

## TERMS OF REFERENCE

### DEVELOP SUPPORTING DOCUMENT FOR THE DEVELOPMENT OF READING SKILL FOR ETHNIC MINORITY STUDENT ACCORDING TO CURRICULUM AND VIETNAMESE 1 TEXTBOOK

ACTIVITY 1.2.4 OF PROJECT “BE CONFIDENT TO REACH YOUR DREAM” (VN04-034)  
IN TRUNG KHANH DISTRICT, CAO BANG PROVINCE

#### 1. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation 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 works in partnership with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in 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 marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

#### 2. BACKGROUND

Project “Be confident to reach your dream” is funded by ChildFund Australia through ChildFund Vietnam. The project is implemented from December 2018 to May 2021.

##### **Project goal:**

Improve education quality for ethnic minority students at preschools and primary schools in six communes in Trung Khanh District, Cao Bang Province.

##### **Project objectives:**

**Objective 1:** Teachers at 6 preschools and 6 primary schools are improved on professional capacity that adapt to new curriculum and textbooks.

**Objective 2:** Language skill of students at schools and leadership skills of 60 core students are enhanced through participation in extra - curricula activities, managing friendly library and Assisting Parent Groups.

**Objective 3:** Learning environments for students are improved through promoting friendly library at schools and learning corners at home and construction.

New textbooks for grade 1 has been used nationwide in school year 2020-2021 in cluding Vietnamese subject. The most important objective of the subject Vietnamese grade 1 is to develop reading ability for student so as they can quickly access to and learn other subjects in the curriculum. Accordingly, the teaching of Vietnamese rhyme and sound will be completed in semester I. At such speed, ethnic minority students will face difficulty in memorizing the rhyme and sound system leading to the effect on reading ability. Moreover, language in the Vietnamese 1 textbook is not really close/ familiar to the culture and life of ethnic minority students in Trung Khanh district. Therefore, student face difficulty in understanding meaning of the words.

In order to support ethnic minority student at grade 1 to develop reading ability, project compile a reading supplementary material to be appropriate to ethnic minority students at grade 1 and guidance for teacher of grade 1 using this material in the teaching process.

### 3. EXPECTED OUTCOME

A consultant/ group of consultant is recruited to develop 2 sets of material supporting ethnic minority student to develop reading ability as per new curriculum and textbook Vietnamese 1 including: 01 reading supplementary material for ethnic minority student at grade 1 which is in line with the textbook Vietnamese 1 selected by Cao Bang province and 01 teaching instruction manual for teacher of grade 1 using this material.

### 4. METHOD, TOOL AND TASK

#### 4.1. Method:

- Use participatory method (managing officials, teachers and students participate in the development of the materials);
- Ensure that the material is suitable with new curricular/ textbooks and ethnic minority student in project area. Special attention is paid on visualization in the material for students (use photo, picture to help student understand the meaning);
- Ensure the consistency of method/ approach of other documents compiled by ChildFund.

#### 4.2. Tool:

- Draft of material (detail outline);
- Work plan (detail);
- Tool to collect feedback of teacher about the materials;
- Pre and post training test on the use of material.

#### 4.3. Task:

(1) Study relevant documents:

- Curriculum grade 1 and textbook Vietnamese 1 (selected by Cao Bang province);
- Instruction related to the implementation of grade 1 curriculum and textbook issued by Education department from Ministry to Provincial level;
- Study ChildFund documents and other document related to the topic.

(2) Compile detail outline of the document and work plan.

(3) Organize 01 workshop on compiling document (can be in form of documentary camp) to mobilize participation of managing staff and teacher in the development of the materials.

(4) Develop and finalise the material:

- Develop the materials based on detail outline;
- Consult managing staff, teachers and specialist during the development of the material.

- (5) Conduct a training on using the materials (prepare training program, pre and post training test, conduct the training for core teachers and managing staff).
- (6) Work with COMs team of ChildFund during the design and printing of material.

## 5. WORK RANGE

### Location:

Consultant will work in Hanoi and Trung Khanh district, Cao Bang province.

### Time frame:

The mission is planned to be implemented from January to week 2 of June 2021.

Detail working schedule is as following. Working days and consultant fee will be discussed and agreed by two parties.

