**TERMS OF REFERENCE**

**International Consultancy to support Training of Trainers for the Viet Nam Holistic IECD Parenting Programme**

**Summary**

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| --- | --- |
| **Purpose** | To help train a Master Trainer group for the Viet Nam holistic Integrated Early Childhood Development (IECD) parenting programme |
| **Level** | P4 |
| **Location** | Ha Noi |
| **Duration** | 14 working days within May to August 2019 |
| **Start Date** | Expected 6 May 2019 |
| **Reporting to** | Nguyen Thi Y Duyen –Child Protection Specialist |
| **WBS/PBA Expiry Date** | **5200/A0/05/881/005/006 – Grant # Non-grant** |
| **Project and activity codes** | Strengthening an Integrated Early Childhood Development linked Health Sector Reform in Viet Nam (IECD Project)  Protecting and Promoting Children’s Rights in Viet Nam (MOLISA Project), (Activity 3.2.6- Technical assistance to implement and assess the pilot of the IECD parenting programme in three provinces, including training of master trainers) |
| **General Ledger number** | 7000190 |

1. **Background**

Integrated Early Childhood Development (IECD) is a core element of UNICEF’s country programme cycle 2017 – 2021 in which holistic IECD Parenting education is an important component. With support from UNICEF Viet Nam, the Ministry of Labour, Invalids and Social Affairs (MOLISA) was able to develop and advocate for the Government’s approval of a National Programme on IECD (Prime Ministers Decision 1437/2018). Within the National IECD programme, the holistic IECD parenting is a critical technical solution to contribute to the holistic development of children from 0 to 8 years old

Since 2018, UNICEF Viet Nam has been supporting MOLISA to design the holistic IECD parenting programme which covers all critical dimensions including nutrition, health care, hygiene, education, injury prevention, and non-violence discipline. The Viet Nam IECD holistic parenting programme is adapted from the Nobody’s Perfect Parenting (NPP) Programme with the licensing agreement signed between UNICEF Viet Nam and the Public Health Agency of Canada (PHAC). Among many requirements from the Licensing Agreement for the NPP Programme, Training of Facilitators (TOF) and followed by a Training of Master Trainers (TOT) are the two steps for the implementation of the holistic parenting programme in Viet Nam. It is also a critical condition from the Licensing Agreement that a Canadian Master Trainer of the NPP Programme in Canada should be used to deliver the TOF and the TOT in Viet Nam. In September 2018, two Training of Facilitator (TOF) courses with 32 participants were conducted using a Canadian Master Trainer of the NPP programme. After the TOF, 26 facilitators practised delivering parenting groups sessions in UNICEF supported selected project communes in Dien Bien, Gia Lai and Kon Tum as well as in two factories in Ho Chi Minh City. After the practice time, strong facilitators will be selected to be trained as Master Trainers.

MOLISA would like to request UNICEF support to build up capacity of a strong group of Master Trainers on the holistic IECD parenting programme. These people will become key resource persons for delivering and replicating the holistic IECD parenting programme in the future.

1. **Purposes and Objectives**

The purpose of this international consultancy is to provide technical assistance to MOLISA for establishment and build up capacity for a strong group of Master Trainers for the IECD holistic parenting programme.

The consultancy will aim at the following specific objectives:

1. To provide Training of Trainers for selected facilitators on how to deliver the IECD holistic parenting programme;
2. To provide coaching support to selected facilitators during their facilitation of a Training of Facilitators;
3. To provide comments/feedback for finalisation of sample of session design for eight parenting group sessions.
4. **Specific Tasks**

The consultant is expected to carry out the following tasks:

* **Design and/or adapt the training sessions** for a four-day TOT for Master Trainer on Viet Nam holistic IECD parenting. This includes preparation of session design, necessary training materials and finalise them upon receiving comments/feedback from UNICEF IECD team and MOLISA. The training session should include one session to improve cultural sensitivity of Kinh trainers in working with ethnic minority people. The consultant might need to sub-contract to a local Vietnamese expert who can provide support for the cultural sensitivity issue. (Total: **03 days**, home-based for International consultant and **1 day** for local consultant)
* **Act as a trainer for one four-day TOT on holistic IECD parenting**. (**04 day**s in Ha Noi for International consultant and **1 day** for local consultant)
* To **provide coaching support** to selected facilitators during their facilitation of a Training of Facilitators (**05 days** in a selected province among Dien Bien, Gia Lai and Kon Tum)
* To provide **comments/feedback for finalisation of sample of session design** for eight parenting group sessions (**02 days**, home-based)

**Total: 14 days for International consultant and 2 days for local consultant**

The International Consultant will be solely responsible for identifying and recruiting the national consultant, including support for quality assurance of deliverables. It is the responsibility of the international consultant to hire and supervise the national consultant.

