

TERMS OF REFERENCE

Trainer for Project Management Training

Assignment Title:	Trainer for Project Management Training
Organization name	Hagar International in Vietnam
Contract Type:	National Consultant
Duty Station:	In Ha Noi
Contract Duration:	3,5 days in June, 2025

1. Overview

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors. Hagar's work is rooted in the belief that every individual deserves freedom, dignity and a life free of exploitation. At Hagar, we are committed to walking the whole journey of restoration alongside survivors of human trafficking, slavery and abuse. From the moment an individual enters our care, we use a trauma-informed care approach to assess their needs, provide intensive services, and rebuild trust and resilience.

Survivor Care: Hagar supports thousands of people, including youth with holistic, trauma-informed care. This includes counselling, case management, medical care, family reunification services, legal aid, livelihood, vocational training and much more. Our Survivor Care programs use a trauma-informed approach, keeping the whole person front and central and addressing each individual's unique needs. The effects of trauma often run deep. That's why Hagar provides long-term, empowering care. This commitment transforms the lives of survivors, their families, and their communities.

Prevention: We train and equip survivors, family members, community leaders and government representatives to know the signs of exploitation and stop abuse before it starts. Traffickers often target impoverished rural communities where they coerce and manipulate women and children into exploitation and abuse. By equipping local leaders, survivors, and their families with the knowledge and tools to fight exploitation, we help prevent trafficking and abuse from happening at all. We invest in economic empowerment and income generation opportunities for survivors and their families to reduce vulnerability to abuse and exploitation. Education is key to prevention. Through widespread prevention campaigns, Hagar educates vulnerable people to avoid abuse, human trafficking and exploitation.

Strengthening Systems: Hagar works with survivor leaders, local communities, and global partners to keep communities free and safe from trafficking and exploitation. Our frontline

programs are led by local leaders who know their culture and context. We work with survivors to evaluate and implement best practice programs and creates pathways for survivor leadership and to influence and change policies to protect women and children.

With its trauma-informed care (TIC) approach, Hagar works intensively with individuals suffering from the trauma of human trafficking, slavery and abuse to heal trauma. At the program and project level, Hagar ensures survivors have access to high quality, culturally appropriate trauma-informed services. At the systemic level, Hagar advocates bringing an end to the practices of slavery, trafficking and abuse.

2. Objectives of the assignment

The primary objective of this consultancy is to enhance the capacity of Hagar Vietnam staff in effectively managing development projects through a structured and practical training program. Specifically, the assignment aims to:

- Equip participants with foundational and advanced skills and knowledge of development project management, including designing, planning, implementing, budgeting, reporting, monitoring and evaluation
- Promote the application of results-based management principles and tools in day-to-day project operations.
- Foster interactive learning through real-life case studies, group discussions, and hands-on exercises that reflect the local context and challenges.
- Support participants in identifying and addressing common project management issues, thereby improving the overall effectiveness and sustainability of development interventions.

3. Scope of work

The primary tasks of this consultancy involve, but are not limited to, conducting the following contents:

- Develop a detailed training agenda and materials tailored to the needs of the participants.
- Deliver a 2-day in-person training session (1 class).
- Facilitate interactive learning through case studies, group work, and practical exercises.
- Provide technical guidance and respond to participants' questions during the training.
- Prepare and submit a training report summarizing key content, participant feedback, and recommendations.

4. Deliverables Submission

The deliverables of the consultancy Include, but not limited to:

- A comprehensive training curriculum and materials tailored to the organization's needs (need assessment, pre-post training tests, agenda, training handout, presentations)
- A short summary report capturing the outcomes and feedback from the training sessions conducted.

1. Implementation schedule

5.1 Timeline: in June 2025

5.2 Detailed schedule

No	Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(person who will review outputs and confirm acceptance)</i>
1	Preparation of training materials and curriculum	1 day	Country Director, Programs Manager
2	Delivery of training on the theory and practice of development project management	2 days	Programs Manager
4	Submission of training report in Vietnamese	0.5 day	Country Director, Programs Manager
	TOTAL	3,5 days	

2. Accountability and Structure

- The role is accountable to Country Director and Programs Manager for updating the progress and result of the training.
- The consultancy team must closely work with Programs Manager to secure the timeframe of deliverables.

3. Workplace and travel:

The training will take place at Hagar Vietnam Office

4. Costs & Payment

Costs: Negotiable based on the proposed timeline and Hagar's financial policies.

Payment & Payment Schedule

- 30% after satisfactory of the first deliverable: submit and approved training curriculum with detail methodology, tools.
- 70% after satisfactory completion of training report (in Vietnamese)

5. Qualifications and professional requirements

Educational Background

- A university degree (or higher) in one of the following fields: Development Studies, Project Management, Public Administration, Social Sciences, or other relevant disciplines.

Professional Experience

- At least 10 years of proven experience in managing or providing technical support to development projects, preferably in the NGO or international development sector.

- Demonstrated experience in designing and delivering training courses or capacity-building workshops, particularly on project management, results-based management, or related topics.
- Familiarity with project cycle management, including planning, budgeting, implementation, monitoring, evaluation, and reporting.
- Experience working with donor-funded projects (e.g., bilateral, multilateral, or private sector donors) is a strong asset.

Skills and Competencies

- Strong facilitation and presentation skills, with the ability to engage adult learners through participatory and practical approaches.
- Excellent communication and interpersonal skills, with the ability to adapt content to different audiences.
- Ability to deliver high-quality outputs within tight deadlines.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and other relevant tools for training delivery.

6. Timing

It is expected that a consultancy will begin in early June 2025.

11. Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at vietnam@hagarinternational.org. The application should include:

1. **Cover letter** (clearly stating why you are the most suitable candidate for this position)
2. **Curriculum Vitae (CV)**
3. **Proposed consultancy fee** for this assignment
4. Submit a draft training program and methodology for the training.
5. The deadline for submission is **June 10th, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.