CALL FOR PROPOSALS

Learning through Play Expert

Short-term Consultancy

CODE-NUMBER
VVOB/iPLAY/2020/01

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

NEGOTIATION PROCEDURE WITH RESTRICTED NOTIFICATION

DEADLINE FOR SUBMITTING PROPOSALS

Applications to be sent by E-mail
to huong.ntl@vvob.org
before **2020 March 1** at 9:00 AM

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1. Summary of consultancy

- Title of the consultancy: Learning through Play Expert
- Contracting Authority: VVOB Vietnam
- Duration: April – October, 2020
- Place / location: Ha noi
- Supervision: Le Thi Bich Hanh- iPLAY Project Manager and Nguyen Thi Lan Huong – iPLAY Project Coordinator
- Deadline for submission: before 9 a.m on 1st March,2020
- Negotiation procedure with restricted notification
- Code: VVOB/iPLAY/2020/01

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 **Nguyen Thi Lan Huong**, iPLAY Project Coordinator

Address: 4floor, E3 building, Trung Tu Diplomatic Compound, No 6 Dang Van Ngu, Dong Da district, Hanoi.
All correspondence regarding this call should be sent to: huong.ntl@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

VVOB in Vietnam is implementing the project "iPLAY Vietnam – Integrating Play-based Learning Activities among Young learners in Vietnam" in Lai Chau, Ha Giang, Thai Nguyen, Ha Noi, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023).

3. Technical Provisions

3.1. Context of the Consultancy

Background

VVOB is currently coordinating with the Ministry of Education and Training to integrate learning through play in the public primary schools in Vietnam. As such the objectives of the new General Education Curriculum that has been issued by the Vietnamese government will be met by helping young learners to acquire a breadth of skills, including cognitive as well as social, creative, physical and emotional skills. To this effect, the project will train (1) primary school teachers on how to apply play-based-learning methodologies in the context of the new curriculum and (2) school leaders and district officials on how to create an enabling environment for teachers to integrate learning-trough-play including through the facilitation of school-based teacher professional development. With the input of the international consultant, VVOB will develop a LtP pedagogical guide, laying out the principles and objectives of LtP, its connection to the new curriculum, as well as providing concrete examples that inspire teachers to integrate LtP in the primary classroom. VVOB will also develop a LtP peer-learning roadmap to guide school leaders and district officials to organize school-based teacher professional development sessions that empower teachers to implement LtP.

To strengthen the quality of the learning materials and to enrich the content with international expertise and good practices, VVOB is recruiting an international expert on learning through play (LtP).

3.2. Objectives and scope of the consultancy

To achieve the set objectives, VVOB seeks to hire an International expert.

The **key objectives** of the consultancy are:

- To facilitate a total of 3 workshops in Vietnam:
    - an internal playful learning session of the iPLAY project team
    - learning session on LtP in the Orientation Workshop with project partners
    - presentation of the proposed LtP activities to test and validate the proposed methods
- To provide inputs for the National Consultation Workshop in Vietnam that will be held on April,2020.
- To provide advice and concrete examples of Learning-trough-Play methods that effectively contribute to primary grade 1 to 3 children's development of a breadth of skills.
- To provide inputs and comments for the drafts of LtP pedagogical guide and Peer-learning road map during material development process and training material.

3.3. Methodological requirements

- The consultant will work as facilitator using active learning methods, participatory approach in the internal learning session for the iPLAY team to ensure the team builds sound understanding on LtP in primary and as facilitator of 01 session in the Orientation workshop for the writer group in Hanoi that will be held on April 2020.
- The consultant will be requested to attend the National Consultation Workshop to understanding the Vietnamese context and based on that to have ideas for developing practical LtP activities.
- Based on inputs from the National Consultation workshop and discussion with iPLAY team during the Orientation workshop, the Consultant will develop practical LtP activities applying in classroom as good example for primary teacher.
- The consultant will work as reviewer to provide inputs, feedback, comment for drafts of LtP material and Peer-learning roadmap material during the material development process by email and training material.
- The consultant will work closely together with and report to iPLAY team, 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 progress meetings with the consultant and VVOB.
- An indicative methodology is proposed below.
- The contract will run from April 2020 to October 2020.
- All communication and documentation with VVOB will be in English.
- Meetings with iPLAY project will take place at project office in Ha Noi, or via online tools.

3.4. Deliverables and Timeframe

The following **output** are envisaged:

- A facilitation plan for internal learning session on LtP for iPLAY team and facilitation plan for the LtP session in the National Consultation workshop;
- Inputs for outline of LtP pedagogical guide and Peer -learning road map;
- 10 concrete LtP activities aligned with specific lessons plan of various subjects for primary grades 1 to 3 of the new curriculum;
- Inputs, feedbacks for the draft of LtP pedagogical guide and Peer -learning road map and training material.

