



Terms of Reference

Consultancy for developing e-learning program on green skill training

1. Background

Located in the Southeast Asian typhoon belt with frequent rain and heavy wind, Vietnam is prone to high frequencies of natural disasters, such as flash floods, storms, landslides, and typhoons. According to World Bank, Vietnam ranks the fourth of 162 countries in terms of exposure to flooding and the tenth of 89 countries regarding exposure to hurricanes.

Vietnam's moving toward to a green economy is an effective adaptation measure in response to the climate change impact. However, the skill shortage in labor force is hampering Vietnam's transformation to green economy. The current labor force of Vietnam is not equipped for potential green jobs due to an acute skills gap and lack of adequate environmental awareness among young job seekers. Statistics illustrates 75% of the labor force was unskilled, only 3.5 % had professional certificates, and 5.4 percent had an academic background beyond basic education and a high unemployment rate among persons aged 15 to 24 years.¹ Women and young people have been identified as the most vulnerable groups in the labor force.² Although the national green growth strategy came effective in 2012, environment issues as climate change, environment protection or green skills have not been mentioned in the national strategies of education, vocational training or human resource development in the period 2011 and 2020.³ That asynchronous legal framework in sustainable development is the obstacle in developing and integrating green skills in mainstream education and vocational training programs.

Plan is an international humanitarian, child-centered community development organization without religious, political or government affiliation. Plan's vision is of a world in which all children realize their full potential in societies which respect people's rights and dignity. Plan International Vietnam, in cooperation with local authorities, is currently implementing projects in 15 provinces and cities in the Northern and Central regions of the country.

Plan International Vietnam has a large programme portfolio on youth vocational training, youth employment and youth economic empowerment including in partnership with REACH, a Vietnamese non-governmental organization specializing in vocational training and employment for Vietnam's most disadvantaged youth.⁴ The current programs already provide vocational training and entrepreneurial skills for disadvantaged youth as hair dressing, nail art, sales and marketing, web design, housekeeping and food & beverage but currently lack of specific focus on the green skills or climate change adaptation.

¹ http://www.fes-asia.org/media/publication/2012_GreeningDoiMoi_FES-EoT_Study_Nguyen.pdf

² http://www.gso.gov.vn/default_en.aspx?tabid=515&idmid=5&ItemID=13474

³ <http://www.cantholib.org.vn/Database/Content/2170.pdf>

⁴ REACH began in 2004 as a project operated by Plan International and became an independent organization in 2008. Their training courses are modeled after the eight-phase LABS model, which incorporates employer engagement and work placements, and ensures students are given personal development and work readiness training in addition to the technical skills required

The project “**Green skills for urban youth**” is the initiative of Plan Vietnam in providing a great opportunity for integrated programming in youth economic empowerment initiatives for climate change adaptation. The project implementation phase starts in May 2015 and will end in December 2016 and REACH is the key implementing partner. Its objective is to strengthen the linkages between industries and vocational training programs, providing job-related green skills to the entry-level labor market for the creation of a modern job market towards sustainable green growth. The project aims to equip vocational trainees of Food & Beverage and Housekeeping training courses with job-relevant green skills (Outcome 1), increase business participation (Outcome 2), and advocate for perception and behavior changes toward green skills in the wider society (Outcome 3).

As part of its providing job-related green skills for disadvantaged youth, the project is seeking to hire a consultant to develop an electronically supported learning (e-learning) program based on offline green skill training manual

2. Objective of Consultancy:

Consultant’s duty is to design and develop a Moodle based e-learning program on green skills in both English and Vietnamese versions based on the offline green skill training manual for students of food & beverage and housekeeping vocational training course.

3. Specific tasks and timeline:

This consultancy will be carried out from March to September 2016 as follows:

Tasks	Expected result	Who responsible	Estimated number of working days	Due date
Letter of application and consultancy proposal (timeframe, methodology and budget)	Consultant proposal for selection	Plan Vietnam & REACH		8 Apr
Consultant selection and sign contract with consultant	Contract with detail work plan with budget signed	Plan		20 April
Design e-learning program	<ul style="list-style-type: none"> Approved demo 	Consultant	10 working days	3 May
Enter content and check.	<ul style="list-style-type: none"> Approved outline of content framing Complete online training tools 	Consultant and Project technical team	30 working days	25 Jun
Complete and submit the first draft e-learning program for reviewing and revision	First draft is submitted for reviewing and revising	Consultant & Project technical team	5 working days	10 Jul
Conduct test, revise and finalize e-learning program	Final e-learning program is approved	Consultant, End user & Project technical	20 working days	30 Aug

		team		
Provide training on utilization of e-learning program	A 2-day training delivered	Consultant	3 working days	15 Sep
Transfer software developing documents	<ul style="list-style-type: none"> • Analyzing and survey documents • Software design documents • Guideline documents and source code. 	Consultant		25 Sep
Total			68 working days	

The total estimated working days for consultant team are 68 days. It will be discussed and agreed based on the proposal and plan of action between Plan and consultant.

4. Deliverables and Output

The consultant is expected to deliver:

- A Moodle based e-learning course, 7-10 hours of content in both English and Vietnamese languages, to be hosted on the Plan YES! Academy Platform.
- Approved outline of content framing for online course
- Approved benchmarks for each course development based on midpoint and final product
- Incorporation of Plan feedback into subsequent content
- Delivery of training on utilization of final products.
- Software developing documents including analyzing and survey documents, software design documents, guideline documents and source code.
- Course modification based on technical problems up to 1 year after final approval of contract

5. Qualifications and Experience

- Relevant academic and professional qualifications relevant to online educational development
- Ability to build and develop on Moodle Open Source Learning Management System
- The interested parties must have 3 years of relevant experience including understanding of technology solutions.
- Proven track record of undertaking similar assignments successfully or compelling rationale as to why they can undertake such an endeavor.
- Good interpersonal skills and able to work in a dynamic environment with multiple stakeholders at different level.
- Ability to think strategically, but also result oriented and get things done.
- Culturally and socially sensitive, and able to work successfully with partners and sector professionals

6. Budget proposal and logistics supports:

Together with the technical proposal, consultants must submit a detailed budget proposal including both consultant fee and other cost.

Logistic support will follow by norms and regulations of Plan in Vietnam for the consultants. Consultant fee is negotiable and that based on Plan policies and the qualification of the consultant(s).

Consultants or consultancy companies, who are interested in these TOR, please submit the proposal package (including technical proposal outlining time, frameworks and detailed methodologies, consultant fee proposal, logistic and others) along with the latest C.V.s of all members to:

Human Resources Department – Plan in Vietnam,
2nd Floor, 106 Hoang Quoc Viet, Hanoi, Vietnam

Or Email: vnm.hrd@plan-international.org; Cc to ngoc.phamthibich@plan-international.org

The deadline for submitting the proposal and consultant's C.V will be on **8th April 2016**. If you are interested to know more about Plan, please visit our website at:

www.plan-international.org

For further information on this TOR, please contact Ms. Pham Thi Bich Ngoc, Project Coordinator, at: ngoc.phamthibich@plan-international.org.

Only short-listed consultant groups will be contacted for interview.

Our recruitment and selection policies and procedures ensure our commitment to gender equality and child protection against abuse.