

## TERMS OF REFERENCE

### English Self-Study Program for WVIV's staff – Batch 2

#### **Background**

World Vision Vietnam (WVV) is an international organization and strong English competency is required for staff to perform their current jobs and essential for their advancement. Yet many WVV staff encounter English as barrier to fulfil their roles and develop their career path, especially staff from the field. Furthermore, WVV encourages continuous learning, agility and models itself as a learning organization. In addition, the English learning needs of employees are different (level, skills, study time, etc.).

In that context, World Vision Vietnam plan to develop the English Language Self-study Program in order to support staff to fill their competency gap in English and grow further with the organization. Given this, WVIV is seeking to find the professional online platform suitable for employee to learn English on their own in the most effective way.

#### **1. Scope of program**

The English Self-Study Program is aimed to provide professional English online platform that is relevant and practical for staff, is in need of improving English for their current and/or next role position (priority is given to employees on the talent pool).

For the time of 3-6 months, the learners are expected to use the platform for self-study as well with interactive features and self-assessment with progress recording tools and evaluation tests.

Their English Self-study Program needs are summarized as below:

- 40 – 60 learners.
- Skills to focus: reading, listening, writing & speaking in business conversation and daily conversation in life.
- Method:
  - Learners proactively self-study on the online platform. 3 - 6 months with at least 3 hours each week.
  - Learners join in group chat to update progress and share experiences together.
  - Share the progress for learners and their line manager each two month to update the learning status and celebrate the quick wins.

- Learners will be considered to extend their self-study program if they complete the total number of committed at least 80% learning progress and the result improve at least 1/2 level following The Common European Framework of Reference for Languages (CEFR).

- Timeline:

Fields	Description	Sep - Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Research and select suppliers	Research and select the English online platform provider	Active								
	Work with provider to provide accounts and instructions for learners using of participants.			Active	Active					
Implementation	Implement the program				Active					
	Monthly follow up and reflect				Active					
	Consolidate the program's effectiveness results									Active

It is expected that the platform has key functions as following:

- English proficiency self-test at the beginning and end of the course and verify learners' achievement, following The Common European Framework of Reference for Languages (CEFR);
- Interactive features on relevant themes such as: business-related themes (working with client, changes of plan, evaluating performance, common conversation in workplace, successful innovations, etc.), social work themes (sustainable development, the world around you, common social conversation, etc.);
- The content and exercises are interestingly designed to practice listening, speaking, reading and writing skills;
- Live sessions to be able to interact and practice on self-study topics. (Around 1 - 3 live sessions per months) depend on learners need analysis for each level;
- Monthly report functions for each learner progress (number of learning hours, completed lessons/themes, etc.);

- Have Teacher Assistant and Technical Support person/center to support learning (if any);

**2. Expected outputs:**

- Learners will improve at least 1/4 level following The Common European Framework of Reference for Languages (CEFR).
- Total complete at least 36 - 72 hours for English self-study on the platform.
- Evaluating and recommending for the English self-study program 's of World Vision International Vietnam in the next period.