

TERMS OF REFERENCE

Consultancy service for strengthening teacher's capacity on applying Gender-responsive, inclusive and Learner-Centered Approaches in teaching

Project: "Advancing ethnic minority gender-responsive learning and school environments in Ha Giang and Lai Chau"

Location: Ha Noi with travels to Ha Giang and Lai Chau provinces

Duration: 23rd June to 30 September 2025

1. About Plan International Vietnam

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion, and discrimination. And it is girls who are most affected. Working together with children, young people, supporters, and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood, and we 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 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries. We won't stop until we are all equal. Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide and thrive by 2027.

2. Project Background and Objectives

Despite Vietnam's notable progress to increase access to education to remote and mountainous regions such as Lai Chau and Ha Giang through applying more flexible schooling arrangement through boarding and satellite schools, the quality of education in these remote area schools is still below national standards. Factors such as inadequate school facilities, qualified teachers, safety, child protection measures and inclusive learning environments for EM students contribute to these education quality gaps in Lai Chau and Ha Giang provinces. A lack of capacity of local teachers and language barriers among Kinh teachers also contributes to marginalized school learning environments in these disadvantaged provinces.

This is a significant barrier to the successful roll-out of MoET (Ministry of Education and Trainings)'s revised 2018 General Education Program, that not only includes the delivery of national curriculums through new teaching methodologies, but also extra-curricular topics such as sexual reproductive health and rights. In a region that is subject to the prevalence of adolescent pregnancy, child early and forced marriage (CEFM) and drop-out of school in the country, effective delivery of Gender-Responsive, Inclusive and learner-centered approach is critical in terms of improved quality of learning and integrated Comprehensive Sexuality Education (CSE) in education system.

Based on the situation analysis, Plan International Vietnam and Plan International Japanese have proposed the project: "Advancing ethnic minority gender-responsive learning and school environments in Ha Giang and Lai Chau" from 2025 to 2027. The project is funded by MOFA.

Objectives

The overarching objective is to enable ethnic minority students in primary and secondary schools in Lai Chau and Ha Giang provinces learn in gender-responsive study environments and actualize their sexual reproductive health. To do this, the project is further split into three interlinked and mutually reinforcing strands:

Specific Objective 1 IMPROVE THE SCHOOL ENVIRONMENT, INCLUDING DORMITORIES, SO THAT CHILDREN CAN LEARN IN A SAFE, GENDER- AND DISABILITY-RESPONSIVE ENVIRONMENT

- Output 1.1 All children in 3 primary schools and 3 secondary schools can safely stay at boarding facilities, which are newly constructed or repaired.
- Output 1.2 All children in 5 primary schools and 5 secondary schools can receive appropriate counselling and learn about sexual reproductive health and rights at the repaired counselling rooms and health corners.

Specific Objective 2 STRENGTHEN THE CAPACITY OF TEACHERS IN 13 PRIMARY SCHOOLS AND 13 SECONDARY SCHOOLS TO DELIVER STUDENT-CENTRED AND INCLUSIVE SEX EDUCATION FROM A GENDER AND DISABILITY PERSPECTIVE

- Output 2.1 The children in target schools receive a gender and disability responsive student-centered education and comprehensive sex education by the teachers with strengthened capacity.
- Output 2.2 The teachers and parents / caregivers raise awareness and implement quality comprehensive sexual education for students.

Specific Objective 3 STUDENT-LED LEARNING AND DISSEMINATION TO HELP ETHNIC MINORITY CHILDREN UNDERSTAND THEIR SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS AND PROTECT THEMSELVES FROM HARMFUL PRACTICES, INCLUDING CHILD EARLY FORCED MARRIAGE AND PREGNANCY

- Output 3.1 The children can lead capacity building and awareness-raising events for ethnic minority children to learn independently about sexual and reproductive health and rights.
- Output 3.2 The children can disseminate correct knowledge of sexual and reproductive health and rights to stakeholders and raise awareness of child early forced marriage and pregnancy.

3. Purpose of the Consultancy

3.1 Purpose:

The purpose of this mission is to:

- Review requirements of this new education program
- Enhance knowledge, teaching methodology and skills to apply gender-responsive, inclusive and learner-centred approaches in teaching with a focus on some specific lessons, including textbooks and requirements
- Practice how to plan lessons in line with the new curriculum and deliver lectures that demonstrate innovative and interactive teaching methods considering the local settings

3.2 Scope of work:

a) Capacity Building and Planning the Training

- Participate in online coaching sessions on gender-responsive and learner-centered pedagogy, led by Plan International Vietnam and Plan International Japan National Office (JNO).
- Develop a localized training plan, including contextual adaptation of the approach for the Vietnamese setting.

