

MINISTRY OF HOME AFFAIRS
PROJECT MANAGEMENT UNIT
VNM9P04

TERMS OF REFERENCE

National consultants for develop and operate the website on online sexuality education, reproductive health, HIV prevention, gender equality and gender-based violence prevention for adolescents and youth for learners at vocational education institutions

Based on the guidance at the HPPMG (Appendix III, Terms of Reference for Project Personnel Recruitment), the Project Management Unit VNM9P04 develops a Terms of Reference for recruiting a consultant to develop and operate/ test the website of the Online Program on comprehensive sexual health education for learners at vocational education institutions, specifically as follows:

I. GENERAL CONTEXT

Implementing the Project "Supporting the Ministry of Labor - Invalids and Social Affairs to address a number of health and social issues in vulnerable population groups" (VNM8P04 Project Code) period 2012 – 2016 supported by The United Nations Population Fund (UNFPA), the General Department of Vocational Training (now the General Department of Vocational Education), successfully piloted the Reproductive Health, Sexual Health and HIV (Reproductive Health) SKTD / HIV) for pupils and students of a number of vocational training institutions throughout the country. To promote the effectiveness of the program, the General Department of Vocational Training issued Document No. 1900/TCDN-HSSV dated 17/11/2016 guiding the integration of teaching SRH into the curricula of Vocational education institutions throughout the country.

However, many facilities have not overcome difficulties in terms of teaching staff, equipment model, which influences on the effectiveness of the program. In addition, the content of the current program is still incomplete, especially the lack of content related to knowledge and life skills in reproductive health, sexual health, HIV/AIDS prevention, gender equality. and gender-based violence. As a result, trainees lack the knowledge and necessary skills to enable them to protect themselves against risks to reproductive health, sexual health and HIV transmission.

Over the past 10 years, information technology and Internet have rapidly developed in Vietnam, so has the sexuality education. The number of young people using mobile phones and Internet has gradually been growing. Currently, the Ministry of Labor Invalids and Social Affairs is implementing the project of computerization of vocational education programs. In order to ensure that SRH, prevention of HIV/AIDS and gender-based violence is fully and sustainably integrated into the government program, the project supports MOLISA to pilot the online programme on sexual, reproductive health, prevention of HIV/AIDS and gender-based violence for students of vocational education facilities. Under the project VNM9P04 support for

the Government of Vietnam 2017 - 2021 donor by UNFPA, will develop a comprehensive online sex education program for learners in vocational education institutions will be developed.

Project needs to recruit an expert who has experience in information technology and website building and testing for the online education program of SRH, prevention of HIV/AIDS and gender-based violence for students of vocational education facilities (abbreviated as “online self-learning program”).

II. OBJECTIVES OF THE ASSIGNMENT

To develop and operate/ test websites for online self-learning program for learners in vocational education institutions.

Specific objectives:

1. Develop the website based on the UNFPA Sri Lanka’s website on reproductive health education for application in Viet Nam (localising UNFPA Sri Lanka website).

2. Collaborate with experts to review and develop content of online self-learning program and upload the self-learning content on the website for testing.

III. METHODOLOGY

The expert works with the expert who reviews and develops an online self-learning program on reproductive health, sexual health, HIV prevention, gender equality and gender-based violence prevention for adolescents and youth (TOR attached).

1. Develop the website for above program content.

2. Upload online self-learning program on reproductive health, sexual health, HIV prevention, gender equality and gender-based violence prevention for adolescents and youth to the website, testing and get comments for revision and finalization of the product.

IV. FINAL PRODUCT

1. A review report on UNFPA Sri Lanka’s website on reproductive health, sexual health for application in Vietnam (localizing UNFPA Sri Lanka website).

2. Online self-learning program content on reproductive health, sexual health, HIV prevention, gender equality and gender-based violence prevention for adolescents and youth uploaded and tested on website; Products revised and finalized after comments.

V. SCOPE OF WORK AND SCHEDULE

- Reference and develop website display: **05 working days.**

- Upload online self-learning program content on the website (work with the expert who develops online self-learning program): **05 working days;**

- Participate in the workshop to receive comments: **01 working day;**

- Revise program content base on comments: **01 working day.**

The consultant starts working upon signing the contract with VNM9P04 PMU, with the total of 12 working days.

VII. EXPERTISE AND QUALIFICATIONS

- Have graduate degree or higher in information technology or related majors.
- Have at least five years or more working experience year in Website programming and system administration;
- Have knowledge and skills in information technology, capable of building the technology foundation and website content for the comprehensive online sex education program.
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Be able to working in English;
- Priority given to experience candidates related to information technology application and website programming, education management system.

VIII. PAYMENT

Based on the request, VNM9P04 Project Management Unit will sign an Individual Consultant Contract (ICC) with each of the selected consultants. The ICC will cover all costs related to the implementation of the consultancy service.

Total working time for the consultancy is 12 working days. A consultancy rate will be applied based on the qualifications and experiences of each consultant. However, it's not exceed the VNM3 level of national consultant as specified in VN-EU cost norms that covers the personal income tax as required by laws.

Payment method: VNM9P04 Project management will transfer the payment to the consultant's bank account as agreed in the individual consultant contract (ICC).

The expert will send a scientific CV and financial proposal to the PMU VNM9P04 before **September 17th 2018** as following Email: hssv.gdnn@molisa.gov.vn or to Department of Student Affairs, General Department of Vocational Education. Address No 37B Nguyen Binh Khiem, Hai Ba Trung, Ha Noi.

Department of Students Affairs of the Office for Vocational Training, PMU VNM9P04 and UNFPA's programming officer, supervise the quality of the consultancy and payment accordingly. Payment currency shall be Vietnamese Dong (VND) by current exchange rate after having the final report submitted by the consultant./.

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