

TERMS OF REFERENCE

Consultancy for delivering a training on quality assurance for lecturers of the Primary Education Department,
Ho Chi Minh City University of Education

1. GENERAL PROVISIONS

1.1. Job information

Title of the consultancy: Consultancy for delivering a training on quality assurance for lecturers of Primary Education Department, Ho Chi Minh City University of Education.

Contracting Authority: VVOB

Duration: 22 July – 30 August 2025

Place /location: Ho Chi Minh City

Supervision: Mr. Nguyen Bao Chau, PlayHi Project Coordinator

1.2. Contracting Authority

- This Term of Reference (ToR) is issued by VVOB duly represented by **Ms. Karolina Rutkowska, Country Programmes Manager** in Vietnam.
- The ToR shall be followed up by Ms. **Vu Thi Thu Hang**, MEAL Advisor. All correspondence regarding the content and procedure of the ToR should be sent to [procurement.vn@vvo**b**.org](mailto:procurement.vn@vvob.org).
- Address: 1 Da Phuoc 8 Street, Ngu Hanh Son District, Da Nang City

1.3. Organisational background

VVOB

VVOB – education for development is a non-profit development organization working towards inclusive quality education in nine countries in Africa, Asia and South America. Through capacity development of ministries of education, we strengthen the professional development of teachers and school leaders in a sustainable way.

More about VVOB and its programmes can be found on VVOB's website: [https://vietnam.vvo**b**.org/](https://vietnam.vvob.org/)

2. CONTEXT

The 2018 General Education Programme (GEP) represents a significant change in Vietnam's education system, shifting from a traditional knowledge-based curriculum to one focusing on developing skills and competencies. This change is driven by the government's commitment to student-centred teaching methodologies, essential for equipping students to succeed in a rapidly changing world. Since 2019,

VVOB Vietnam, with support from the LEGO Foundation, has successfully implemented the Integrating Play-based Learning Activities for Young Learners (iPLAY) project in close partnership with the Ministry of Education and Training (MOET). This initiative aligns with Vietnam's new competency-based GEP and aims to nurture a wide range of skills among primary school learners. Drawing on VVOB's extensive and successful experience integrating Learning through Play pedagogy (LtP) into in-service teacher training and its global expertise in pre-service programming, VVOB is supporting 02 Universities of Education (UoE) in Vietnam apply LtP methodology to pre-service teacher education through the project named Learning through Play integration in higher education teacher training (PlayHi)

In PlayHi, lecturers from the Primary Education Faculty (PEF) at the targeted UoEs are tasked with designing the modules that will integrate LtP, LtP materials and providing the theoretical foundation for compulsory and elective subjects in the Bachelor program in Education (BEd), in close collaboration with VVOB.

3. OBJECTIVES AND SCOPE OF THE CONSULTANCY

3.1 Objectives:

With the aim of equipping PEF lecturers with research knowledge and skills for continuous professional development and learning, there will be a series of two trainings, including one on internal quality assurance (2025) and another on action research (2026).

As the first step in this journey, VVOB seeks a consultant and/or a team of consultants with extensive knowledge and experiences in providing trainings on internal quality assurance in higher education to help the targeted beneficiaries. The consultant/the suggested team is expected to have comprehensive insights and knowledge of internal quality assurance in the university setting, and be able to design and conduct a three-day training for lecturers at Ho Chi Minh University of Education (from 15 - 20 participants) to achieve the following objectives:

- 1) Build capacity in internal quality assurance for module and material development
- 2) Develop skills in using AI tools in this process.

After the training, the participants are expected to be able to:

- 1) Set quality assurance targets and criteria (key performance indicators) for training modules and materials
- 2) Design quality assurance processes and tools focusing on training modules and materials aligned with learning objectives and quality standards
- 3) Design data collection tools for models and materials review
- 4) Use review results to improve module content, module teaching and curriculum alignment
- 5) Incorporate AI in the developed quality assurance processes

Based on this foundation, university lecturers will be able to design and implement effective evaluation strategies and plan within the university context, specifically for the LtP modules and materials developed in collaboration with VVOB.

