

SCOPE OF WORK

FOR DEVELOPING TRAINING CURRICULUM on EMPLOYABILITY SKILLS

1. Background

Skills to Succeed (S2S) program was launched in Vietnam in 2014. The project aims to supporting at-risk youth in Da Nang and Can Tho, two secondary cities where youth from nearby provinces migrate to earn a living or education. It targets at deprived youth including poor migrants, low-income and youth living in especially difficult situations with goals to provide marketable skills and network for deprived youth to access to stable jobs, and build up linkage among employers, training institutions, youth and government structures for better training quality and employment opportunities for youth.

S2S ensured that at least 100% target disadvantaged youth gain marketable skills; 50% of them placed in apprenticeship/internships or assisted with a business start-up; and 70% secured a safe and preferred job (wage or self-employment). Besides, in working closely with Employment Service Center, a government body responsible for job skill training and job linkage for youth, Vocational Schools where most youth from poor families in rural areas are enrolling to become skilled workers, and Youth Union, a mass organization taking care of youth development, the project advocated, built capacity and resources for these partners to mainstream employability training and job linkage into the current system to help youth meet market needs and improve job opportunities. Reaching all planned targets, S2S has contributed a significant part in raising both quality and quantity of training and employment for youth in a sustainable way.

In order to have comprehensive and standardized employability skill training curriculum applied for current project and replicated nationwide with long term purpose, the project will invite qualified independent consultant/consultants to develop the training curriculum.

2. Objectives of the Consultancy

The Consultant is responsible for the quality of the training curriculum on employability skills and financial literacy including gathering all the current training materials, desk researching for new appropriate contents and developing a comprehensive curriculum for training employability skills for youth. At the same time, the Consultant needs to consult with employers in private sector and formal sector for updated requirements from them to youth in order to update the training contents and methods. Any updates from labor market should be added and revised.

Save the Children aims to engage well-qualified consultant who has a proven track record of quality work, and Save the Children expects all assignments to be professionally conducted. Save the Children will work with the selected consultant to ensure that, as far as possible, all assignments are completed to a high standard. The primary responsibility for making sure a high standard is achieved, as agreed, rests with the consultant herself/himself.

3. Consultant's responsibilities

The selected consultant is expected to complete the following tasks:

- Collect and conduct a desk review of the related materials on employability skills, especially for youths.
- Consult with partners including youths in vocational schools to learn their expectations.
- Consult with employers in private sector and formal sector for updated requirements from employers to youth.
- Update and revise needs and requirements from labor market to include in training curriculum contents and methods.
- Develop outline of training curriculum.
- Agree with project team on training curriculum.
- Consolidate and develop comprehensive training curriculum.

4. Expected Deliverables/outputs:

A comprehensive Training curriculum on employability skills including financial literacy topic.

5. Duration/Timeframe:

The consultancy will start and finish in June, the number of days not exceeding 15 days.

Timeframe:

No	Scope of work	Timeline	No of days
1	Collect and conduct a desk review of the related materials on employability skills	1 st week of June	2
2	Consult with project team, partners	2 nd week of June	2
3	Develop the curriculum outline and agree with project team.	2 nd week of June	1
4	Develop the first draft of curriculum	3 rd and 4 th week of June	8
5	Collect comments from project team and partners to finalize curriculum.	4 th week of June	2
Total of days			15

6. Reporting line:

The Consultant reports directly to Project Manager and might report to Project Officer as required.

7. Consultant's Qualifications:

- Good understanding of vocational training for youths and required marketable skills for youths.
- Experience in designing and developing training curriculum.
- Good understanding of fundamental financial skills needed for youth.
- Experience in facilitating training on employability or soft skills for youth.
- Master and/or PHD level in social sciences or other relevant field

8. Other conditions:

100% amount of the consultant fee will be paid via the consultant's bank account after the completion of the training courses to the satisfaction of Save the Children and upon the consultant's submission of the training reports, payment request, timesheets and invoices, etc. as requested by Save the Children.

9. For public/advertisement:

9.1; *Submission document: CV in English indicating expected payment rate.*

9.2; *Deadline of submission: 13th June 2016*