CALL FOR PROPOSALS

Scaling expert
Long-term Consultancy

CODE-NUMBER
VVOBVN/20190917

VVOB Vietnam
www.vvob.be
http://vietnam.vvob.be/
3-5 Nguyễn Bình, P. Hòa Cương Nam, Q. Hải Châu, TP. Đà Nẵng

NEGOTIATION PROCEDURE WITH RESTRICTED NOTIFICATION

DEADLINE FOR SUBMITTING PROPOSALS
Applications to be sent by E-mail to Filip.Lenaerts@vvob.org before 1 October 2019 at 9:00 AM
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1. Summary of consultancy

- Title of the consultancy: Scaling expert
- Contracting Authority: VVOB Vietnam
- Duration: October 2019-March 2020
- Place / location: Hanoi, Da Nang
- Supervision: Filip Lenaerts
- Deadline for submission: before 1 October 2019, 9am
- Negotiation procedure with restricted notification
- Code: VVOBVN/20190917
2. General Provisions

2.1. Contracting Authority / Tendering Organization

1. This Call for Proposals is issued by VVOB duly represented by Mr Wouter Boesman, VVOB Programme Manager in Vietnam
2. The Call shall be followed up by Filip Lenaerts, VVOB Vietnam Education Advisor

Address: 3 + 5 Nguyễn Bình, P. Hòa Cương Nam, Q. Hải Châu, TP. Đà Nẵng

All correspondence regarding this call should be sent to: Filip.Lenaerts@vvob.org

2.2. Background on the organization

VVOB
VVOB – education for development is an organisation based in Belgium with more than 35 years of experience in sustainably improving the quality of education systems. VVOB has received support for this from multiple leading funding partners, adding up to a total annual budget of over 13 million euros spread over 10 country programs. 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. The geographical, thematic and operational choices VVOB makes in each programme are informed by relevant research and the policy priorities of VVOB’s partner countries and formulated in partnership with their governments.

VVOB Vietnam
Through the 2017-2021 cooperation program ‘Mitigating Preschool Children’s Barriers to Learning in disadvantaged and ethnically diverse districts in Central Vietnam’ (BaMi), VVOB Vietnam works together with the Departments of Education and Training (DOET) of Quang Nam, Quang Ngai and Kon Tum provinces to strengthen competences of preschool teachers and their school leaders in 22 disadvantaged and ethnically diverse districts to improve the quality of learning for all 3- to 5-year-old children in preschools.
The programme focuses on capacity development of provincial DOETs and district BOETs in the 3 targeted provinces provide preschool teachers and school leaders (duty bearers) of disadvantaged and ethnically diverse districts with the knowledge, skills and instruments on (1) using process-oriented child monitoring, (2) addressing barriers to learning and participation and ensure deep level learning among all children and (3) enhancing needs-based/school-based Teacher Professional Development for in-service preschool teachers.


3.1. Context of the Consultancy

Background
Many preschool children experience barriers to learning and participation in the classroom. These barriers keep them from benefiting fully and developing to their full potential. Especially children from ethnic minority groups are at risk of not realizing their full holistic development potential. In more remote and disadvantaged communities, children more often grow up in poverty. They speak a different language at home than the teacher’s language in school and experience the differences between home and school culture. These barriers can be experienced in the physical environment, (learning) materials, activities and (especially adult-child) interactions.

Preschool teachers and their school leaders can play an important role to address many of these barriers. By doing so, the levels of involvement and well-being of children, increase. By building the competencies of teachers to support and value ethnic diversity in the class, they can make sure that all children are developing to their full potential, including ethnic minority children.
The VVOB programme has established a strong relationship with our partners in 3 central provinces. **Starting from observing levels of well-being and involvement in class** they have identified some key barriers. One of these is limited teacher capacity to apply age-appropriate child-centred didactics (in multiple child-development dimensions. Partners also identified the lack of communication with children from ethnic minorities as an important barrier.

**Stimulating child-initiative** is limited in preschools. Teachers do not give children enough opportunities to speak, express and reason. This is observed in most preschools, not only in schools where the language of instruction (Vietnamese) is different from children’s home language.

The programme is currently working with partners on **moving** on the continuum from teacher directed to **more collaborative** and more child-initiated learning through play. This is combined with **providing gender-responsive pedagogy and a language-rich environment** which helps the children with different socio-economic and socio-cultural backgrounds to develop to their full potential.

As with all VVOB programs the objective is to contribute to a change in the official education system. The program has proven to be very successful in the 3 provinces where it is being implemented: Kon Tum, Quang Ngai, Quang Nam.

Learning materials for teachers covering the main methodological innovations that the program has introduced are being finalized in the last quarter of 2019. VVOB is therefore preparing for the scaling of the reach to allow many more Vietnamese schools and teachers to benefit from the lessons learned.

### 3.2. Objectives and scope of the consultancy

1. **Ensure constant proximity to the reviewing process** by the Early Childhood Education Department (ECED) and Department of Teachers and Educational Administrators (DTEA) of 3 educational materials developed within the BaMi program and facilitate timely endorsement by the Ministry of Education and Training.

An essential step to upscale the reach and impact of the BaMi program is the publication of learning materials for teachers and school leaders. This will allow teachers and school leaders to take the methodologies on board in a qualitative manner, also without being exposed to the direct support by the VVOB experts. To be able to use the materials in schools across the country, an endorsement by the Ministry of Education and Training (MOET) is required.

VVOB Vietnam is finalizing the publication of materials that outline the Process Oriented Child Monitoring methodology, a toolkit on gender-responsive pedagogy and a Teacher Professional Development sourcebook. The materials will be submitted to the Ministry of Education and Training for formal endorsement.

The ECED will be asked to review and endorse the POM materials (approx. 50 pages). The DTEA will be asked to review and endorse the gender-responsive pedagogy toolkit (5 books, approx. 150 pages) and the TPD sourcebook (2 books, approx. 70 pages).

This process will happen between early October and December 2019 and will require several meetings between VVOB experts and ministry staff. VVOB Vietnam will sign agreements that include the workplan with each of the Ministry Departments involved. VVOB experts will avail time to join expert meetings with the MOET departments.

To facilitate the process and assure a timely endorsement, the Hanoi-based consultant will be the first point of call for the ministry reviewers during the process. This proximity will allow VVOB to be very reactive to the ministry departments’ request for additional information, materials, … The consultant will work intensively with the VVOB Experts to be pro-active in this process.

To do this effectively, the consultant must study the draft materials carefully and participate in all face-to-face meetings between VVOB experts and ministry staff.
The estimated time invested is of 15 days in the period October to December 2019.

2. A facilitation guide for school leaders and (district) education officers how to introduce the process-oriented child monitoring and the related 8 action points is available for scaling in 2020.

VVOB Vietnam is finalizing the publication of materials that outline the Process Oriented Child Monitoring methodology. The materials will be submitted to the Ministry of Education and Training for formal endorsement (see point 1.). After approval a national roll-out is expected.

The materials are targeted at individual teachers: they outline how to apply the methodologies in-class. The most effective way to introduce pedagogical innovations is through the in-service, school-based teacher professional development. School leaders and (district) education officers have a key role to introduce, enable and support innovations in such a manner that change will be sustained.

To accompany the materials a facilitation guide for trainers/school leaders/lead teachers must be developed. The consultant will take the lead to do this in line with the principles and methods that are featured in the forthcoming VVOB Teacher Professional Development source book. The consultant will actively involve the VVOB Vietnam experts in this process.

The output is a clear outline and trainers guideline that can effectively introduce the basic principles of the POM in one module of 3h and two modules (3h each) that deepen the understanding and create an entry to effectively implement the methods in class. With this output, users should be able to prepare and deliver an effective training without VVOBs active involvement.

VVOB Vietnam will provide the POM materials, the TPD sourcebook (both in final draft versions) and the facilitation plans of the most recent trainings on the Process Oriented Child Monitoring, the action points and school-based teacher professional development.