3.2. The scope of work:

The consultant and/or the team is expected to deliver high quality results within the established timeline. This includes, but is not limited to the following:

- During the application process, the consultant and/or the team is required to submit a proposal and/or workplan for developing a three-day training on internal quality assurance for module and material development in a higher education context including a suggested approach, key training topics and contents, training methodologies, training materials and a quality assurance plan for the training.
- After signing the contract, work closely with the PlayHi team and representatives of the Primary Education Department of HCMUoE, and review necessary documents to finalize the training package put forward in the proposal and/or workplan. The finalized training package incorporates the feedback provided by the VVOB team and HCMC UoE team.
- With the logistical support of the PlayHi team, conduct 01 three-day training internal quality assurance for module and material development in higher education context to the target audience at Ho Chi Minh City University of Education.
- Evaluate the training based on the training outcomes and feedback from participants.
- Submit a final report against the criteria defined in the quality assurance plan. The final report needs to contain the training evaluation which includes participants' feedback, all training materials, and recommendations for the participants and the UoE regarding further capacity development on internal quality assurance.

3.3. Training methods and language

- Participatory, practical, and hands-on methodologies/techniques should be applied for this training course.
- The training must be delivered in Vietnamese. The report must be in English.

4. TIMING AND DELIVERABLES

4.1. A tentative time frame and deliverables are as follows:

Activity	Contents/Deliverables	Number of consultancy days	Dates/Timing
A kick-off team meeting	<ul style="list-style-type: none"> • Meeting with the PlayHi team and the PED of HCM UoE to fully understand the objectives and expected outputs of the training 	1	25 July 2025
Training Preparation and	<ul style="list-style-type: none"> • Training Package edited, circulated for feedback and finalized based on feedback 	5	1 August 2025

Content Finalization	<ul style="list-style-type: none"> • A PPT presentation, supporting training materials, handouts, evaluation forms 		
Conducting the training	<ul style="list-style-type: none"> • A three-day training to be delivered in Ho Chi Minh City UoE • Training evaluation and feedback collection 	3	First half of August
Wrap-up and reporting	<ul style="list-style-type: none"> • Data analysed and reported • A final report with all materials, evaluation, feedback, recommendations and follow-ups 	2	10 working day after the completion of the training
TOTAL		11	

4.2. Budget

The proposed budget should cover all possible expenses (i.e. transportation, accommodation, all applicable taxes attached to the delivery of the given services). All activities are conducted in close collaboration with the VVOB PlayHi team and/or follow VVOB's guidelines.

5. QUALIFICATIONS/EXPERIENCE

To perform the given consultancy task, the consultant and/or the team is expected to have:

- a) At least 5 years of expertise in higher education, particularly in teaching, curriculum development, or educational quality assurance OR At least 5 years of expertise conducting quality assurance at university level, particularly referring to curriculum and materials (including designing frameworks, developing tools, and conducting data analysis)
- b) A Master degree or higher in Education, Education Management, or related fields
- c) Excellent communication skills in Vietnamese
- d) Demonstrated understanding of Vietnam's higher education quality assurance policies and frameworks
- e) Proven ability to design and implement comprehensive quality assurance systems in higher education
- f) Proven experience using AI tools in quality assurance
- g) Proven experience in designing and delivering training for university lecturers or academic staff
- h) Strong facilitation skills with a participatory and participant-centered approach
- i) Ability to guide hands-on sessions and provide constructive feedback

- j) Experience with data collection and analysis software, e.g., excel, SPSS, MaxQD, Nvivo, and Survey Monkey.

