

TERMS OF REFERENCE

Developing a set of training materials on how to use internet safely, effectively and responsibly for children and their caregivers

1. Background information

World Vision International/ USA – representative office in Vietnam is a Christian relief, development, and advocacy humanitarian organization, working to improve the quality of life of people, especially the most vulnerable children. Safer Internet - Safer Childhood project (SISC) jointly between UNICEF and World Vision International (WVI), funded by the Fund to The Global Partnership to End Violence Against Children, aims at strengthening the national legal infrastructure and technology solutions, improving early interventions and victim support, and increasing engagement of parents, caregivers, and children to prevent and protect children from online child sexual exploitation and abuse (OCSEA). The project also contributes to the implementation of the Program on protection of and support for children to interact in a healthy and creative manner in the cyber environment in the 2021-2025 period – Decision 830 of the Government.

SISC project aims at improving capacity of children in seeking help and engaging in service delivery recommendations on OCSEA increasing capacities of teachers, and school administrators to deliver support and referral services to survivors including OCSEA at schools, thus the project plans to develop and disseminate training materials for teachers to deliver for students and their caregivers on how to use internet safely, effectively and responsibly. However, currently, existing documents on child online protection from WVIV and other non-governmental organizations like ChildFund only covered some aspects of thematic issues such as child online sexual exploitation or abuse, and lacked a comprehensive training package for all three dimensions on safety, effectiveness, and responsibility in using internet for children and their caregivers. Therefore, World Vision International in Vietnam is looking for a consultant team, with at least 2 competent consultants including international (*who is non-Vietnamese with demonstrated and track-records of international experiences on child online safety in terms of training development*) and national experts, to develop a set of training materials on how to use internet safely, effectively and responsibly for children and their caregivers with key objectives and expected results of the consultancy package required as below.

2. Objectives and Expected results:

Objectives

- To develop a training package on using internet safely, effectively and responsibly for children and caregivers

Expected results: The three sets of training materials are expected to be approved by World Vision Vietnam, including:

- A training program for teachers/facilitators to deliver for children on using internet safely, effectively and responsibly.
- A student handbook with key take-aways, exercises and note-taking section to reinforce learning and application
- A training material for facilitators to deliver for caregivers to equip them with essential knowledge and skills to support their children using internet safely, effectively and responsibly

3. Requirements for the training package

- Systematic Design: The training packages are developed comprehensively, grounded in a thorough mapping and analysis of both International and Vietnamese training curriculum on online safety for children.
- Building upon and contextualizing the documents, approaches, and tools that have been effectively used worldwide and in Vietnam, for example EU Kits.
- Multi-Dimensional Approach: The training packages employs a multi-dimensional approach, taking into account various aspects such as risks and benefits; children rights and responsibilities; children’s roles as both vulnerable individuals and agents of change
- Relevance to emerging issues: The training packages updated with emerging issues such as GenAI and equipping children with skills/capacities to navigate these challenges.
- Age-Appropriate content: The materials are developed consistently in content delivery for children and their caregivers, tailored specially for different age groups of students, applying child-friendly approach for children.
- Supportive learning aids: The training packages include handouts, visual aids providing hands-on experiences/practices on smart phones and computers/tablet to illustrate online safety tactics.
- Training program for children include a set of 45-minute or combined 90-minute lessons suitable for school and community settings. Training material for caregivers is a brief tentatively 2-day training lessons for parents.
- The training content may include, but is not limited to, the following topics:
 - o The characteristics and features of internet
 - o Benefits and risks associated with using internet and how to use it safely, may refer to EU Kits
 - o Skills to use internet safely, effectively, and responsibly
 - o Seeking supports and resources
 - o Children’s roles as agents to address child online protection issues
 - o Generative AI and emerging risks
 - o Providing typical online scenarios for children to practice skills
- The three sets of training materials are developed in English and Vietnamese.

4. Target Audience

- A training program for teachers/facilitators to deliver for children & a training material for facilitators to deliver for caregivers: for facilitators including teachers, child protection staff and volunteers of Government and Organizations interested
- A student handbook: For secondary school students aged 12-15

5. Timeline

In order to achieve expected results, the TOR includes desk review, developing curriculum framework, developing materials, consulting with partners and finalizing the sets of training materials for three months from **January 2025 to March 2025**.

Activities	December	January	February
Desk review to map existing training curriculum internationally and locally	x		
Develop training curriculum framework	x		
Develop the three training packages	x	x	
Consult with local partner, schools and children on the training packages			x
Revise and finalize the three training packages based on inputs from local and WVV feedbacks			x

6. Consultancy days:

#	Consultancy services	International expert	Vietnamese expert
	TOTAL consultancy workdays	48	26
1	Leading process and submit final results for approval	3	
2	Map existing training curriculum internationally and locally	5	2
3	Develop training curriculum framework	3	2
4	Develop a training program for teachers/facilitators to deliver for children	10	5
5	Develop a student handbook	5	2
6	Develop a training material for facilitators to deliver for caregivers	5	2
8	Consult with local partner, schools on the training packages	2	4
9	Revise and finalize the three training packages based on inputs from local and WVV feedbacks		
	<i>A training program for teachers/facilitators to deliver for children</i>	7	4
	<i>A student handbook</i>	3	2
	<i>A training material for facilitators to deliver for caregivers</i>	4	2
10	Brief sharing on revision with WVI	1	1

7. Consultant selection criteria:

In order to meet the requirements of the comprehensive and systematic training package on online safety for children and caregivers, the potential consultant or team must meet the following criteria:

- Profound experience in applying Multi-Dimensional Approach in developing training curriculum on online safety, taking into account various aspects such as risks and benefits; children rights and responsibilities; children’s roles as both vulnerable individuals and agents of change.
- Profound international experience in developing training curricula for children and caregivers on online safety; digital literacy; Generic AI and emerging issues on online safety.
- Familiar with international training curriculum on online safety, including EU Kits on online safety.
- Proven track record in developing training programs on online child protection for schools and community development programs in different contexts
- Expert in training of trainers
- Commitment to adhering to the Child and Adult Safeguarding Policy of WV Vietnam.

THE TOR IS AGREED BY:

World Vision International in Vietnam	Consultant #1
	Consultant #2
Date:	Date: