



TERMS OF REFERENCE for CONSULTANCY SERVICES

TITLE:	Facilitator of eLearning course Ready for Success – training of potential women candidates
(National or International)	1 national or international expert
COUNTRY OF ASSIGNMENT:	Viet Nam

1) GENERAL BACKGROUND

Only 24 percent of the current elected officials across the country are women. Viet Nam needs to increase the number of women who are ready and confident to participate in elections if it is to meet the target of at least 35 percent women’s representation of elected delegates set in Resolution No. 11 of the Party Politburo and the National Strategy on Gender Equality.

To support the government to meet this target, UNDP in collaboration with government agencies has designed an innovative learning tool to support potential women candidates to obtain the knowledge and skills they need to be successful in the upcoming People’s Council and National Assembly elections in 2016. The eLearning course “*Ready for Success*” can be accessed at www.sansangdethanhcong.com. An introduction to the course can be viewed on this [clip](#).

The course builds on the manual entitled *Ready for Success – training for potential women candidates*. The manual was designed, reviewed, tested by government officials and gender experts.

There are eight modules in the eLearning course: 1) Why women make good elected leaders, 2) Women and political participation in Viet Nam; 3) Political system of Viet Nam, National Assembly and People’s Council; 4) Candidate nomination process; 5) Steps to develop an action plan; 6) Preparing for voter contacting conference and action plan presentation skills; 7) Engaging with media and 8) Advocacy and political negotiation skills.

High-profile leaders from the National Assembly, Viet Nam Women’s Union, Viet Nam Fatherland Front, Committee for Ethnic Minority Affairs; as well as national and international experts in the fields of policy analysis and women’s political representation participated as lecturers in the course.

The *Ready for Success* eLearning course was officially launch on September 18, 2015 and has received great interest to date from interested potential candidates.

2) OBJECTIVES OF THE ASSIGNMENT

UNDP seeks to hire a consultant to help facilitate the eLearning course.

1. Increase completion rate of the eLearning course

- to encourage women to complete all eight modules and to receive the final course certificate

2. Facilitate open and informative discussion of students

- to pose a minimum of 3 questions per module to start a discussion and to illicit opinions and ideas of students
- through the discussion forum, encourage students to pose questions on the content of each module
- to respond with informed answers to students

3. Provide feedback on assignments

- to provide constructive feedback to students in a manner that increases confidence and motivation

4. Certificate

- to inform project staff when student completes course and can receive final course certificate

5. Monitor and evaluate progress of students and success of the course

- attend weekly meeting on progress of eLearning course at project office
- to provide the project a twice monthly report of different benchmarks of the progression of the course
- to advise the project on necessary revisions and improvements to the course based on student feedback in a timely manner
- if necessary, to support the project in the upgrades of the course

3) SCOPE OF WORK

In this context, UNDP wishes to commission, on behalf of the Vietnamese Ministry of Foreign Affairs (MOFA), a consultant to support the facilitation of the eLearning course from October 2015 to July 2016.

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

This assignment will start at the end of October 2015 and is expected to be completed by July 30th 2016.

5) FINAL PRODUCTS

This assignment will have expected outputs and outcomes for each activity area.

1. Increase completion rate of the eLearning course

Output

- innovative and encouraging messages to motivate women to complete all eight modules and to receive the final course certificate

Outcome

- *85% of women students complete all 8 modules and complete the full course*

2. Facilitate open and informative discussion of students

- a minimum of 3 questions per module posed in the discussion forum
- informed responses to all questions posed by students. Answers are provided within 24 hours of question being posed

Outcome

- *a minimum of 50% to encourage students to pose questions*

3. Provide feedback on assignments

Output

- Regular constructive feedback to students in a manner that increases confidence and motivation. Feedback is provided within 48 hours of assignment being submitted.

Outcome

- *Students express that they learn from the feedback provided on the assignment*

4. Certificate and final letter

- personalized letter for each student upon completion of the course including overall feedback on quizzes, assignments and course discussion and encouragement for becoming a candidate and leader. This letter will accompany the certificate.

5. Monitor and evaluate progress of students and success of the course

- twice monthly report in English of different benchmarks of the progression of the course
- written advise the project office on necessary revisions and improvements to the course based on student feedback
- final evaluation report of the eLearning course by July 30th 2016

The consultant is expected to submit a final report of the training including the participants

list, summary of evaluations, analysis of quiz and assignment results.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant contracted to conduct this training will report to the Technical Advisor of the Women’s Leadership Project on all aspects relating to the implementation of course facilitation, except for those relating to the administration and payment of the contract. These will be managed directly by the Women’s Leadership Project office.

The consultant will keep the Technical Advisor informed of progress made and any issues raised by students regarding the course.

Finalized discussion questions for each module (a minimum of 3 thought provoking and discussion provoking questions per module)	Submit by October 30, 2015
Progress report	Second Thursday and final Thursday of each month
Weekly meetings	Monday morning weekly
Final report (summary of all evaluations, reach of eLearning,)	July 30 th , 2016

***note that all communication and reporting is done in English with the Women’s Leadership project office and in Vietnamese with the students*

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required qualifications

- Advanced degree in political science, gender and development, communication and/or sociology;
- At least 10 years of professional experience conducting trainings in the area of gender and politics;
- Past experience delivering women candidate training in Viet Nam desirable
- Proven expertise in course facilitation especially in facilitation student discussion;
- Expert in public speaking, speech writing and communication
- Proven expertise in designing interactive, participatory training sessions
- Knowledge of current affairs and political and economics situation in Vietnam;
- Experience facilitating an eLearning course highly desirable.
- Proven ability to write clear, jargon-free Vietnamese and English.
- Ability to translate professionally and quickly between Vietnamese and English

- Proven ability to communicate clearly through emails and reports

** The above academic and professional requirements will constitute the criteria against which applications received for the above positions will be assessed.*

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

- The contract signed under these ToRs will cover the consultancy fees agreed between UNDP and the Contractor and travel cost incurred during the consultancy.
- UNDP will provide some reference documents

9) REVIEW TIME REQUIRED AND PAYMENT TERM

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

The contract for this work will be paid in 4 installments, as follows:

1. A first payment, equivalent to 10 percent upon signing of the contract.
2. A second payment after 3 months, equivalent to 30 percent of the consultant's contract, to be made upon completion of the course by a minimum of 75 percent register students (in the 3 month period), evidence of active discussion in the discussion forum, evidence of timely feedback to student questions, evidence of timely feedback on assignments, regular submission of twice monthly progress report.
3. A third payment after 6 months, equivalent to 30 percent of the consultant's contract, to be made upon completion of the course by a minimum of 75 percent register students (in the 3 month period), evidence of active discussion in the discussion forum, evidence of timely feedback to student questions, evidence of timely feedback on assignments, regular submission of twice monthly progress report.
4. A final payment, equivalent of 30 percent of the consultant's contract, to be made upon completion of the course by a minimum of 75 percent register students (in the 3 month period), evidence of active discussion in the discussion forum, evidence of timely feedback to student questions, evidence of timely feedback on assignments, regular submission of twice monthly progress report submission and approval of the final course evaluation report.