3. A desk review and advice on digital/online scaling options in Vietnam informs the strategic orientation of the scaling efforts for 2020-2021.

Online learning, social media channels or e-materials are often mentioned as effective and efficient ways to increase the number of beneficiaries that are exposed and can benefit from a project outcome. In the context of an emerging economy with very different usage of online and digital tools depending on geography, socio-economic status, age, … it is particularly difficult for VVOB Vietnam to identify which approach will render results to reach many more school leaders and teachers.

The consultant will engage in a review of the online learning platforms that exist in Vietnam and describe their potential for scaling of the VVOB Vietnam BAMI program using a SWOT analysis (or similar review methodology).

The consultant will bundle the collected information into a report (maximum 15 pages) that concludes with an advice to VVOB if and how digital/online/social media can be used for scaling purposes within the current BAMI program.

3.3. Methodological requirements

- The contract will run from October 2019 to February 2020.
- All communication and documentation with VVOB will be in English, communication with partners in Vietnamese.
- Meetings with VVOB will take place at VVOB offices in Da Nang, or via online tools.
- The consultant will act as an advocate of POM, child-centred education, play based learning, and effective school-based TPD and is expected to advocate VVOB’s materials and approaches pertaining to this.
- The consultant will work closely together with and report to VVOB, to ensure that outputs are developed and delivered in an approach that is relevant to the context and contract. Time bound activities, outputs and outcomes will be agreed, developed, and reported on during the kick-off meeting and subsequent progress meetings with the service provider, and VVOB. VVOB staff can join the coaching visits at any time.

### 3.4. Deliverables and Timeframe

The following output are envisaged:

- An endorsement by the Ministry of Education and Training of the 3 materials is received before the end of 2019.
  - A descriptive report of the endorsement process is available before the end of February 2020.
- A facilitation plan is available for the POM materials before the end of December 2019.
- An analytical report (maximum 15 pages) and advice about the most optimal online scaling methods for the Vietnamese context is available before the end of December 2019. This report includes:
  - An overview of online/social media platforms that are currently used by pre-school teachers in Vietnam to collect and share ideas about classroom practices, pedagogical innovations, …
  - A test how online learning materials that were developed by VVOB in earlier programs can still be accessed (if at all) and use that to enrich the advice what platforms are most efficient in the current timeframe.

Time frame: proposed time table and proposed duration of activities:

<table>
<thead>
<tr>
<th>No</th>
<th>Activities and milestones</th>
<th>Estimated number of days</th>
<th>Deadlines/timeframes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Milestone 0: Signing of contract and kick-off meeting</td>
<td>4</td>
<td>October 2019</td>
</tr>
</tbody>
</table>
| 2  | Subsequent activities:  
  - Self-study of relevant materials | 5 | October 2019 |
| 3  | Milestone 1: participate in VVOB-MOET meetings and follow proximity to the reviewing process | 2 | October 2019 |
| 4  | Subsequent activities:  
  - Pro-actively monitor and support the endorsement process that is managed by the MOET-ECED and MOET-DTEA for the review of 3 materials | 10 | October – December 2019 |
| 5  | Milestone 2: design and delivery of trainers/facilitators guide for the scaling of the POM materials | 2 | Nov 2019 |
| 6  | Subsequent activities:  
  - Review the existing facilitation plans  
  - Coordinate through online meetings with the VVOB experts  
  - Discuss initial draft and review based on inputs  
  - Deliver a nice design of the facilitation plan | 8 | Nov-Dec 2019 |
| 7  | Milestone 3: desk review and present report of online learning channels in Vietnam | 1 | January 2020 |
| 8  | Subsequent activities:  
  - Desk study and interviews (survey) of pre-school and primary school teachers about | 10 | November 2019 – January 2020 |
<table>
<thead>
<tr>
<th>Most frequently used online tools for in-service and self-learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check/test accessibility of earlier online materials that were developed as part of VVOB previous programs</td>
</tr>
<tr>
<td>• Write and deliver an analytical report and advisory note</td>
</tr>
</tbody>
</table>

An indicative total number of working days involved is estimated to be 38 days. The Consultant is invited to reflect on the proposed strategy and suggest alternatives if deemed better suited to achieve the objectives.

