

TERMS OF REFERENCE

Activity 6.1: ToT workshop on active teaching/learning methodology, inclusive education and participatory process for teaching children how to avoid Covid-19 and infectious diseases

Time: Sept 2020	Location: Da Lat city
PP1 – GIZ Project	Activity code: 6.1
References: <ul style="list-style-type: none"> • Project documents • MOU between AAV and GIZ • AAV cost norm 2018-2020 	

1. Background

Funded by GIZ, the project ‘**Promotion of post Covid-19 recovery in buffer zones and protected areas in Lam Ha and Lac Duong district, Lam Dong province**’ has been implemented by ActionAid Vietnam during 1st Aug – 15 November 2020. Overall, the project aims to amplify Vietnam’s results in Covid-19 management and recovery through a comprehensive approach to protection of the rights of the most vulnerable populations. Specifically, the project aims to strengthen civil society action to respond to Covid-19 situation and promote sustainable post Covid-19 recovery in Lam Ha and Lac Duong districts, Lam Dong province.

In 2020, due to Covid-19 and severe drought in the Central Highlands of Vietnam, Lac Duong and Lam Ha are two districts facing various concerns about the capacity of education sector in the target districts in term of pandemic management and how to prepare themselves for a potential second wave of Covid-19 or similar public health emergencies. Our survey reported that local schools are suffering from shortage of facilities and equipment for healthcare rooms, including personal protective devices, medicine cabinet, electronic thermometers for early detection. 100% of the surveyed teachers reported their need to strengthen their capacity to better guide students in prevention and coping with such epidemic situations.

To ensure children can effectively protect themselves from COVID-19 and infectious diseases, our project will provide them with life skills with direct support from local school teachers. A TOT workshop will be conducted for 26 teachers in Lam Ha, Lac Duong and other districts nationwide. After returning from the TOT workshop, it is expected that the participants will be able to work as local facilitators to provide rolling-out trainings for other teachers in their districts so that the latter can facilitate extra classes for their school children.

2. Objective

- To strengthen capacity of key school teachers in Lam Ha, Lac Duong districts and other districts where AAV works to mitigate impact of Covid-19 pandemic and better prepare themselves for other public health situations.

3. Expected Outputs

- 26 teachers understand and able to apply knowledge, methods and skills of active teaching/learning methodology, inclusive education and participatory process for teaching children how to avoid Covid-19 and infectious diseases
- 26 participants will be able to work as local facilitators to provide rolling-out trainings for other teachers in their districts so that they will conduct extra classes for children in the target schools.

4. Implementation:

AAV will:

- Publicly advertise on website to seek potential trainers on website for 3 days given the fact that this is an emergency activity
- The trainers selecting committee with members from 3 different departments will be formed to review a list of trainer applications and comparable offers (03) for the activity.
- A list of chosen trainers will be submitted for CD's approval.

Tentative agenda:

- A TOT workshop will last for 03 days in Da Lat city, Lam Dong province
- Participants: 30 people, of which 26 teachers from Lac Duong (2), Lam Ha (4) and other 11 districts across the countries (2 teachers from rural districts; HCMC: 1, Hanoi: 1), 02 trainers and 02 AAV staff.

Time	Content	Approach
Day 1	Active teaching/learning methodology which put the students as the centre of the leaning process and focus on developing life skills for students	
	<ul style="list-style-type: none"> Opening, introduction, arrangement and regulation Concepts Characteristics of student-centered teaching Teacher / Instructor's Role Student's Role Introduce some of the basic skills of a student-centered teaching approach 	<ul style="list-style-type: none"> - Presentation - Discussion - Case studies - Exercises: Design lessons
Day 2	Inclusive education with focus on building safe and friendly learning environment for children, combating discrimination against those with disabilities, ethnic minorities, and health-related difficulties	
	<ul style="list-style-type: none"> Concepts: <ul style="list-style-type: none"> ➢ Inclusive Education ➢ Child friendly and safe learning environment ➢ Anti-discrimination A safe and friendly learning environment for children: The basic criteria to ensure a safe and friendly learning environment for children Some basic teaching skills to ensure the integration of children are: disabled, ethnic minority children. 	<ul style="list-style-type: none"> - Presentation - Discuss - Slideshow video - Practice exercises, case exercises
Day 3	Participatory process for teaching children how to avoid Covid-19 and infectious diseases	
	<ul style="list-style-type: none"> Introduce mechanism of covid-19 tranmission Methods and skills of covid-19 prevention and control How to prevent epidemic covid-19 for children How to prevent some diseases that children often get Develop a action plan to prevent the epidemic of covid-19 and other diseases for children in schools. Evaluation and closing 	<ul style="list-style-type: none"> - Presentation - Discuss - Slideshow video - Practice exercises, case exercises

Detailed agenda will be submitted by the trainers and approved by AAV before workshop.

5. Expected schedule

No	Activity	Deadline	PIC	Note
1	Approve TOR	17/08/2020	CD	
2	Advertise, select and sign contract with trainers	22/08/2020	HR, CD	

No	Activity	Deadline	PIC	Note
3	Develop agenda, training documents	24/08/2020	Trainer(s)	
4	Agree agenda and training documents	26/09/2020	Project team, trainer (s)	
5	Prepare logistics	28/8/2020	Project team, the Project Management Board	
6	Organize TOT workshop	Sept 2020	Trainer(s), the Project Management Board	

6. Requirements for trainers and partners

Trainers:

- Study the TOR to prepare and submit technical and financial proposal to AAV at least 2 weeks before the workshop;
- Submit workshop agenda and contents 5 days before workshop
- Submit list of workshop stationery and equipment 3 day before workshop;
- Submit high quality report 5 days after workshop ends
- Trainer eligibility: must have at least post graduate degree; have at least 10-year experience in teaching, sound knowledge on student-centered teaching methods, inclusive education and prevention of COVID-19 and other infectious diseases; experience in working for international development organisations.

Project Management Boards

- Send list of participants to AAV 5 days before workshop
- Provide logistical support
- Complete settlement procedures
- Take photos, take notes for documentation and reporting

7. Risk management

Risks	Impact	Likelihood	Mitigation
Uncertainty about when covid-19 will be completely controlled; and whether there might be social distancing or lock-down	Delay in the activity implementation	High	The project will develop backup plan to conduct the workshop in suitable time to ensure the project progress

Prepared

Reviewed

Reviewed

Approved

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