

TERMS OF REFERENCE

Consultancy service for Developing training materials and Conducting training courses on Writing proposal for small-scale projects, and Building soft skills for children

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

Location: Ha Noi

Duration: April- June 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

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/QD-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 comprehensive sexual education (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.

This consultancy service will be conducted under Outcome 1, Result 1.1 and Outcome 3, Result 3.1 of this project.

3. Purpose of the Consultancy

3.1 Purpose:

In Plan International's projects, members of Youth Advisory Committee (YAC), Children's Councils (CC) and Champion of Change Clubs (COC) received foundational trainings on soft skills for policy analysis, advocacy and influencing skills, human-centered design and safe campaigning. Under this project, we aim to foster seed grants and more importantly to promote self-confidence, capacity and agency of children, adolescents and youth (CAY) at their schools and communities. Writing proposals (simple and short papers) and reinforcing soft skills are important so that YAC, CC and COCs can express their views, observations and express what they want to change.

The consultant(s) is expected to **develop training materials** and **implement training sessions on writing proposal for small-scale projects and building soft skills** for selected members of YAC, CC and COC in the province/district levels. Trainees will then cascade their knowledge and skills to their fellow members and, together in the group, they will practise writing proposals and submit for funding from seed grants. In long-term, it is expected that these groups will submit their proposals to other funding sources (other agencies, schools, commune or district authorities) beyond the project seed grants. In

addition, after the training, trainees are expected to use soft skills to present and communicate information, good practices related to cyber safety at village forums, communication campaigns and dialogues at their schools and communities.

3.2 Scope of work:

a. Develop two set of training materials for children and adolescents aged 10-18:

- Writing proposal for small-scale projects:
 - + Develop a simple guideline including steps to develop a proposal, such as: identify needs (context and rationale), develop proposal ideas, subjects/participants, resources and products...
 - + Develop specific criteria for the proposal, including: conformity with local characteristics, culture and conditions; economic efficiency; sustainability and impact...
- Soft skills: focus on presentation, conducting communication events and public speaking skills to lead communication events relating to “Cyber safety” topics
 - + Communication skills
 - + Presentation skills
 - + Teamwork

b. Implement training courses on writing proposal for small-scale projects and building soft skills, using the developed training materials:

- For the topic of writing proposal for small-scale projects: 01 two-day training course per province x 2 provinces. 02 training courses in total
- For the topic of Soft skills: 01 one-day training course per province x 2 provinces. 02 training courses in total
- Location: Kon Tum province and Quang Binh province
- Trainees: 30 members / training course

c. Develop a final report

1.3 Geographical coverage

The consultancy will be conducted in Hanoi. The training courses will be organized in Quang Binh and Kon Tum provinces.

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.

Level of Contact with Children:

High 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. 02 set of training materials on writing proposal for small-scale projects; and soft skills;
- b. 02 two-day training courses on writing proposal for small-scale projects completed in Quang Binh and Kon Tum provinces;
- c. 02 one-day training courses on soft skills completed in Quang Binh and Kon Tum provinces; and
- d. A final training report submitted, including pre/post-training assessment.

7. Timeline and Estimated Working Days

The consultancy is estimated to be undertaken within **37** working days during the period of Apr 2022 and to be completed by June 2022. A detailed timeline will be worked out jointly with the consultants after recruitment.

| Tasks/ Deliverables | Timeline | No. of Working days | Remarks |
|---|--------------|---------------------|--|
| Develop two set of training materials on writing proposal for fund raising; and soft skills | Apr-May 2022 | 20 | 2 training materials x 5 days x 2 trainers |
| Preparation for trainings | May 2022 | 2 | 1 day/ course x 2 courses |

| | | | |
|---|---------------|---|---|
| Two 2-day training courses on writing proposal and fund raising | May-June 2022 | 8 | two-day course x 2 courses x 2 trainers |
| Two one-day training courses on soft skills | May-June 2022 | 4 | one-day course x 2 courses x 2 trainers |
| A final training report | June 2022 | 3 | Draft and Finalise |

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

Consultants 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 Project Officers (POs) 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 group of consultants with strong records in conducting similar tasks related to providing trainings related to community development, capacity building/ soft skills for CAY, gender-based violence, children's protection and participation; particularly in Vietnamese and mountainous, ethnic minority community's context.

Required Competencies:

- Demonstrate general knowledge (from 5 to 10 years of experience) on GBV, child protection and children's participation. Knowledge of technology in education (e-learning, cyber safety for children/adolescents ...) is an advantage.
- Demonstrated knowledge and experience from 5-10 years in developing training modules/curriculum, training materials on soft skills and guiding for writing small-scale project proposal at grassroot level, building capacity for children/adolescents;
- 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;

11. Contact

Consultants who are interested in taking this consultancy, please submit the proposal package via email to: VNM.Procurement4@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 11:59 PM on 3rd May 2022**. Only short-listed consultant groups will be contacted for interview.