



## TERMS OF REFERENCE

### Analysis of Inclusive Education in Vietnam Consultancy 2025

VVOB Vietnam

[www.vvob.org](http://www.vvob.org)

<http://vietnam.vvob.org/>

1 Da Phuoc 8 street, Ngu Hanh Son District, TP. Đà Nẵng

## 1. General Provisions

The objective of this consultancy is to provide a comprehensive analysis of the inclusive education landscape in Vietnam, with a specific focus on early childhood and primary education.

### 1.1. Job information

Title of the consultancy:	Analysis of inclusive education in Vietnam
Contracting Authority:	VVOB
Duration:	September 2025-December 2025
Place /location:	Vietnam
Supervision:	Kelsey Carlton, Strategic Education Advisor Nguyen Thi Chau, Education Advisor

### 1.2. Contracting Authority

- This Term of Reference (ToR) is issued by VVOB duly represented by **Ms. Karolina Rutkowska**, VVOB Country Programmes Manager in Vietnam.
- The ToR shall be followed up by **Ms. Huong Nguyen Thanh**, Project Coordinator and **Ms. Dao Thi Thu Hang**, Finance Officer. All correspondence regarding the content and procedure of the ToR should be sent to [huongnt@vvo.org](mailto:huongnt@vvo.org) and [procurement.vn@vvo.org](mailto:procurement.vn@vvo.org).
- Address: 1 Đa Phước 8 street, Ngũ Hành Sơn district, TP. Đà Nẵng

### 1.3. Organisational background

#### VVOB

VVOB – education for development is a Belgian non-profit development organisation 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.org/>.

## 2. Overview of the Project

In order to gain a better understanding of the inclusive education space in Vietnam, VVOB has developed an add-on to the current TALK programme. This add-on for inclusive education consists of three main result areas:

1. Analysis of inclusive education in Vietnam, Southeast Asia and globally. This includes:
  - 1.1 Desk review of key policies, programmes, and government strategies on inclusive education in Vietnam and Southeast Asia
  - 1.2 Interviews and focus group discussion of key stakeholders to gain insights on how inclusive education is conceptualized and implemented in Vietnam
  - 1.3 Literature review of inclusive education best practices globally
2. Analysis of how VVOB's current interventions (POM and LRLE) provide opportunities for adaption for inclusive education. This includes:
  - 2.1 Discussions with TALK partners on this topic
  - 2.2 Document analysis
3. Development and Piloting of POMIE (POM for inclusive education)
  - 3.1 Series of development and consultation workshops to develop POMIE
  - 3.2 Rapid iteration and testing of POMIE in Da Nang classrooms
  - 3.3 Pilot study in Da Nang with 30 teachers implementing POMIE
  - 3.4 Evaluation of POMIE pilot

## 2.1. Objectives

The consultant for this assignment will be responsible for items 1.1 and 1.2 as underlined above. The other activities are listed only for the consultant's reference to see how the assignment fits into the larger project.

The objective of this consultancy is to provide a **comprehensive analysis of the inclusive education landscape in Vietnam**, with a specific focus on early childhood and primary education. The analysis should include, but not be limited to, the following components:

- **Policy and Programmatic Landscape:**  
Review and assess current national and subnational policies, strategies, and programs (current and pending) related to inclusive education, including alignment with international frameworks such as the UNCRPD and SDG 4.
- **Stakeholder Mindsets and Perspectives:**  
Identify and analyse the attitudes, beliefs, and levels of awareness of key stakeholders (e.g., government officials, school leaders, teachers, University lecturers, Inclusive education resource centre personnel, NGOs, etc.) regarding inclusive education.

- **Policy Implementation at Ground Level:**  
Examine how inclusive education policies are being interpreted and implemented in practice at school, classroom, and community levels, including barriers and enablers.
- **Mapping of Actors and Initiatives:**  
Map the key organizations, networks, and initiatives currently active in the inclusive education space, including government bodies, development partners, NGOs, and research institutions. Summarize their areas of focus, target populations, and geographic coverage.
- **Evidence and Research Base:**  
Synthesize recent research and evaluations related to inclusive education in Vietnam, highlighting key findings, knowledge gaps, and implications for future programming.
- **Equity and Intersectionality Lens:**  
Where possible, apply an intersectional lens to understand how different forms of exclusion (e.g., disability, ethnicity, language barriers, poverty) intersect and affect access to and participation in education.