In order to deliver this result, the **consultant wil**l do the following

- Work as facilitator to facilitate 03 workshop (1) an internal learning session on LtP (2) Learning session on LtP in the Orientation WS (3) a playful workshop to present these designed LtP activities.
- Work as reviewer to provide inputs for the National Consultation Workshop in Vietnam; and provide inputs and comments for the drafts of LtP pedagogical guide and Peer-learning road map during material development process and training material.

- Work as Writer/designer to develop 10 concrete examples of Learning-trough-Play methods that effectively contribute to primary grade 1 to 3 children's development of a breadth of skills.

Service providers are welcome to propose justified modifications to this outline and nature of activities.

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

No	Activities	Estimated number of days	Deadlines/timeframes
1	**Milestone 1: Learning session on LtP**		**April ,2020**
	Subsequent activities: • facilitate internal playful learning session(s) for iPLAY project team to introduce LtP methodologies and share best practices: 2 days • participate in the National Consultation Workshop on LtP: 1 day • Facilitate learning session on LtP in Orientation Workshop for the writer group and discuss on outline of LtP pedagogical guide: 2 days	5.0 days	April 2020 in Hanoi
2	**Milestone 2: Deliver 10 concrete LtP activities that are aligned with the LtP framework and principles of iPLAY and that contribute to (a selection of) the learning goals of the new General Education Curriculum as issued by the Government of Vietnam[1] for grades 1 to 3**		**April-June,2020**
	Subsequent activities: • develop 10 concrete LtP activities aligned with specific lessons plan of various subjects for primary grades 1 to 3 of the new curriculum: 4 days • organize a playful workshop to present the 10 LtP activities that are in line with selected learning goals and reflect together with iPLAY team: 2 days in Hanoi • Finalize the material based on inputs from discussion with iPLAY team: 1 day	7.0 days	April-May, 2020 Last week of May, 2020 in Hanoi June,2020
3	**Milestone 3: Provide inputs, comments, feedbacks to the draft of LtP pedagogical guide and Peer-learning road map and training material.**		June- September,2020
	Subsequent activities: • Read and give feedback for LtP pedagogical guide by email: 1 day • Read and give feedback for Peer-learning roadmap by email: 1 day • Read and provide feedback for training material: 1 day	3.0 day	Sending by email June,2020 September,2020

An indicative total number of working days involved is estimated to be 15 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)

- Minimum of a Master's degree in education or a related field;
- At least 5 years of working experience in the primary education sector;
- Strong track-record in the development of learning activities that integrate LtP principles;
- Proven insight in learning processes of Grade 1-3 learners, particularly in South-East Asia;
- Having knowledge of the education system in Vietnam is advantage or proven ability to contextualize knowledge and practices;
- Excellent oral and written communication skills;
- Ability to provide the learning activities with all textual and graphic guidance needed
- Professional proficiency in English;
- Availability during the estimated activity time frame.

3.6. Location

All activities will take place in Ha Noi.

3.7. Budget or Duration

An indicative total number of working days involved is estimated to be 15 days between April 2020 and October 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 information that can be consulted: Check our website(h https://www.vvob.org/en/news/vvob-board-lego-foundations-global-partnership-learning-through-play) and website and facebook of Lego Foundation: https://www.legofoundation.com/en/ and https://www.facebook.com/legofoundation/

3.9. Application requirements / Expectations regarding proposals

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

- A technical proposal:
  - Proposed methodologies to delivery this consultancy package;
  - To support the consultant's expertise, service providers are invited to submit the following:
    - An up-to-date CV
    - some samples of your earlier working on "Learn to Play" to demonstrate your practical experience.
  - 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: huong.ntl@vvob.org

The closing date for proposals is **1st March, 2020 9:00 AM (GMT+7)**.

The following timeline will be followed in awarding the procedure:

Deadline submissions	1/3/2020, 9am
Opening submissions	3/3/2020
Negotiation procedure	4/3 – 6/3/2020
Final decision and awarding	7/3/2020

4. Administrative Provisions

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.

Payment	Conditions
First payment: 30% of total value	After signing contract and upon submission of invoice
Second payment: 50% of total value	Upon completion of Milestone 2
Final payment: 20% of total value	Upon completion of Milestone 3

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 Nguyen Thi Lan Huong-iPLAY Project Coordinator 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 Nguyen Thi Lan Huong, iPLAY Project Coordinator, huong.ntl@vvob.org. 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.

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