### 3.5. Profile of the consultant(s)

VVOB invites service providers with the following expertise to submit a proposal:

- Proven expertise and experience in working with Ministry of Education and Training, especially on material endorsement
- Proven expertise and experience of working in pre-school education or teacher development
- Experience in material development and facilitation of collaborative learning
- Excellent oral and written English and Vietnamese language skills

The following is not mandatory but will be considered as adding value to your proposal

- Proven expertise and experience with child-centred education, language-rich and powerful learning environments; work in areas with ethnic minorities

To support all the above, service providers must submit the following:

- An up-to-date CV of all involved consultants/technical staff
- References and other information supporting the required expertise listed above
- All documents submitted need to be in English

### 3.6. Location

All activities will take place in Hanoi. Meetings with VVOB will take place at VVOB’s offices in Da Nang or via online media. During other moments than coaching sessions and coordination meetings, the consultant can work at the VVOB office in Da Nang or from any other place that is convenient for him/her and allows for professional performance.

### 3.7. Budget or Duration

An indicative total number of working days involved is estimated to be 38 days between October 2019 and February 2020.

VVOB Vietnam may extend the assignment under the same contract conditions if budget allows and with the explicit agreement of the service provider. VVOB Vietnam may also re-publish the call for proposals after the end of the initial contract. In such an eventuality, the initial contractor will be invited to participate but not receive any preferential rating over other potentially interested suppliers.

### 3.8. Background documentation

Relevant materials that can be consulted: Check our website ([http://vietnam.vvob.be/] ) and VVOB YouTube channel:

- Improve quality education in Vietnamese preschools with VVOB
- What is POM? [https://youtu.be/Y5Ef1QasugY](https://youtu.be/Y5Ef1QasugY)
3.9. Application requirements / Expectations regarding proposals

VVOB is inviting bidders to come up with a proposal containing at least:

- A technical proposal:
  - A description of the methodologies that will be used to coach the process and guide the envisaged activities and outcomes as described above
  - To support the consultant’s expertise, service providers are invited to submit the following:
    - An up-to-date CV of all involved consultants/technical staff
    - References and other information supporting the required expertise listed above
  - If the Consultant includes in his/her proposal one or more ‘key-assistants’ for the assignment, then the CVs of the latter should be included in the Proposal as well.
  - Company or professional profile, list of previous commissioners with their contact details.

- A financial proposal
  - Submitted in excel
  - A detailed financial proposal, covering all costs, including an estimation of the to be invested ‘working hours’ for study, consultation, presentation, tool-building and piloting (a daily rate and an estimated number of days for each part of the assignment), and including any costs for materials/equipment/software licenses required but excluding costs for venue hire, catering or transportation of participants (unless clearly separately mentioned).
  - VAT registration number (if applicable); or Personal Income Tax number
  - Do not include costs for accommodation and travel. VVOB will refund these costs according to VVOB cost norms.

- All documents submitted need to be in English

Quotations are sent to the following e-mail address: Filip.Lenaerts@vvob.org

The closing date for proposals is 1 October 2019, 9:00 AM (GMT+7).

The following timeline will be followed in awarding the procedure:

<table>
<thead>
<tr>
<th>Deadline submissions</th>
<th>1/10/2019, 9am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening submissions</td>
<td>1/10/2019</td>
</tr>
<tr>
<td>Negotiation procedure</td>
<td>2/10-4/10/2019</td>
</tr>
<tr>
<td>Final decision and awarding</td>
<td>Before 15/10/2019</td>
</tr>
</tbody>
</table>


