

Terms of Reference

For recruitment of interpreter for training on Child Protection, Child Rights Guideline and Launching of Child Rights Guideline Piloting phase

1. Background

Since the end of 2020, with the approval from the Government of Vietnam, a project called “Child rights in the coffee sourcing sector” (Phase 1) has been implemented by the Save the Children International (SCI), in collaboration with the Department of Labour, Invalids and Social Affairs of Dak Lak Province, the Centre for Rural Development (CRD) and with supports from an Italian coffee brand Lavazza (Lavazza). The key objective of the project is to contribute to improve the lives of children in coffee sourcing areas by ensuring that children are empowered and enjoy their rights, in a supporting environment. In phase 1, the project has made critical progress in improving local stakeholders’ awareness and capacity on ensuring fundamental child rights to education and protection. Specifically, 4,686 children aged 7-14 (2,486 girl), 455 local authorities and 251 members of CBOs and 618 parents (coffee farmers) have joined awareness raising activities on child rights. Around 59,750 local people approached with IEC products on child rights and child labour prevention. 290 youths aged 15-25 trained on labour safety, 58 village health workers trained on first aid. 174 literacy sessions were organized for 516 children aged 6 – 10. 78 staff from coffee businesses (11 Tier 1 companies, 9 Tier 2, and 10 other local businesses) have joined awareness raising activities on child labour prevention, child rights. A Child Rights Guideline has been developed and shared widely among business members, reflecting their commitment to child rights practice in the business sector.

In Phase 2, Save the Children continued its collaboration with the Dak Lak Department of Health to advance best practices aimed at strengthening child rights protection within the coffee sourcing sector in Dak Lak province. To support this goal, the project delivers awareness-raising initiatives and capacity-building trainings to a diverse range of stakeholders, including children, young workers, caregivers, local authorities, businesses, and other community members. These efforts are designed to empower individuals to exercise their fundamental rights and foster an environment where children and young workers can fully enjoy and realize those rights. Children and young workers, especially from ethnic minority groups, will be given opportunities as well as needed knowledge and skills to voice out and present their concerns and needs through child-led and youth-led groups. While children will be supported to practice their rights to education and right to be protected, young workers will be supported to apply employability skills and practice their right to work and right to decent working conditions via their own initiatives. The project will work closely with Tier 1 companies to disseminate effectively the Child Right Guidelines as a good practice from Tier 1 suppliers to lower tiers of supply chain via simplified Child Right Guidelines. Through strengthening networking among NGOs and relevant agencies working in sustainable development in coffee sector, mobilizing local available resources, the project also promotes high engagement of Lavazza’s suppliers and other coffee enterprises in application of the Child Right Guidelines. Local businesses and farming households will be trained and motivated to take action in creating a decent workplace for young workers and a safe living place for children.

In October 2025, Save the Children is planning for a 2.5-day training on Child Protection concepts, and Child Labor Remediation for key actors, being Tier 1 and Tier 2 companies, Department of Health of Dak Lak province, Project communes’ child protection officers, Suppliers’ heads of Farmer Groups and other local partners. The training will focus on 3 main contents: (i) Strengthen understanding of child protection concepts, (ii) Build capacity for participants on implementing child labor remediation and (iii) Launch of

the Child Rights Guideline piloting: Identify Guidelines' measures to be piloted and development of workplan.

Save the Children is planning to recruit 01 interpreter to provide simultaneous translation from English to Vietnamese and vice versa for this training.

2. Objective of the Consultancy:

The objective of this consultancy is to provide simultaneous English to Vietnamese and Vietnamese to English interpretation for a 2.5-day training session, tentatively scheduled for October 14th – 16th, 2025. The training will be conducted in a hybrid format (both in-person and online), and the professional interpreter will support the remote participation of Child Protection Technical Advisors from Save the Children Italy via Microsoft Teams, or other applicable applications.

3. Consultant's responsibilities:

The selected consultant will coordinate directly with Save the Children's technical team prior to the workshop to prepare for the simultaneous interpretation. During the workshop, the consultant is expected to travel to the venue in Buon Ma Thuot, Dak Lak province, and provide real-time English - Vietnamese and Vietnamese - English interpretation. This includes translating presentations, plenary discussions, and Q&A sessions throughout the training.

4. Expected deliverable:

Complete translation with high quality in the training

5. Tentative training details

Duration	: 2.5 days (04 hours per day, 12 hours interpretation in total)
Date	: 14 th – 16 th October 2025 (tentative)
Target audience	: <ul style="list-style-type: none">- Tier 1 Companies: 8 representatives (2 per company, including 1 manager-level staff)- Tier 2 Suppliers: 8 representatives (2 per company)- Heads of Farmer Groups: 6 representatives (1 per commune, tentative)- Commune Child Protection Officers: 6 (1 per commune)- Dak Lak Department of Health: 2 representatives- Dak Lak Community Development Centre: 2 representatives- The Centre: 1 representative- Save the Children: 4 representatives
Platform	: Microsoft Teams, or other applicable applications

The Objectives of the training:

- By the end of the training, participants will be able to define key child protection concepts, including children's rights, child labour, gender equality, sexual and gender-based violence, communication with children, child participation, safe identification and referral, using real-world case studies to illustrate their understanding.
- Participants will be able to apply a six-step remediation process for child labor cases, including identifying at-risk children, creating a personalized support plan, and collaborating with local organizations to ensure successful reintegration.
- In a collaborative session, participants will select three key measures from the Child Rights Guidelines to pilot, develop a detailed six-month work plan with assigned responsibilities and deadlines, and agree on a mechanism for monitoring progress.

Tentative Agenda: will be provided by Save the Children at least 10 days prior to the training.

6. Reporting line:

- The consultant will work directly with the Save the Children's technical team and report to SCI's Project Manager.

7. Consultant's Qualifications:

- Minimum university degree in a relevant discipline, e.g. foreign languages, professional translation, etc;
- Proven experience, at least for 2 years, in simultaneous interpretation in international workshop/trainings/meetings;
- Excellent interpersonal, communication skills;
- Good understanding of NGO projects, especially Child protection and Child rights in Business principle projects; and
- Good understanding of work efficiency, delivery and improvement;

8. Terms of Payment:

- 100% amount of the consultant's costs will be paid via the consultant's bank account after the completion of the work and the submission of payment request, and invoices, etc. by the consultant as per SCI's requirements.