6. APPLICATION REQUIREMENTS

A valid consultancy application will include:

- Curriculum vitae of the consultant and/or the team
- Portfolio with detailed descriptions of previous working experiences
- At least 5 reference contacts
- Evidence to be submitted: A list of at least 5 relevant assignments in the last 5 years including the title of the assignment, names of proposed consultants involved in the assignment, their roles in the assignment, year, duration, country, and clients

7. PAYMENT

- Daily rate (in VND) will be paid based on the experience of the consultant and/or the team, including all tax and other charges applicable under Vietnamese legislation;
- The consultancy fees will be paid by means of a bank transfer into the bank account opened in the name of the service provider;
- The consultancy fees will be paid upon receiving a signed official invoice, accompanied with all supporting documents (claims, receipts, etc.) and upon acceptance and approval of the deliverables by VVOB.

8. AWARDING CRITERIA AND PROCESS

8.1. Technical criteria (60/100 points)

8.1.1. Relevant professional experience

- a) Proposals that meet the administrative requirements will be (reviewed by a procurement committee) assessed based on the following criteria: At least 5 years of expertise in higher education, particularly in teaching, curriculum development, or educational quality assurance OR At least 5 years of expertise conducting quality assurance at university level, particularly referring to curriculum and materials (including designing frameworks, developing tools, and conducting data analysis)
- b) A Master degree or higher in Education, Education Management, or related fields
- c) Excellent communication skills in Vietnamese
- d) Demonstrated understanding of Vietnam's higher education quality assurance policies and frameworks
- e) Proven ability to design and implement comprehensive quality assurance systems in higher education
- f) Proven experience using AI tools in quality assurance
- g) Proven experience in designing and delivering training for university lecturers or academic staff
- h) Strong facilitation skills with a participatory and participant-centered approach

- i) Ability to guide hands-on sessions and provide constructive feedback
- j) Experience with data collection and analysis software, e.g., excel, SPSS, MaxQD, Nvivo, and Survey Monkey.

The consultant, or a team of consultants who do not meet the criteria a), b), and c) will be rejected. In case 3 out of 7 remaining criteria are not met, the proposal will not be considered further.

8.1.2. Quality of the proposal (weight 60 points)

- Indicative work plan, with timeline (GANTT chart) and number of working days for each team member
- Phase and brief description of the proposed approach to the deliverables listed in the technical specifications

The following criteria will be applied to assess the quality of the proposal:

#	Criteria	Score (maximum)
1	The Technical Proposal is complete, clear, comprehensive and shows a clear understanding of the scope, objectives and the context of the assignment, particularly in relation to valuating modules and learning materials in higher education.	20
2	The proposed approach is relevant, coherent, and clearly articulated, showing logical alignment with the training objectives and expected outcomes.	20
3	The proposed training methodology is appropriate, participatory, and learner -centered, with a clear structure that includes practical activities, and hands-on sessions.	10
4	The proposal presents a realistic and well-organised implementation plan, with clearly defined roles, timelines, and resources, and includes appropriate tools, materials, and mechanisms to support effective delivery and follow-up.	10

8.2. Price criterion (weight 40/100 points)

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

Rejected offers during the technical evaluation will not be considered for the financial evaluation.

The detailed breakdown of fee quotation following the below table:

Currency: VND	Unit	Quantity	Unit price	Total amount VAT/PIT exclusive
1. Training materials preparation	day	6		
2. A three-day training/ workshop in Ho Chi Minh City	day	3		
3. Analysis and Report	day	2		
TOTAL OFFER VAT/PIT EXCL				
VAT/PIT			%	
TOTAL OFFER VAT/PIT INCL				

*Note: The workday unit price must include all taxes (except PIT/VAT) and other related costs (such as logistics costs, i.g., travel, meals, and hotels)

4. DEADLINE FOR SUBMISSION

- The signed and sealed quotations must be submitted in English preferably in one PDF by e-mail to procurement.vn@vvob.org before 17:00 (Vietnam time) 13 July 2025, and mention in object: "Training on quality assurance for lecturers of PED".
- Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract.
- The bidder may submit only one quotation for this contract.
- The estimated date for the awarding of the contract is 22 July 2025.