Scope of work:

a. Develop a training curriculum on Cyber Safety - Forms, Risks and its Impacts on children development, including 06 sessions (45 mins/ session) for middle and high school teachers to roll-out orientation for students on class room session and parents during parent teacher association meetings at their schools.

b. Implement 30 online trainings for class teachers based on the developed curriculum with following information:

-Duration: 1 -day training course/ school. 30 training courses at 30 schools in total

-Location: 15 middle and high schools located in Kon Plông and Kon Rẫy Districts of Kon Tum province, and 15 middle and high schools located in Quảng Ninh, Minh Hoá and Lệ Thủy Districts of Quang Binh province

-Trainees: 30 class teachers per training/ school.

3.3 Geographical coverage

The consultancy will be conducted in Hanoi.

4 Users of the Consultancy

The training curriculum will be printed and delivered to project stakeholders, teachers and school leaders. The materials will also be shared among PIV projects and relevant partners for future reference.

5. Ethics and Child Protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable

groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the consultancy to mitigate foreseen risks for children, youths and participants in the survey

Level of Contact with Children:

Low level: *Interaction with children in consultations are required. The consultant must comply with Plan's child protection policy and standards throughout the research process*

6. Key Deliverables

The consultants/ experts are expected to provide the following key deliverables:

- A training curriculum including 06 sessions on Cyber safety for middle and high school teachers to roll-out orientation for parents during parent teacher association meetings at their schools;
- 30 one-day training courses completed in Quang Binh and Kon Tum provinces; and
- A final training report submitted, including pre/post-training assessment.

7. Timeline and Estimated Working Days

The consultancy is estimated to be undertaken within **80** working days during the period of January 2022 and to be completed by April 2022. A detailed timeline will be worked out jointly with the consultants after recruitment.

Task/ Deliverable	Timeline	No. of Working days
Develop a curriculum including 06 sessions	W3 Jan – W2 Feb 2022	15
Implement 30 online training courses for 30 schools in Quang Binh and Kon Tum provinces	W3 Feb-W3 April	one-day course x 30 courses x 2 trainers
Training report, including recommendations and plan to provide technical support for class teachers	W4 April	05

8. Budget

The consultants are required to propose a detailed budget for this consultancy together with the technical proposal, and submit to PIV for review and approval. The budget should include number of working days and daily rate (including tax) for the lead consultant(s) and in-country team members. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by PIV.

9. Management

Consultant(s) will conduct the consultancy based on the workplan and methodology agreed with Plan International Vietnam.

Project Coordinator in PIV Country Office will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

Provincial Partnership Managers (PPMs) at Quang Binh and Kon Tum Program Units are focal persons and responsible to coordinate and arrange the field work and logistics for the trainings as well as input comments during finalization of the reports.

10. Qualifications and Experience of the Consultants

PIV is looking for a consultant/expert (or a group of experts) with strong records in conducting similar tasks related to providing trainings related to cyber protection, online safety, Internet usage, gender-based violence, SHRH/CSE, children's protection and participation; particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of developing training materials and participatory training in theory and practice, and a good understanding of policy work.

Required Competencies:

- Demonstrable expertise (5 to 10 years) in technology for development (e.g: technology for education, e-learning, ...), GBV, child protection, and children's participation;
- Demonstrated knowledge and experience (5 to 10 years) in developing training modules/curriculum, training materials on cyber protection, online safety and Internet usage for children/adolescents and adults;
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations, trainings and ability to meet deadlines and respond to requests and feedback provided timely and appropriately;
- Knowledge of Vietnam governance and cultural context;
- Knowledge of laws and regulations related to cyber safety, internet and communications;
- Knowledge of women's and children's rights;
- Excellent and demonstrated understanding of Child Protection and ethical issues in research;
- Excellent written and verbal communication and reporting skills in English.

11. Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: VNM.Procurement1@plan-international.org

12. Applications

Interested applicants provide a proposal covering the following aspects:

- Detailed response to the TOR

- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Detailed budget for the consultancy includes number of working days and daily consultancy rate (gross, including tax according to the Vietnamese Law) and excludes field-related cost such as accommodation, transport, and other logistics costs in the field.)

The deadline for submitting the proposal package will be **no later than 05:00 PM on 06th January 2022**. Only short-listed consultant groups will be contacted for interview.