

**TERMS OF REFERENCE
FOR
A CONSULTANCY TO PROVIDE A TRAINING ON
REPORT WRITING SKILLS
RE-ADVERTISEMENT**

The Rosa Luxemburg Stiftung (RLS; www.rosalux.de) originated from the registered association "Social Analysis and Political Education" founded in Berlin in 1990. In 1996, it was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "PDS/Linkspartei", later renamed itself into "Linkspartei" (Left Party) which is one of two parties in Germany that formed the new party "Die LINKE" ("The Left") in 2007. RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In February 2009, the People's Aid Coordinating Committee (PACCOM) granted the licence for the representative office for Vietnam in Hanoi.

In Vietnam, RLS (www.rosalux.vn) embraces the mission of assisting Vietnam's transition to a market economy with socialist orientation embedded. Currently, it is cooperating with approximately 20 partners by funding around 22 projects in Vietnam and two in Cambodia. Further, RLS is recently developing partnerships in Laos and Myanmar. The regional program of RLS is focused on strategic components covering Sustainable development including Climate change, Social justice, and Dialogue on development models. Amongst the partners of RLS are state agencies, universities as well as local non-governmental organizations.

RLS aims at contributing to a just, sustainable and participatory development in the region by capacity building of local decision-makers and non-governmental organizations as well as strengthening the rights of marginalized groups (esp. women, youth, migrant workers and ethnic minorities). Following the project management requirements of RLS the partner organizations have to submit narrative reports on activities, quarterly and annual project progress. The assessment of RLS of the so far submitted reports has shown though that there is a need for more profound knowledge on report writing as a tool for monitoring and

evaluation of project progress and results. Further, there is a need to strengthen analytical and critical thinking skills that support comprehensive and meaningful report writing. Following the commitment of strengthening the capacity of its partner organizations RLS decided to invite selected staff of the partners to attend training on “Report writing skills”. The trainees will mainly come from state agencies and universities. Some representatives from non-governmental organizations may attend as well. To fulfil this task, RLS seeks a trainer or a trainer team to lead such a training course.

The training course is one of three training courses that will be offered at the same time for staff members of partner organisations from Vietnam as well as local RLS staff (refer to the draft agenda below for further reference).

1. CONSULTANCY OBJECTIVES

- To assess the status quo in the work and the training need of selected participants;
- To increase the capacity of the partner organizations staff in analytical and critical thinking as well as report writing skills;
- To provide RLS with a training report covering the feedback of the trainees and including recommendations for RLS partner projects as well as future capacity building related to project management.

2. EXPECTED DELIVERABLES

The expected outputs of this consultancy are as follows:

- A needs assessment of the participants;
- A two day training course for around 15-25 participants in Nha Trang in June 2013 in Vietnamese language;
- A report on the training content and results including the feedback of participants plus recommendations for RLS future activities.

3. REQUIREMENTS OF THE CONSULTANCY

The trainer (team) is tasked with the process of developing the training content, conducting the training and reporting. More specifically, this includes:

- Agreeing with RLS on the training content;

- Drafting the questionnaire for the needs assessment of the participants;
- Contacting the participants and collecting the filled in questionnaires;
- Developing the training content and methodology based on the agreement with RLS and the needs assessment;
- Conducting a two day training course in Nha Trang for around 15-25 participants in English language;
- Writing a training report in impeccable English within 15 working days after the training course was completed.

It is required that a participatory and learner-centred training methodology is applied.

4. DESIRED QUALIFICATIONS OF THE TRAINER (TEAM)

RLS requires the consultant team will possess the following qualifications:

- Having proven experiences in designing and conducting similar training courses;
- Having an advanced degree in related fields (e.g. law, political or social sciences, development, economics, public administration);
- Having experience of result-based project management system
- Having profound practical experiences in participatory and learner-centred training methodology;
- Being familiar in working and leading group processes with participants from different types of organizations;
- Fluency in spoken and written Vietnamese and English.

5. TENTATIVE WORKLOAD & TIMEFRAME

| ACTIVITY | WORKLOAD | | TIMEFRAME | | | | | | | | | | | | | |
|--|-----------------|----------------|-----------|----|----|----|------|----|----|----|------|----|----|----|--|--|
| | Lead Trainer | Co- trainer | MAY | | | | JUNE | | | | JULY | | | | | |
| | | | w1 | w2 | w3 | w4 | w1 | w2 | w3 | w4 | w1 | w2 | w3 | w4 | | |
| Contract signing | | | | | | | | | | | | | | | | |
| Meeting with RLS in Hanoi | 0.5 | | | | | | | | | | | | | | | |
| Study relevant RLS project documents | 1 | | | | | | | | | | | | | | | |
| Develop the needs assessment questionnaire | 1 | | | | | | | | | | | | | | | |
| Send out and collect questionnaires to participants in coordination with RLS | 0.5 | | | | | | | | | | | | | | | |
| Analyze the questionnaires | 1 | | | | | | | | | | | | | | | |
| Develop training content and outline in communication with RLS | 2 | 1 | | | | | | | | | | | | | | |
| Conduct training in Nha Trang | 2 | 2 | | | | | | | | | | | | | | |
| Data analysis and report writing | 1 | 1 | | | | | | | | | | | | | | |
| TOTAL | 9 | 4 | | | | | | | | | | | | | | |

6. TENTATIVE TRAINING AGENDA

| Time | 18 June, 2013 | 19 June, 2013 | 20 June, 2013 |
|-----------|--|---|---|
| Morning | Plenary session (run by RLS): <ul style="list-style-type: none"> - Opening - Update on recent project management matters and requirements for partners | 3 parallel training courses, in 3 separated groups: <ul style="list-style-type: none"> - Advocacy - Filming - Report Writing | 3 parallel training courses, in 3 separated groups: <ul style="list-style-type: none"> - Advocacy - Filming - Report Writing Plenary closing and hand-over of certificates |
| Afternoon | 3 parallel training courses, in 3 separated groups: <ul style="list-style-type: none"> - Advocacy - Filming - Report Writing | 3 parallel training courses, in 3 separated groups: <ul style="list-style-type: none"> - Advocacy - Filming - Report Writing | Joint leisure activity (run by RLS) |

 Paid attendance of the trainer team

7. CONSULTANCY FEE / PROPOSAL

A competitive consultancy package will be offered to the consultant team based on their qualification and experience. RLS will reimburse the consultants on a lump-sum base including the consultant fee. RLS will directly arrange and cover expenditures for logistics such as copying of training material and certificates, travel costs, accommodation and meals.

RLS would like to invite interested consultant teams to submit:

- English CVs of your team, including name and contact details of two recent references;
- A comprehensive proposal covering the training content and methodology as well as financial requirements based on the above-mentioned tentative workload and team structure;
- Please be informed that:
 - The consultancy fee and other related costs will be paid on a lump-sum base;
 - UN-EU cost norms 2012 are the reference for RLS negotiation with and payment for selected consultants.

Contact person: Mr. Dinh Hoang Hai – Junior Project Manager - at the e-mail address dinh.hoanghai@rosalux.vn.

- Deadline of submission: **10th May 2013** to the above mentioned e-mail address.
- Tentative interview schedule for short-listed candidates: **20th May 2013**.
- Further information can be obtained by email. Inquiries are only accepted before the deadline. Please refrain from phone inquiries.

We only consider applications meeting all above required conditions.