1. **Methodology & Expected Deliverables**

The consultant is expected to use various participatory training techniques and skills and his/her in-depth experience on delivering the NPP Programme, including TOF and TOT to equip participants with necessary knowledge and skills of Master Trainers for the holistic IECD parenting.

| **No** | **Tasks** | **Deliverables** | **Time Frame (no of days)** | | **Expected Timeline** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Int’ consultant** | **Local consultant** |  |
| **1**  **1** | **Design and/or adapt the training sessions** for a four-day TOT on holistic IECD parenting. | Training agenda, sessions design and materials of a four-day TOT on holistic IECD parenting available. These should include one session to improve cultural sensitivity of Kinh trainers in working with ethnic minority people. | 3 days | 1 day | May 2019 |
| **2** | **Deliver training sessions** for one TOT on holistic IECD parenting | One TOT facilitated and at least 12 participants equipped with sufficient knowledge and skills to be Master Trainers of the holistic IECD parenting programme | 4 days | 1 day | May – June 2019 |
| **3** | To **provide coaching support** to selected trainers during their facilitation of a Training of Facilitators in a selected province | Participated and provided coaching support to selected facilitators for a 5-day Training of Facilitators | 05 days in one of Dien Bien, Gia Lai and Kon Tum (TBD) |  | May – June 2019 |
| **4** | To provide **comments/feedback for finalisation of sample of session design** for eight parenting group sessions | Comments/feedback provided for finalisation of session design for eight parenting group sessions | 02 days, home-based |  | Jul – Aug 2019 |
| **Total working days** | | | **14 days** | **02 days** |  |

**Proposed Payment Schedule:**

It is suggested that the consultancy payment will be made with only one instalment upon the completion of the whole consultancy.

1. **Management and reporting**

The Consultant will be supervised by the Child Protection Specialist who is the focal point of the Child Protection Section for the IECD Programme who will be the liaison person between the consultant and the UNICEF IECD team. In cooperation with the office IECD Programme Team, the Chief of Child Protection Section will provide overall guidance and endorse the deliverables of the consultancy. The Consultant will need to work with MOLISA concerned officers in delivering training sessions at the TOT.

MOLISA will be responsible for administrative organisation of the TOT including arrangement of an interpreter to help the consultant in the training sessions. UNICEF will work with MOLISA and concerned Departments of Labour, Invalids and Social Affairs (DOLISA) to select relevant trained facilitators for the training.

Selected DOLISA will work with UNICEF to organise one TOF for the trained Trainer to practise facilitation of the TOF in which the consultant will participate and provide coaching support.

1. **Performance indicators for evaluation**

The consultancy will be assessed based on the following criteria:

* The timeliness of the submission of deliverables
* The quality of the training based on satisfaction and learning outcomes of participants
* The quality of the comments/feedback on the facilitation of a TOF newly trained Trainer; and
* The quality of the comments/feedback on the parenting group session design samples.

1. **Qualifications/ Specialised Knowledge and Experience**

Interested consultants should apply by submitting:

1) **A technical proposal** which clearly explains the outline and key contents of the four-day TOT on holistic IECD parenting, list of materials will be used for the TOT as well as how the coaching of Trainers for a TOF will be done; and criteria for comments on 8 sessions of parenting group sessions;

2) **A lump sum financial quote** that includes all expected costs for the consultancy period (including travel and allowance);

3) **Resume**; and

4) **Names of two referees** that can be contacted and who can attest to the experience of the consultant as an experienced Master Trainer on IECD parenting of Nobody Perfect Parenting Programme of the Public Health Agency of Canada (PHAC)

5) **Letter of interest and confirmation** of availability;

Applicants must meet the below requirements:

* Master degree in the social sciences, child welfare or disciplines directly relevant to early childhood development
* At least 10 years of professional work experience, with a specialisation in early childhood development.
* At least 5 years of substantial experience in being a Master Trainer of the Nobody’s Perfect Parenting Programme of the Public Health Agency of Canada
* In case of not having a Master degree, candidate should have certificates that are specific to early childhood development and proof of 5 year experience longer than each of the above two requirements
* Proven knowledge of human-rights based approach to programming, children’s rights and the relevant international children’s norms and standards in respect of early childhood
* Good communication skills English

1. **Assessment criteria**

*[A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.*

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

* Education Degree in social sciences, child welfare or disciplines directly relevant to early childhood development (20 points)
* Work experience in early childhood development (30 points)
* Work experience as a Master Trainer of the Nobody’s Perfect Parenting of PHAC (30 points)
* Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

1. **General Conditions: Procedures and Logistics**

The consultant is expected to follow general conditions as below:

* S/he will work from home for the 1st & 4th tasks and travel to Viet Nam for the 2nd and 3rd tasks
* S/he will receive applicable DSA while working in Viet Nam
* S/he will not be provided with a laptop and computer.
* S/he will have no access to UNICEF transport.
* S/he will have his/her flight costs paid at economy rate from and back to his/her normal city/country of residence prior to taking up the appointment.

**12. Policy both parties should be aware of:**

* Under the consultancy agreements, one month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* For international consultants outside of the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorisation is issued.
* The consultant should not travel without a signed travel authorisation prior to the commencement of the journey to the duty station.
* Consultants will not have supervisory responsibilities or authority on UNICEF budget.
* Consultants will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.
* The Consultant will be provided a copy of the *United Nations Secretary-General’s Bulletin “Special measures for protection from sexual exploitation and sexual abuse”* (ST/SGB/2003/13) dated 9 October 2003, and must provide a written undertaking that the Consultant and the sub-consultant have read and accepts the standards outlined in the Bulletin.