



Terms of Reference

Training Materials Developer

1. Background

Blue Dragon Children's Foundation is a grassroots Australian charity reaching out to children in crisis throughout Vietnam. Blue Dragon kids are street kids, children with disabilities, and children who have been trafficked or are at high risk. Our primary aim is to rescue kids from danger, reunite them with their families when we can, and provide all the services needed for recovery and growth.

Since 2005, Blue Dragon has been fighting human trafficking. Blue Dragon's approach is comprehensive, from preventive education of communities, rescue of victims of sex trafficking to China and labour trafficking within Vietnam and in surrounding countries, prosecution of traffickers and building the capacity of government agencies such as police and border guards to effectively address this crime.

In the process of conducting our work we have developed a range of training programs for different audiences. We are now looking to systematize and improve these training materials and develop modular based materials that can be used for different training programs.

Blue Dragon staff have extensive technical knowledge, and existing materials. We are seeking an expert in developing training programs and training materials to work closely with the staff to develop a modular approach, the individual training modules, ToT materials, and supporting materials (e.g. take-home handouts)

The Training Materials Developer will be contracted during the period May-June 2019.

2. Roles and Responsibilities

The key responsibility of the Training Materials Developer will be to collaborate with Blue Dragon experts to develop modular training materials, TOT materials, and supporting materials. The expert is expected to provide expert guidance in the most appropriate format and structure for the materials, and compile the content. Most of the content is already available, or can be provided by Blue Dragon staff. The Training Materials Developer will also develop user friendly Training of Trainer materials.

3. Scope and Description of Services

This project will develop Vietnamese language anti-trafficking training materials.

Audience for the training

We intend to develop materials for five main audiences:

1. Provincial level officials (Police, DoLISA, Women's Union, Border Guards, etc.)
2. District and commune level officials (key group for TOT)
3. Teachers – secondary and high school
4. Parents/community members
5. Children – target age, 13-18 years

See Annex 1 for a list of audiences, expectations and main content for each audience.

Training focus

The training is intended to cover two main areas of anti-trafficking:

1. Knowledge about human trafficking in general (15 modules)
2. Psycho-social support for trafficking victims (14 modules)

Blue Dragon has identified 19 topics/modules (see Annex 2). The Training Materials Developer will develop a standard format for the training modules, develop the 19 modules based on content already available at Blue Dragon, and associated ToT materials. The Developer will be expected to make recommendations and support the development of supporting materials such as handouts, videos (based on available videos), case studies, etc. and related evaluation questions.

The Developer will also collaborate with Blue Dragon staff to customise the modules for different audiences and different forms of trafficking (e.g. for labour vs sex trafficking). For example, develop case studies relevant for different audiences and locations, or develop different supporting materials for different audiences.

The intention is that staff/trainers will be able to select the appropriate modules to put together a course for the specific audiences as listed above, and select appropriate supporting materials.

See annex 2 for the list of 19 modules

4. Communication with Blue Dragon

During the duration of the consultancy, Blue Dragon will provide a working space within its office for the use of the consultant if required.

The consultant will report to Blue Dragon's Resources and Partnerships Leader, and will work closely with Program Managers and Coordinators and the Program Development Leader.

5. Deliverables

For each module we expect the Developer to provide the following:

1. Training content – including key messages, list of contents, time required, materials required, etc. based on a consistent template
2. PowerPoint or similar presentation
3. Audience specific, practical materials such as case studies, photos, videos.

4. Trainers guide
5. Evaluation questions

The Developer is expected to provide recommendations as to the template for the training modules and trainers guide.

6. Essential Selection Criteria

- Extensive experience in developing training materials for different audiences
- Proven communication skills in Vietnamese & workable English
- Ability to work largely independently
- Understanding of key learning principles, facilitation and presentation skills

Desirable but not essential

- Understanding of Human Trafficking as it affects Vietnam

7. How to apply

To apply, please send an application to jobs@bdcf.org by 28th April, 2019.

The application should include:

- a cover letter addressing suitability for the contract,
- curriculum vitae,
- details of previous training materials developed and samples, and
- financial proposal indicating number of days and daily rate.