



CONSULTANCY NOTICE

(Open to national candidates) - Extension

Position Title: **Consultancy for delivering ToT on transferable skills**
Duty Station: **Ha Noi, Viet Nam**
Type of Appointment: **Consultant**
Estimated Start Date: **As soon as possible**
Closing Date: **12 A.M, 08 November 2022**
Reference code: **VN2022/HN/024 (C)**

1. Background

IOM Viet Nam has been implementing the “Tackling Modern Slavery from Viet Nam” (TMSV) project since October 2018, which is designed to address all four pillars of counter trafficking: Prevention, Protection, Prosecution and Partnership. In this third phase, IOM will strategically engage with partners including organizations and governmental agencies at both central and provincial levels in a coherent and holistic approach across all pillars. Under the Prevention component, the project takes two-pronged approach to promote safe and regular migration through (i) behaviour change communication campaigns and (ii) skills building programs. This consultancy falls under the second prong, which aims to support building aspirant migrants’ skills to help them increase their employability, thereby expanding available livelihood opportunities for them to make safer and regular decisions. Building the skills and capacities of aspirant migrants is also expected to increase their resilience against the risks and temptation of irregular migration, which puts them at higher risks of human trafficking and modern slavery. In the previous phase, four training programs were developed to support building digital literacy¹, soft skills², job application³ and entrepreneurship skills⁴, which are identified as key transferable skills that are not taught in current TVET system in Viet Nam. The developed training programs are made available online, via IOM e-learning platform www.congdanso.edu.vn, and promoted in person.

From August 2022 – March 2025, IOM plans to expand in-person training to wider population in the four target provinces (Quang Binh, Ha Tinh, Nghe An, and Hai Phong) through training 50 trainers per province to conduct the community-level roll out trainings (total 200 trainers for four provinces). The target for the roll out training at community level, focusing on aspirant migrants and job seekers, is up to 27,000 persons in all four provinces.

2. Summary of Responsibilities

The consultant will be responsible for the in-person training curriculum review and delivery of Training-Of-Trainers (TOTs). The trainers to participate in the TOTs are teachers from TVET institutions and some selected staff of Employment Service Centers (ESCs) of the four provinces, so the focus of this consultancy will be in providing practical and substantive guidelines for the participants on the matters including:

- How to utilize the contents of four training programs on www.congdanso.edu.vn for their daily teaching and learning in their institutions and counselling to the jobseekers.
- How to strategically organize the class with their students and aspirant migrants in the community to ensure the training’s effectiveness.

- How to tailor the training materials for each of the four courses, using the existing trainer guidebook (uploaded on www.congdanso.edu.vn)
- How to consistently mainstream the four training courses into their respective institution's existing curriculum, or student counseling programs
- How to develop tools to track the impact of the training courses on the students who completed the training

3. Timeline

- **September – October 2022:** Procurement process
- **November – December 2022:** Curriculum review
- **December 2022 – January 2023:** Developing ToT training materials and tools to measure the impact of learners
- **January – March 2023:** Conducting 4 two-day ToT training in four target provinces (50 participants each)
- **March 2023 – March 2024:** Provide hands-on support for these trainers to deliver direct training to their students/aspirant migrants and mainstream the courses into their existing programs

4. Tasks

- a) Study the four training programs available on IOM e-learning platform www.congdanso.edu.vn
- b) Tailor the current training curriculum and trainer guidelines as necessary
- c) Conduct TOTs with teachers of TVET Institutions and selected staff of ESCs in four target provinces: Quang Binh, Nghe An, Ha Tinh and Hai Phong (50 teacher-trainers per province: up to 200 trainers in total)
- d) Provide technical advice and practical support to the teacher-trainers to support incorporation of the training courses in the institution's curriculum while promoting the online platform and its self-learning courses to wider population in the communities, especially the low-skilled aspirant migrant workers/job seekers
- e) Ensure that the trainers will successfully deliver roll out training of these courses to the target beneficiaries who are aspirant migrants and jobseekers in the community.

4. Requirements

- Bachelor's Degree
- Minimum 5 years' experience with demonstrated record in curriculum development and skills training
- Possess strong understanding of digital literacy skills, soft skills for jobseekers and entrepreneurship skills, and familiar with IOM's target beneficiaries
- Exceptional interpersonal, teamwork and problem-solving skills
- Fluency in written and spoken English
- Based in Viet Nam with ability to work effectively virtually and travel.

5. How to apply

Please submit the following documents:

- i. The list of relevant consultants including team leader and members and their resumes
- ii. The list of previously developed curriculum and training
- iii. Letter of interest
- iv. Expected daily rate/consultants and estimate level of technical efforts (person-day)

Completed applications, including cover letter, CV and copies of diplomas and certificates and proposal may be delivered to the IOM Mission Office in Hanoi at 304 Kim Ma, Ba Dinh

District, Ha Noi or submitted electronically to hanoi@iom.int referring to this Consultancy Notice's Position Title.

Applications are non-returnable and only short-listed candidates will be contacted.

Posting period:

From **10.10.2022 to 24.10.2022 (Extend to 08/11/2022)**