## 2.2. Timeline & Deliverables

Deliverable	Date	Description and quality criteria
Deliverable 1: Inception report	15 September 2025	<p>Consultant will provide an inception report that includes the proposed plan for meeting the assignment objectives.</p> <p><u>Quality Criteria:</u></p> <ul style="list-style-type: none"> <li>• Clear, logical, and feasible methodology aligned with assignment objectives.</li> <li>• Plan to conduct the desk review on inclusive education (what documents will be reviewed, for example)</li> <li>• Interview and FGD detailed protocol</li> <li>• Sampling for interviews and FDG</li> <li>• Plan for qualitative data analysis of interviews and FDG</li> <li>• Plan for which organizations will be contacted as part of this study</li> <li>• Ethical considerations (e.g., informed consent, anonymity, data protection) are addressed.</li> </ul>

		<ul style="list-style-type: none"> <li>Realistic workplan, with key milestones and responsibilities clearly outlined.</li> </ul> <p><b><i>Revisions of the inception report can be requested by VVOB in line with the quality criteria.</i></b></p> <p><b><i>The consultant is expected to present this draft plan to VVOB in an online meeting at least 1 week before the deadline to receive feedback and inputs.</i></b></p>
Deliverable 2: Final report on the analysis of inclusive education in Vietnam	31 October 2025	<p>Consultant will submit the complete analysis of inclusive education in Vietnam, as outlined in the assignment objectives.</p> <p><u>Quality Criteria:</u></p> <ul style="list-style-type: none"> <li>Clear, logical, complete, and accurate.</li> <li>Meet all the set-out objectives described for this assignment.</li> <li>Summarizes key findings, conclusions, and recommendations in a digestible format.</li> <li>Visual aids (e.g., tables, graphs, diagrams) used appropriately to support key points and readability.</li> <li>Organized with clear headings, logical flow, and an executive summary.</li> <li>Include a list of the relevant organizations and key stakeholders with their contact information.</li> </ul> <p><b><i>The consultant is expected to present a draft report to VVOB in an online meeting at least 1 week before the deadline to receive feedback and inputs for adjustments. Revisions of the report can be requested by VVOB in line with the quality criteria.</i></b></p>
Deliverable 3: Presentation of findings	15 November 2025	<p>The consultant will present their findings to VVOB and/or relevant project partners via an online meeting before 15 November.</p>

***Note: All deliverables should be in both English and Vietnamese. Therefore, consultant should factor in cost of translation in the proposed budget if they are only proficient in Vietnamese.***

### **2.3. Required experience and qualifications**

Required:

- At least 2 previous assignments in education related analysis (desk or literature reviews, qualitative research etc)
- Clear expertise and familiarity with the Vietnamese education system, preferably in inclusive education in early childhood and/or primary education
- Ability to gather and analyse documents related to inclusive education in Vietnam
- Vietnamese proficiency

Desirable (but not required):

- Diploma or certificate in special education or inclusive education
- Expansive experience working with students with mental disabilities
- English proficiency

### **2.4. How to apply:**

A valid consultancy application will include:

- Curriculum vitae (CV) of the consultant and/or the team highlighting your experience and qualifications relevant to this consultancy package with at least 3 reference contacts for each CV.
- A proposal indicating a clear work plan and budget for the assignment.

Please send your application and proposal to [procurement.vn@vvob.org](mailto:procurement.vn@vvob.org) no later than **July 18<sup>th</sup>, 2025**.

### **2.5. Award criteria and process**

#### **2.5.1. Technical criteria**

##### **2.5.1.1. Relevant professional experiences/qualifications:**

- At least 2 previous assignments in education related analysis (desk or literature reviews, qualitative research etc).
- Clear expertise and familiarity with the Vietnamese education system, preferably in inclusive education in early childhood and/or primary education.
- Ability to gather and analyse documents related to inclusive education in Vietnam.
- Vietnamese proficiency.

The consultants who do not meet these criteria will be rejected.

### 2.5.1.2. Quality of the proposal (weight 50/100 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
- If working in a team, please clearly indicate the responsibilities of each team member.

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

Sub-criterion	Maximum score
The proposal is clear and in line with the outlined objectives for this assignment	10
The proposal is appropriate to the context of Vietnam and demonstrates an understanding of the Vietnamese early childhood and/or primary education system.	10
The proposed methodology and approach are suitable and clear in terms of the methodology for document review, stakeholder mapping, and interviews	10
The proposal demonstrates innovative or context-sensitive data collection and analysis approaches that enhance validity	10
The proposal identifies key risks and offers realistic mitigation strategies	5
The proposal is realistic in terms of timing and working days and in line with the proposed delivery dates	5

### 2.5.2. Price criterion (weight 50/100 points)

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 50 points.

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

The Consultant is requested to provide the financial proposal using the template provided below. The quotation is in VND and includes all applicable taxes and related costs such as logistics costs.

In addition, a detailed cost breakdown is required, clearly specifying the following elements for each deliverable: the consulting unit rate (per day), number of working days, number of experts involved, and

all logistic costs (Please note that according to VVOB's cost norms, the incentive for in-depth interviewee is 100,000 VND/interviewee and for survey/FGD is 50,000 VND/participant).

Item	Unit	Quantity	Unit price	Total amount VAT/PIT exclusive
Deliverable 1	Lumpsum	1		
Deliverable 2	Lumpsum	1		
Deliverable 2	Lumpsum	1		
TOTAL OFFER VAT/PIT EXCL				
VAT/PIT			%	
TOTAL OFFER VAT/PIT INCL				

## 2.6. Payments / Payment schedule

All payments follow VVOB's cost norms and financial guidelines. 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.

*The above ToR outlines the expected days and activities for the POMIE activities in 2025-2026. However, activities and funding are subject to change based on donors of the project. All experts will be informed, and changes will be agreed upon in advance.*