- Develop a Training of Trainers (TOT) manual for key teachers and DOET staff. The manual should include: an overview of the new curriculum and teaching guidelines, guidance on applying the guidelines and textbooks, lesson planning aligned with the new curriculum, and strategies for integrating inclusive and gender-responsive perspectives into classroom practice.

b) Training Delivery

- Facilitate two 3-day TOT workshops (one in Lai Chau, one in Ha Giang) for key teachers and DOET staff, using the developed manual.

c) Writing a Report in English including the key following points

- Training assessment
- Feasible check list for teachers' application in their daily teaching in both language (Vietnamese and English)

3.3 Geographical coverage

The consultancy will be conducted in Hanoi with travels to Lai Chau and Ha Giang provinces to conduct two TOT workshops for key teachers and DOET staff.

4. Users of the Consultancy

The intended users of this data are the project's beneficiaries (including teachers and students), Plan International Japan, Plan International Viet Nam, project stakeholders, and relevant partners.

Dissemination:

The gender-responsive and learner-centered approach and its TOT manual will be printed and delivered to project beneficiaries and project stakeholders. 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.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the consultancy to mitigate foreseen risks for children, youths and participants in the mission.

Level of Contact with Children:

Medium 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. A TOT agenda to strengthen teachers' capacity in applying the learner-centered approach in alignment with the New General Education Program, with added focus on gender-responsive and inclusive manner. The agenda should address key challenges, needs, and priorities identified among teachers and educators in the project locations. It should also

include a summary and analysis of pre-training assessment results (e.g. pre-tests or surveys) conducted prior to the TOT.

- b. A TOT manual for key teachers and DOET staff to roll out the gender-responsive, inclusive and learner-centered approach for students.
- c. Two TOT trainings completed in Lai Chau and Ha Giang provinces and reports submitted, including post-training evaluation and impact assessment.
- d. A report including the training assessment and feasible check list for teachers' application.

7. Timeline and Estimated Working Days

The consultancy is estimated to be undertaken within 12 working days in total during the period of July 2025 and to be completed by September 2025. A detailed timeline will be worked out jointly with the consultants after recruitment.

Task/ Deliverable	Timeline	No. of Working days for the whole team*
Deadline for proposal submission	By 10am 17 June 2025	
Sign the Contract	30 June 2025	
The consultant must attend training facilitated by Plan International.	Second week of July 2025	
Preparation for the Trainings of Trainers (pre and post training test, manual, GRLC approach plan)	Third and Fourth week of July 2025	4 days
Conduct 3-days Training of Trainers (pre and post training test, manual, GRLC approach plan)	First week of August 2025 in Ha Giang 2 Second week of August in Lai Chau	6 days
Draft Reports	Mid-September	1 day
Submit final report, including recommendations and plan to provide technical support for key teachers	The end of September	1 day

* The technical proposal should be detailed the work division of each team members.

8. Budget

The consultants are required to propose the technical proposal with detailed budget for this consultancy by the required deadline. 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

Consultant(s) will conduct the consultancy based on the workplan and methodology agreed with Plan International Vietnam.

Project Manager 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 Partnership Managers (PPMs) at Lai Chau and Ha Giang 2 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 consultant/expert (or a group of experts) with strong records in delivering the required mission related to the pedagogy teaching in learner centered approach, sound experience in the national general education curriculum by MOET since 2018 and strong competence in designing and conducting the TOT training; participatory development and methodologies, asset-based community development, gender response, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of developing training materials and participatory training in theory and practice, and a good understanding of policy work.

Required Competencies:

- Demonstrable expertise (5 to 10 years) on pedagogy teaching in learner centered approach in line with the national general education curriculum by MOET since 2018 .
- Demonstrated knowledge and experience (5 to 10 years) in designing and conducting the TOT training and developing training modules/curriculum, training materials etc. with participatory development and methodologies, asset-based community development, gender response, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context.
- 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, particularly in Vietnamese and mountainous, ethnic minority community's context.
- Knowledge of women's and children's rights: previous experience conducting research with children and vulnerable groups would be considered an asset;
- Excellent and demonstrated understanding of Child Protection and ethical issues in research.
- Excellent written and verbal communication and reporting skills in English.

11. Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: Van.PhamThiHong@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 05:00 PM on 17th June 2025**. Only short-listed consultant groups will be contacted for interview.

