



## TERMS OF REFERENCE for CONSULTANCY SERVICES

<b>TITLE:</b>	Production of E-learning portal A team or a soft-ware development/ IT Firm
<b>COUNTRY OF ASSIGNMENT:</b>	Viet Nam

### 1) GENERAL BACKGROUND

There has been a general intention of increasing women's representation within the Communist party as well as elected positions. This intention has been illustrated through several key documents. The Constitution ensures that men and women enjoy equal rights under the law, and the Gender Equality Law, which came into effect on July 1, 2007, provides a legal framework through which women can realize their rights. The Strategy for the Advancement of Women to 2010 establishes gender equality targets in the fields of employment, education, health and public participation. Through resolution 11-NQ/TW of the Communist Party of Vietnam (2007), the Government of Viet Nam has issued further direction on implementation and monitoring of these laws, in particular Resolution No.57. The specific action to be taken is "*Setting up an ensuring mechanism to promote further participation of women in decision making processes and increasing rates of women nominated as candidates to the National Assembly, People's Council at all levels.*" (Resolution 57, Annex on Implementation).

However, this intention has not been transformed into real numbers. The last two elections have witnessed a decrease in the number of women elected to the National Assembly as well as those appointed to Heads of Committees. In the People's Councils there has been a small increase in women's representation however both at the provincial and sub-provincial level, the target of 30% representation has not been met.

The reasons for this include poor implementation of policies, unequal opportunities for women in the political field and public sector and lack of quality training of women. Government agencies have called for increased training for potential women candidates. The Women's Leadership project will support face-to-face training and will complement this training with an eLearning course. The eLearning course will allow potential women candidates to take the course at their own pace and at their

own convenience. It will allow more women to access the course than face-to-face training.

The purpose of the Women's Leadership project is to empower women in the public sector in Vietnam. The 3.5 year project is implemented by the Ministry of Foreign Affairs and funded by the UNDP. The project has five components:

1. Strengthened institutional capacity to develop and implement leadership programs for women to support the achievement of targets set in the National Strategy on Gender Equality;
2. Women's representation in the National Assembly and People's Councils improved in the 2016 elections;
3. Human resource procedures revised to promote women's participation in leadership positions;
4. Increased access of mid and senior level women in the civil service to training and capacity building opportunities not normally offered or accessible to women;
5. Information and evidences strategically disseminated to decision makers in human resource management with practical recommendations to make a change in processes.

The production of the eLearning portal proposed in this TOR will be used to provide the potential female candidates in the election 2016 the necessary background knowledge and skills to become a successful candidate.

## **2) OBJECTIVES OF THE ASSIGNMENT**

The E-learning portal proposed in these terms of reference has the following objectives:

1. To develop an E-learning portal and a professional E-learning course including 10 modules;
2. Each module includes 2-4 videos, assignments, quiz, background documents to read, and a discussion forum;
3. To film approximately 26 videos to be used in the training;
4. To edit the videos and integrate slides in the final video;
5. To develop a presentation for students on how to use software;
6. To train Women Leadership project staff to use the software, regularly update course, facilitate the discussion forum and trouble shoot.

### 3) SCOPE OF WORK

In this context, UNDP wishes to commission, on behalf of the Vietnamese Ministry of Foreign Affairs (MOFA), 10 modules that consistently follow the structure of the Women Candidate Election Training manual; Each online module will at minimum consist of the following items:

- *Main presentation* - The main presentation in each module will introduce participants to key contents of that module, in the form of a video lecture with integrated slide show;
- *Quiz* - At the end of each module, participants will be asked to take a short test (multiple choice quiz) that reinforces and assesses their level of mastery of the module's content. The training facilitator or the course administrator can set the quiz in such a way that a participant must take the quiz before he/she can move to the next module);
- *Assignments* - 1-2 assignments will be given for participants to conduct before moving to the next module;
- *Reference materials* - Each module also comes with a links to additional reading materials to expand the contents and perspectives discussed in that module;
- *Discussion questions and forum* - At the end of each module, there will be discussion or reflection questions.

The course will have a similar style and look as Coursera courses. Please see the courser course for an example of the expected style and format:

<https://class.coursera.org/criticalthinking-003/wiki/WeekOneEssentialConcepts>

### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

This assignment will start in beginning March 2015 and is expected to be completed by April. The assignment will take place in Hanoi.

- Detailed workplan - February 26;
- eLearning portal Format development - March 1;
- Filming - March 1-March 6;
- Submission of draft working modules - March 25;
- Revision of module - March 30;
- Training of Women Leadership staffs - ongoing;
- Completion of final modules - April 15;

## **5) FINAL PRODUCTS**

### **The consultant/E-learning course developer will be required to present:**

1. An E-learning portal using a free and easily accessible software (such as Moodle);
2. Configure and set up the e-learning platform on Women's Leadership website (<http://lanhdaonu.vn>);
3. Design the eLearning portal's interface in accordance with requirements set by Women Leadership project;
4. A detailed eLearning plan;
5. High quality training videos;
6. Power points with suitable photos;
7. Conversion of eLearning files into required format: for online use and for exporting to CD-ROM or USB drive;
8. Orientation slides and presentation for students on how to use the portal;
9. Manual on how to manage the portal (all the instructions in the system are bi-language- English and Vietnamese);
10. Provide training how to use and manage the portal for Women's Leadership Project staff;
11. Oversee the first running of the 5 week course.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant(s) contracted to produce the eLearning portal will report to the Technical Advisor of the Women Leadership Project on all aspects relating to the production of the portal, except for those relating to the administration and payment of the contract. These will be managed directly by the Women Leadership Project office.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Proven experience in developing successful E-learning portal;
- Proven ability to produce high-quality videos;
- Ability to provide in-house filming;
- Ability to provide in-house IT programmers;
- Understanding of adult learning and education an asset;
- Ability to speak and write English and Vietnamese;
- Experience working in a Vietnamese context an asset.

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

- The contract signed under these ToRs will cover the consultancy fees agreed between Women Leadership Project and the Contractor.
- Women Leadership Project will provide:
  - The Women Candidate Election Training manual;
  - Slides for each lecture;
  - Quiz;
  - Assignments;
  - Discussion questions.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

The consultants contracted to conduct this assignment will be issued a short term contract with Women Leadership Project, according to UNDP's guidelines and rules regarding SSA contracting.

The contract for this work will be paid in two installments, as follows:

1. A first payment, equivalent to 20 percent of the consultants' contract. Payment will be made after signing the contract;
2. A first payment, equivalent to 40 percent of each of the consultants' contract. Payment will be made upon presentation of the first draft of the E-learning portal.
3. The last payment, equivalent to another 40 percent of the consultants' contract, to be made after approval of the final eLearning portal and all modules are uploaded, tested and operational for a 5 weeks course.

