

## Terms of Reference (TOR)

### Training on Emotional Management - HCMC

<b>Location</b>	Ho Chi Minh City, Vietnam
<b>Organization</b>	Planète Enfants et Développement (PE&D)
<b>Location</b>	Ho Chi Minh City
<b>Application Deadline</b>	10-05-2025
<b>Type of Contract</b>	Service contract
<b>Budget</b>	24,000,000 VND included VAT
<b>Required expertise and experiences</b>	<ul style="list-style-type: none"> <li>- At least 5 years of experience in training and development in the education or emotional intelligence field.</li> <li>- Master's degree or higher in relevant fields (Psychology, Education, Child Development, Social Work, or related disciplines).</li> <li>- Proven expertise in emotional management training and strategies for caregivers.</li> <li>- Excellent communication skills in both Vietnamese and English.</li> </ul>
<b>Timeline</b>	May to August 2025
<b>Contact person</b>	Nguyen Quynh Huong - Project Officer ( <a href="mailto:quynh.huong.nguyen@planete-eed.org">quynh.huong.nguyen@planete-eed.org</a> )

#### I. Organization and Project Background

##### a. Planète Enfants & Développement (PE&D)

PE&D founded in 1984, is a French NGO implementing projects centered on the child, the family, and the community, by paying special attention to women and girls. In its different countries of intervention (Cambodia, Vietnam, Nepal, and Burkina Faso, Togo, India, Laos, France), PE&D is recognized for its experience in social work, protection against violence, vocational training, early childhood development and maternal and infant health. Through its projects, PE&D strengthens the capacities of disadvantaged populations to improve their living conditions by

themselves. PE&D therefore develops experience-based learning and transfers skills to local partners. Present in Vietnam since 1993, PE&D has been implementing education projects with ethnic minorities in the North for more than 15 years and then moved to the South to work on urban poverty issues.

Since July 2021 to the present, PE&D has been working with the Ho Chi Minh City Association of Children's Rights Protection (HACRP) to implement the project "Support Comprehensive Early Childhood Development efforts for families and communities in Ho Chi Minh City" (ECD). The general objective is, together with the government, to support children up to 6 years old to develop well physically, intellectually and mentally; and to have equal access to comprehensive qualitative care services in order to realize the rights of children and contribute to the development of human resources for the country. This project is implemented in 2 districts: Thu Duc and Tan Phu.

### b. Project goal and objectives

The goal is to promote the holistic development of vulnerable children from birth to six years old by ensuring equitable access to quality education, healthcare, and psychosocial support, while fostering a nurturing and inclusive environment that empowers families, caregivers, and communities to meet children's developmental needs and protect their rights, especially in the 2 disadvantaged areas - Thu Duc City and Tan Phu District, Ho Chi Minh City.

The project has 4 specific objectives:

- **Enhance Parenting Practices:** Provide training and support to parents and caregivers to improve their understanding of child development and effective parenting techniques.
- **Raise Community Awareness:** Conduct awareness campaigns to inform communities about the importance of early childhood development and the available services.
- **Capacity Building for Professionals:** Train early childhood professionals, including caregivers and teachers, to enhance their skills in providing quality care and education.
- **Promote ECD:** Engage with local authorities and stakeholders to promote policies and practices that support early childhood development.

## II. PURPOSES AND RESPONSIBILITIES

This position is part of the activity "Training for Caregiver", which aims to enhance the quality of early childhood services by providing professional training for Early Childhood caregivers in home-based groups, especially dedicated to vulnerable children. PE&D is planning to organize a dedicated session for 60 home-based childcare caregivers in Thu Duc focused on emotional regulation. The goal is to equip them with practical tools to better manage their own emotions and stress, thereby reducing the risk of child maltreatment and fostering a more nurturing environment for young children.

## Objectives

The training aims to:

- Understand the emotion development of the children
- Raise caregivers' awareness of emotional regulation and its impact on young children.
- Provide practical tools to manage emotions and reduce stress in daily caregiving.
- Promote nurturing and safe environments that support holistic child development.
- Improve communication and conflict resolution with children and families.
- Equip caregivers to recognize, prevent, and respond appropriately to cases of child abuse.

