Consultancy assignment: Organise team building for VVOB Viet Nam

A. BACKGROUND
VVOB – education for development is an organisation with head office in Belgium and more than 35 years of experience in sustainably improving the quality of education systems around the world. VVOB reinforces the capacity of ministries of Education and their institutions to implement their education policies as effectively as possible. This guarantees the sustainability of results.
VVOB – education for development has been present in Vietnam since 1992, focusing on education since 2008. Currently the VVOB Vietnam office is located in Da Nang and coordinates a Belgian-funded programme to mitigate barriers to learning and participation in the disadvantaged and remote districts of Quang Nam, Quang Ngai and Kon Tum provinces (BaMi 2017-2021) and a EU-funded project to launch gender responsive teaching and learning in the early years in Quang Nam and Quang Ngai provinces (GENTLE 2018-2021). In June 2019 a pilot project will start in Da Nang to set-up Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam (CITIES, 2019-2020)

B. CONTRACTING AUTHORITY
The contracting authority, VVOB Vietnam, is the sole authority competent for the contract surveillance and control. VVOB Vietnam is represented by Mr Wouter Boesman - Programme Manager, at the following address:

VVOB Vietnam
3-5 Nguyen Binh street,
Hoa Cuong Nam District, Danang, Vietnam

C. CONSULTANCY PROPOSAL
The VVOB consultancy proposal is targeted at a qualified company or individual that is able to provide consultancy services for the required tasks as described in Part E “Terms of Reference”.

The proposal must include:
Description of assignment
• Overview of different steps and methodologies/approaches to be used for the assignment
• Different options to organise such event
Timeline and consultancy fee
• Daily consultancy fee, total cost for this consultancy (in VND).
Human resources
• List of participating consultants, expertise and task assignment for this consultancy
• Detailed CVs and the company profile with its Business Registration (in case of consultancy company)
• Reference for this consultancy: any material/documents and reference contacts of previous customers (at least 3) of similar assignments.

The consultancy proposal must be completed and sent via email to the Deputy Program Manager of VVOB Vietnam before 17h00 on July 18, 2019 to the following address:

Ms. Nguyen Phuong Anh
E-mail : phuonganh.n@vvob.be
Phone : 0236.3923.332

VVOB reserves the right to accept or reject any or all profiles submitted, negotiate with all qualified companies/individuals, select one consultant from one group to work with another consultant from another group if this is the best way to choose the most suitable consultant group for the work of VVOB.
The Company/ individual signing the consultancy contract is not allowed to sign a sub-contract with a third party.

D. AWARDING CRITERIA

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<tr>
<td><strong>Price</strong></td>
<td>60 points</td>
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<tr>
<td><strong>Quality</strong></td>
<td>40 points</td>
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All scores for the above awarding criteria will be summed and the assignment will be dedicated to the participant with the highest final score.

- **Price**: This criterion will be calculated as follows
  - The profile with the lowest price gets 100% of the available points of this criterion
  - The calculation will be made as follows: available points of this criterion * (lowest price / price of profile)

- **Quality**: This criterion will be evaluated based on 2 sub-criteria:
  - Experience (20 points)
  - Technical skills (20 points)

The score for every quality sub-criterion will be calculated according to the following scale: excellent – good - sufficient - insufficient. These marks will respectively be quantified as 100%, 75%, 50% and 0%. The scores for the two sub-criteria will then be added together. The proposal with an 'insufficient' score will not be considered for awarding the contract.
E. TERMS OF REFERENCE

Function title: Consulting firm/ individual consultant(s) to organise team building for VVOB Vietnam
Starting Date: Third week of August
Place: Danang, Vietnam
Timeframe: 2 days
Supervision: Wouter Boesman- Country Programme Manager, VVOB Vietnam
Nguyen Phuong Anh- Deputy Programme Manager, VVOB Vietnam

1. CONTEXT

Currently, VVOB Vietnam has one programme and two projects with 18 staff (3 expats and 15 Vietnamese staff). All staff are based in Danang. Capacity Development is at the core of VVOB’s vision and mission. Capacity Development support in education is the main approach throughout VVOB’s programmes by using our technical assistants to catalyse innovative change processes at local educational institutions. To realize this strategy, VVOB has a continuous professional development plan for the team. The annual team building for all staff is one activity in this plan. As there are many new staff recently, we would like to focus on the core values:

1. QUALITY in achievement and learning
2. INTEGRITY in professional relation and leadership
3. RESPECT for local policies, people and partners
4. COMMITMENT to quality education for all
5. INNOVATION in facing complex challenges

VVOB Vietnam wants the firm/consultant to organise a team building event that builds on these values.

2. OBJECTIVE AND SCOPE OF THE CONSULTANCY

The consultancy aims at designing and delivering a two day team building event for all VVOB staff.

3. EXPECTED OUTCOMES

After this training, the staff of VVOB Vietnam will:

- Demonstrate the VVOB’s values
- Get to know each other better

4. RESPONSIBILITIES

The consultanting firm/individual is expected to discuss with the management of VVOB Vietnam to ensure the training agenda and materials are developed in line with VVOB requirements. The outputs for the consultancy are:

- 2 day team building which inspires the VVOB values
- 1 report in English on team dynamics including recommendations for further team building (submit to VVOB Vietnam 5 working days after the team building event)

5. DETAILED OF TEAM BUILDING EVENT

- Date and time: August 22-23, 2019
- Venue: outside Danang (preferable in Quang Nam, Quang Ngai where VVOB works)
- Participants: 18 staff of VVOB Vietnam (15 Vietnamese, 3 expats)
- Language: English

VVOB Vietnam retains the intellectual property of all data collected and produced as part of this consultancy. Prior permission to publish or present findings arising from this consultancy must be obtained.