4.1. Eligibility criteria

- The call is open to any consultant who meets the required experience, expertise, skills etc. as specified higher
- Sub-contracting is not permitted.
- Compliance with all administrative requirements (such as travel documents, visa, residence permits, tax obligations, work permits…) is needed.
- Compliance with all legal obligations (withholding tax, fiscal obligations and social obligations…) is needed.
4.2. Awarding criteria and procedure

Proposals that meet the administrative requirements will be reviewed by an evaluation committee and ranked on the following criteria:

- Technical proposal (80 points)
  - Consultants' qualifications (40) on the basis of CVs, list of previous relevant/similar work…
    - Proven experience
    - Expertise
    - Skills
  - Quality of the technical proposal (40)
    - proposed approach/method
    - proposed workplan / time schedule
    - presentation of proposal

Only proposals that have at least 70% of the maximum points on the technical part, will be considered for evaluation of the financial part.

- Price (20 points): lowest proposal gets the maximum points
  - Calculated as: 20 x (price lowest proposal / price proposal)

VVOB will establish an internal committee to evaluate and rank the received proposals based on the above criteria. If deemed necessary or advisable, VVOB may decide to further negotiate the proposal with one or more service provider in one or more rounds. These negotiations may result in an adapted proposal by the consultant and subsequent modifications in evaluation and ranking of the proposals by the committee.

All qualified respondents will be notified about the final decision. The consultant with the winning proposal shall be offered a contract stipulating standard VVOB contract terms and the Terms of Reference.

VVOB reserves the right to not contract any of the candidates or to re-advertise the Terms of Reference in case no suitable proposal was received.

4.3. Payments / Payment schedule

The performance fees will be paid by means of a bank transfer into the bank account opened in the name of the service provider.

A maximum of 30% of the total value of the consultancy will be paid in advance upon receiving a signed invoice or claim.

All other payments will be done upon receiving a signed official invoice, accompanied with all supporting documents (claims, receipts, boarding passes…) and upon acceptance and approval of the deliverables by VVOB.

<table>
<thead>
<tr>
<th>Payment</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>First payment: 30% of total value</td>
<td>After signing contract and upon submission of invoice</td>
</tr>
<tr>
<td>Second payment: 20% of total value</td>
<td>Upon completion of Milestone 2</td>
</tr>
<tr>
<td>Final payment: 50% of total value</td>
<td>Upon delivery of all outputs</td>
</tr>
</tbody>
</table>

4.4. Information, confidentially and intellectual property

The consultant undertakes for the duration of the consultancy to grant VVOB immediate and free access to any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. Upon termination of the consultancy, the consultant shall immediately and on his/her own initiative return to VVOB any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. The consultant commits him/herself not to disclose to any person any confidential
information; disclosed during the implementation of the consultancy. Nor will he/she use this confidential information for own or other’s purpose.

The consultant must promptly notify VVOB of all intellectual property arising in connection with the consultancy services. VVOB shall own and control all intellectual property that, after the date of the consultancy, is created or conceived by or for the consultant, or otherwise arises, in connection with the consultancy services; and the consultant shall not contest that ownership, or control, with respect to Cambodia or elsewhere. VVOB solely and exclusively has the right, from the creation of any such intellectual property and during and after the term of the consultancy, to publish, disclose, sell, dispose of, exploit commercially and otherwise deal with or use it, and may do so in any way that VVOB sees fit. Any intellectual property or licence costs shall be included in the financial proposal.

4.5. Supervision and monitoring of the consultancy

The consultant shall report to Filip Lenaerts who will be in charge of the supervision and monitoring of the consultancy services. This includes:

- Technical and administrative follow-up of the delivered services until completion
- Assessment and acceptance of the deliverables
- Review of payment claims and invoices

She/he will be assisted in these tasks by the steering group/committee set-up for this assignment.

Enquiries about the assignment can be directed per email to Filip Lenaerts, Education Advisor, Filip.Lenaerts@org.be. Enquiries should be made in English. They will be answered per email and the answers will be made available to all potential applicants.

The service provider will be expected to perform the duties under the overall supervision of VVOB. He/She will regularly coordinate and cooperate with VVOB to implement the duties as mentioned in these TOR.