In order to increase sustainability and local ownership, officials of Cao Bang Department of Education and Training (DOET) will be invited to participate in some steps expected as follows:

Time	Activity
<b>A. Compile materials</b>	
<b>1</b>	<b>Study relevant documents:</b> <ul style="list-style-type: none"> <li>– Curriculum grade 1 and textbook Vietnamese 1 (selected by Cao Bang province).</li> <li>– Instruction related to the implementation of grade 1 curriculum and textbook issued by Education department from Ministry to Provincial level;</li> <li>– Study ChildFund documents and other document related to the topic.</li> </ul>
<b>2</b>	<b>Preprepare detail outline and discuss with ChildFund Specialist of Education:</b> <ul style="list-style-type: none"> <li>- Prepare detail outline;</li> <li>- Develop work plan for the mission;</li> <li>- Discuss with Specialist of Education and project officer.</li> </ul>
<b>3</b>	<b>Organize 01 workshop on compiling document</b> (can be in form of documentary camp) to mobilize participation of managing staff and teacher in the development of the materials (including travel time). <ul style="list-style-type: none"> <li>- Provide instruction/ orientation for teachers and school managing staff to prepare input for the material so that it is appropriate to local context and student;</li> <li>- Organise the documentary workshop/ camp</li> </ul>
<b>4</b>	<b>Develop and finalize the materials:</b>
4.1	Reading material for students in the form of picture/ photo books or bound in a twisted-neck book (according to reading topic / week / lesson in Vietnamese 1 textbook). Working days include consultation with school managers / teachers / specialist and correcting and completing the material
4.2	Instruction manual for teachers to use the material, include consultation with school managers / teachers / specialist and correcting and completing the material
<b>5</b>	<b>Conduct 01 training for teacher on the use of material and comment on the material</b>
5.1	Prepare document, design training program and pre and post training test
5.2	Conduct the training course
<b>6</b>	<b>Work with COMs team</b> in the design and printing of material

**Outputs/ key result:**

- (1) Reading material for students** *(number of printed book will be discussed in detail based on curriculum and textbook Vietnamese 1, actual need and budget distributed for activity).*
- (2) The material is appropriate to topics in Vietnamese 1 textbook**
  - Be appropriate to the topics in textbook Vietnamese 1 (selected by Cao Bang province)
  - Photo/ picture in the material are close and familiar to ethnic minority student in project area;
  - Language is appropriate to ethnic minority students;
  - Be convenient for the use of student (size, presentation/ printing are appropriate to the child age).
- (3) Instruction manual for teachers to use the reading material for student: content of the manual will be discussed in detail later (based on consultation of school managers and teachers).**
  - **The following basic content is expected:**
    - General introduction about the reading material for students (reason, purpose/ objectives, user, structure of the material etc);
    - Instruction (including general and detail instruction);
    - Appendix (if any).
  - **Requirement of the manual:**
    - Be practical (avoid theory);
    - Language style is easy to understand for local teachers and school managers.

**Supervising/ managing the task**

- The consultants will directly work with Specialist of Education on technical issues;
- General consultant work is under the management of Provincial Manager in Cao Bang office. When conducting the training in project communes in Tra Linh district (now called Trung Khanh), the consultants will directly work with education project officer in Cao Bang office.
- All report must be written in Vietnamese and provided in soft version (Microsoft Word).

**Confidential:**

All discussion and document related to this TOR must be kept confidential by two parties.

**Child Safeguarding:**

Selected candidate must comply Child Safeguarding Policy of ChildFund Australia and sign Child Safeguarding Code of conduct. If consultant directly works, contacts or accesses to child information, it is required to submit the criminal check.

**Counterterrorism:**

ChildFund Australia fulfills its obligation under Australian law relating to counterterrorism. In order to fulfill its obligation, name of consultant will be check according to regulation of DFAT and Australian Nation Security prior to the financial relationship.

**6. REQUIREMENTS**

- Degree in pedagogy related to language development for children;
- Experience in compiling material in teaching Vietnamese for ethnic minority student at primary level;
- Experience and skill in facilitating workshop/ training with participatory method;
- Experience working in ethnic minority area.

## **7. HOW TO APPLY, SUGGESTED TIME AND BUDGET**

Send the proposal (3 to 8 pages), including:

- ✓ General outline of the materials;
- ✓ Mission plan (as per “time frame” from January to week 2 of June 2021);
- ✓ Budget (number of working days and fee).

In addition, the following attachments are required:

- ✓ Consultant/ consultant group CV;
- ✓ At least two referees;
- ✓ Two samples of previous works which are relevant to this consultancy.