

ROLE TITLE: Local Consultant - Digital Citizenship Program Adaptation and Contextualization	
REPORTS TO: Vietnam CO PDM and Project Manager	LOCATION: Hanoi
GRADE (if applicable)	CONTRACT LENGTH (include start, end date and LOE): 20 days, between 30.10.2025 and 30.12.2025
ROLE PURPOSE/BACKGROUND TO ROLE: 1. BACKGROUND AND PROJECT CONTEXT Save the Children in Vietnam, in partnership with the National Youth Union, is implementing the "Fearless: Combatting Online Child Sexual Exploitation and Abuse (OCSEA) Among Teenagers in Vietnam" project. This initiative aims to foster a safe and supportive digital environment for children, enhancing their confidence in responsible online practices and reducing their vulnerability to threats such as online child sexual exploitation and abuse (OCSEA). The project operates on three key pillars: 1. Empowering Children as Change Agents: Equipping children to lead initiatives that influence and support peers in addressing digital threats, especially OCSEA. 2. Equipping Caregivers and Teachers: Providing knowledge and skills to adults to support and guide children on digital safety. 3. Creating a Supportive Online Environment: Fostering collective action among influencers (KOLs/celebrities), social media platforms, and mass organizations to combat digital threats, with a focus on OCSEA. The ultimate goal is to create a long-lasting and scalable impact for all children aged 12-17 in Vietnam, inspiring, equipping, supporting, and guiding them to adopt good practices for self-protection and peer support in combating digital threats. 2. PROJECT OBJECTIVES The overall objective of the Fearless project is to foster a safe and supportive digital environment for children, enhancing their confidence in responsible online practices and reducing their vulnerability to threats like online child sexual exploitation and abuse (OCSEA). 3. SPECIFIC ACTIVITY / PURPOSE OF THE CONSULTANCY	

This consultancy specifically focuses on **Activity 1.1.1: Adapt and contextualize the Digital Citizenship training program, integrating OCSEA and Psychosocial First Aid / "I Support My Friends" as suitable.**

The purpose of this consultancy is to provide adaptation and contextualization of the Digital Citizenship curriculum to the unique Vietnamese context, ensuring its relevance, cultural appropriateness, and effectiveness in addressing online safety challenges, particularly OCSEA. The adapted program will be tailored for specific target groups, incorporating critical components like Psychosocial First Aid (PFA) and peer support mechanisms. The consultant will work closely with the international consultant and the project team to timely respond to the requirements.

KEY TASKS and DELIVERABLES

The Local Consultant will be responsible for the following tasks and deliverables (both English and Vietnamese)

Task 1. Comprehend the Existing Materials: Study thorough the TOR, the Global Digital Citizenship program materials provided by Save the Children, along with any relevant existing OCSEA prevention resources and "I Support My Friends", PFA content.

Deliverable 1.1. A workplan reflected understanding of the TOR and the program. A workplan should include some proposed key adjustments for the curriculum. The proposed activities reflect the integration of I Support My friends or/and PFA content.

Deliverable 1.2. A suggested timeline chart shows the details of key activities that need to be done to complete all the tasks.

Task 2. Contextualization of the curriculum: Adapt the Global Digital Citizenship program content, language, and examples to be culturally relevant and appropriate for the Vietnamese context.

Deliverable 2.1. A revised version of sessions that need to be contextualized. The updated version needs to get approved from the project team/international consultant before. This version will be delivered in English.

Deliverable 2.2. A facilitation/brief note reflecting the Vietnamese context is reflected in the training for project team. This work requires working closely with the project team and the selected international consultant to design the training and facilitation note.

Deliverable 2.3. A complete curriculum is contextualized following the target groups' age (from 12-14 and 15-17) in English. The final version will be approved by the project team/international consultant before the language edition stage.

Task 3. Translate and editing the training modules in Vietnamese.

Deliverable 3.1. A draft Vietnamese translation version of the program. Based on the approved English version, the full package for children and parent guide. Approximately 60 pages.

Deliverable 3.2. Attending consultation workshops to finalize the document. The workshops will be organized by the project team. The results of the workshops will be the inputs for the finalization of the Vietnamese version.

Deliverables 3.3. A final Vietnamese curriculum of the program. The final version will be approved by the project team.

Timeline

Deliverables/Tasks	When	No of Days	Comments
Deliverable 1.1. A workplan reflected understanding of the TOR and the program. A workplan should include some proposed key adjustments for the curriculum. The proposed activities reflect the integration of I Support My friends or/and PFA content.	From 3 Nov 2025		3 days after signing the contract
Deliverable 1.2. A suggested timeline chart shows the details of key activities that need to be done to complete all the tasks.	From 3 Nov 2025		
Deliverable 2.1. A revised version of sessions that need to be contextualized. The updated version needs to get approved from the project team/international consultant before. This version will be delivered in English.	From 25 Nov 2025		
Deliverable 2.2. A facilitation/brief note reflecting the Vietnamese context is reflected in the training for project team. This work requires working closely with the project team and the selected international consultant to design the training and facilitation note.	From 25 Nov 2025		

Deliverable 2.3. A complete curriculum is contextualized following the target groups' age (from 12-14 and 15-17) in English. The final version will be approved by the project team/international consultant before the language edition stage	From 7 Dec 2025		
Deliverable 3.1. A draft Vietnamese translation version of the program. Based on the approved English version, the full package for children and parent guide. Approximately 60 pages.	From 10 Dec 2025		
Deliverable 3.2. Attending consultation workshops to finalize the document. The workshops will be organized by the project team. The results of the workshops will be the inputs for the finalization of the Vietnamese version.	When consultation organized (3 workshops)		
Deliverables 3.3. A final Vietnamese curriculum of the program. The final version will be approved by the project team.	25 Dec 2025		

COMPETENCIES FOR THIS ROLE

- Cooperative and supportive attitude
- Good adaptation to multi-lingual context

Payment

1. 1st payment will be made upon complete the deliverables 1.1 and 1.2
Proportion: 20%
2. 2nd payment will be made upon complete the deliverables 2.1, 2.2 and 2.3
Proportion: 30%
3. 3rd payment will be made upon complete the deliverables 3.1, 3.2 and 3.3
Proportion: 50%

QUALIFICATIONS OR EXPERIENCE

The ideal candidate will possess the following qualifications and experience:

- **Education:** Advanced degree (Master's or higher) in Education, Social Sciences, Development, or a related field.

- **Experience:**

- Minimum of 7 years of experience in program development, training design, and program adaptation, particularly in the field of child protection, child rights or related areas.
- Experience in translation, editing books training books/documents.
- Demonstrated experience in integrating sensitive topics such as child sexual exploitation and abuse into educational programs in a safe and age-appropriate manner.
- Experience with Psychosocial First Aid (PFA) principles and/or peer support methodologies ("I Support My Friends" or similar frameworks).
- Previous experience working on projects related to child rights, child protection, or education in Southeast Asia, particularly Vietnam, is highly desirable.
- Experience working with international NGOs, especially Save the Children, is an asset.

- **Skills:**

- Excellent analytical, conceptual, and writing skills in English.
- Strong communication and facilitation skills for virtual engagements.
- Ability to work independently and meet deadlines.
- Cultural sensitivity and ability to adapt content to diverse contexts.

CHILD SAFEGUARDING: (select appropriate level)

Level 1: A basic criminal record background (DBS) check is required/equivalent police record check.

Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.