## Scope of Work

The consultant is responsible for:

- Design and implement the Emotion Management module, in alignment with the overall caregiver training curriculum developed by PE&D.
- Conduct a pre-training needs assessment to identify the specific emotional management challenges faced by the participants.
- Develop a training curriculum on emotional management with materials and strategies that incorporate theory and practical skills for caregivers. The curriculum will be designed in collaboration with PE&D early childhood expert.
- Facilitate 2 interactive half day training sessions with 3 groups of 20 caregivers each, using case studies, role-playing, and group discussions to ensure that participants can actively engage and apply the learning (6 half days in total to deliver the training)
- Design and administrate the monitoring and evaluation tools before and after the sessions to evaluate the effectiveness of the training, gathering feedback from participants to refine future training approaches.

## Expected Results and Deliverables

- **Needs Assessment Brief:** A concise document summarizing the findings of the needs assessment, identifying specific emotional management challenges and needs of the target caregivers.
- **Emotion Management Training Module:** A complete, clear, and culturally appropriate training module on emotional management, developed in collaboration with PE&D and HACRP, and officially validated before implementation.
- **Pre- and Post-Assessment Tools:** Simple and practical tools designed to assess caregivers' knowledge, skills, and attitudes regarding emotion management before and after the training sessions.
- **Training Materials:** A full set of facilitation materials including handouts, practical exercises, and role-play scenarios, adapted to the context of home-based caregivers and usable beyond the training.
- **Training Report:** A final report summarizing the implementation of the training sessions, analysis of pre/post-assessment results, participant feedback, and recommendations.

## Required Expertise and Qualifications

The consultant or consultancy team should possess the following qualifications:

- A minimum of 5 years of experience in emotional intelligence and management training, particularly in educational settings.
- Master's degree or higher in Psychology, Education, or a related field.
- Expertise in designing and delivering training programs for adult learners, especially in early childhood education contexts.
- Ability to conduct pre and post-assessments to measure learning outcomes.
- Excellent communication skills in both Vietnamese and English.
- Previous experience working with early childhood educators or in the Vietnamese education system is an asset.

## Consultancy Proposal Submission

The technical proposal must include:

- A description of the consultancy team (CVs).
- A detailed training methodology and work plan, including timelines, training objectives, and approaches.
- Pre- and post-training evaluation strategy.
- Budget proposal (including taxes and all costs related to the consultancy work).
- Any required logistical arrangements for the training sessions.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

<b>Technical proposal</b>	<b>50%</b>
1. Qualification of the Consultant / Team	20%
2. Relevant Experience (similar assignments, target groups, contexts)	10%
3. Technical Approach and Methodology	10%
4. Proposed Work Plan and Timeline	10%
<b>Financial proposal</b>	<b>50%</b>

## Timeline

Consultancy work will take place from April to August 2025, following the training implementation timeline.

Phase	Period	Activities
Phase 1	May 2025	Contracting of the consultant
Phase 2	May 2025	Participation in a training planning meeting with PE&D and HACRP and conduct of the needs assessment to identify emotion management challenges among caregivers
Phase 3	June 2025	Design of the Emotion Management training module, development of pre- and post-assessment tools (validated with PE&D) and preparation of training materials (handouts, practical exercises, role-play scenarios)
Phase 4	June – July 2025	Delivery of training sessions and facilitation of pre- and post-assessments: - 3 groups of 20 caregivers - Each group receives 2 half-day sessions (total 6 half-day sessions) - Pre- and post-assessments administered during the sessions
Phase 5	August 2025	Drafting and submission of the Training Report, including results of the pre/post assessments and recommendations.

## Payment

The contract amount will be paid in stages as follows:

- **Upon signing the contract:** Approval of the training plan, schedule, and materials.
- **Upon completion of the training:** Submission of the final report, evaluation results, and feedback.

## Consultation Proposal Submission Deadline

To apply, please submit your CV and a proposal in English outlining your methodology, timeline, and proposed budget no later than **10 May, 2025** to:

**Email:** [quynh.huong.nguyen@planete-eed.org](mailto:quynh.huong.nguyen@planete-eed.org)