

## TERMS OF REFERENCE

### TRAINING FOR TRAINERS WHO ARE TEACHERS, SCHOOL HEALTH OFFICIALS ON STUDENT MENSTRUAL HYGIENE MANAGEMENT” (VN02-016)

#### 1. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and nonreligious international development organization that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 16 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, health and wellbeing, water and sanitation, sustainable livelihoods, child rights and child protection and food security. With a strong focus on building the resilience of young people, ChildFund also gives children and youth the opportunity to take part in sports for development, vocational education and life skills training, and supports their participation in local decision-making processes.

Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

#### 2. BACKGROUND

Water and sanitation for all – W4A project (VN02-016) supported by ChildFund Vietnam is implemented across 3 provinces including Hoa Binh, Bac Kan and Cao Bang, of which both Kim Boi district in Hoa Binh province and Na Ri district in Bac Kan province carry out activities in schools (primary and secondary schools) with the aim of improving knowledge and practice of using water and sanitation for teachers and students. The project communication activities include Menstrual Hygiene Management (MHM). According to recent assessments, some teenage girls have to be absent from school during their menstrual period and some at the first of period are quite confused, afraid of what they have to do next for their period. Only their mothers and friends share the information of MHM with them. They still consider menstrual hygiene difficult to talk and share about; hence, they have limited knowledge and skills on this field. In order to instill in children an understanding of MHM, the project will conduct a TOT training on MHM for key teachers (including medical staff at schools and key teachers). After this training, teachers will train students from 12 project schools. We need to recruit a consultant with experience in implementing this activity to develop materials and organize the training. (expected 2-3 people per school, for 12 primary and secondary schools).

#### 3. PURPOSE OF HIRE THE CONSULTANT

After the training, participants were equipped with:

- About knowledge: grasp the basics of menstrual physiology and things to note during menstruation.

- About skills:
  - o Use materials and develop training for other teachers so that these teachers impart basic knowledge to students in grades 4 to 9.
  - o Small group counseling for students (when they need it)
  - o Directly advise students when they need it.
  - o Check and supervise the necessary equipment for menstrual hygiene at school.

#### 4. METHODOLOGY, TOOLS AND TASKS/DELIVERABLES

##### Method and tools:

- Training method: Trainees learn about knowledge and role-play in school activities such as training for teachers, small group or individual counseling.
- Materials: pictures, practice instructional equipment (pad ...)

##### Expectation after training:

- 100% trainee understand of how importance of MHM activities in schools.
- 100% of trainee gain the knowledge related MHM
- 70% of trainee can perform retraining for other teachers in the school.
- 100% of members advise students directly.
- 100% of members inspect and supervise equipment for hygiene skills in school toilets (privacy toilets/bathroom with water, sprinklers, sanitary napkin trash...)

##### Tasks and deliveries:

The trainer will be expected to take tasks and deliverables include the following steps:

	Time	Scopes of Works	Total days
1	The first week of November 2020	Meeting and discussing with ChildFund’s staff to make agreement on training agenda, training content and training method	0,5
		+ Develop activity training agenda + Document development (adjusting existing documents to suit the project in Vietnam, the northern mountainous region) + Develop training content, handout, and evaluation for pre and post training.	1,5
2	The 1 <sup>st</sup> week of December 2020	Training 02 days in Kim Boi	2
3	The 2 <sup>nd</sup> week of December 2020	Training 02 days in Na Ri	2
4	The second week of December 2020	Report	0,5
		<b>Total</b>	<b>6,5</b>

**Report structure and requirement:**

**Length:** not more than 5 pages (excluding an annex)

**Structure:**

1. General information
2. Method and tools
3. Finding and result of training
4. Lesson learns and recommendation
5. Annex (participant list, evaluation forms, photos, etc)

**5. LOCATION**

**Location:** Kim Boi district in Hoa Binh province and Na Ri district in Bac Kan province.

**6. TIMEFRAME**

It is anticipated the assignment will be undertaken from **Nov 2020 to Dec 2020**.

**7. CONSULTANT SPECIFICATION**

To carry out the assignment, trainer will be required.

- Experience in developing materials and training on MHM
- Having ToT experience
- Working experience with International NGOs relate to children

**8. MANAGEMENT AND SUPERVISION**

The consultant's work is under the joint management of the Provincial Managers of Hoa Binh and Bac Kan Area Development Offices and Health Specialist at ChildFund Vietnam

All reports should be written in Vietnamese, both soft copy and hard copy

**9. CONFIDENTIALITY**

All discussions and documents relating to this TOR will be treated as confidential by the parties.

**10. CHILD SAFEGUARDING**

The consultant will be required to follow ChildFund Australia's Child Safeguarding Policy and Procedures and sign the Child Safe Code of Conduct. If the consultant has direct contact or access to the child's personal information, the consultant must submit a copy of the criminal record.

**11. COUNTER- TERRORISM**

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

**12. HOW TO APPLY, SUGGESTED TIME AND BUDGET**

- Interested applicants should submit their CV at the present time of the consultant / lecturer
- Outline of training plan / program, accompanying consultancy fee (Fee does not include travel and accomodation since this cost will be covered by the program side).
- Two similar / related training report templates before.