

TERMS OF REFERENCE (TOR)

RECRUITMENT OF TRAINING CONSULTANT FOR STAFF AND TEACHERS AT FACILITIES SUPPORTING CHILDREN & YOUTH WITH DISABILITIES IN HO CHI MINH CITY

Project and Service Package Information

The component "Enhancing Skills and Employment Opportunities for Children and Youth with Disabilities" is implemented by the Ho Chi Minh City Association for Children's Rights Protection from September 2025 to November 2028. This component is part of the project "Connecting and providing support services towards ensuring the Rights of children in special circumstances in Ho Chi Minh City", funded by Save the Children International (SCI), Representative Office in Vietnam. It aims at disabled learners, focusing on improving their access to employment through activities that develop soft skills, vocational skills, career counseling, and corporate networking.

Currently, the demand for recruiting people with disabilities in HCMC is on the rise. At the 2025 Job Fair co-organized by the HCMC Employment Service Center, 56 enterprises participated with 3,127 vacancies, including 522 positions specifically for people with disabilities. However, reality shows that many enterprises still face difficulties in recruiting suitable workers because most people with disabilities do not yet meet the requirements for vocational skills, working skills, and adaptability to the labor environment.

The project aims to promote the work-based training model to help disabled learners familiarize themselves with jobs faster, enable businesses to train according to their exact needs, and create internship and practice opportunities for disabled learners. This will bridge the gap between "learning" and "doing", increasing sustainable employment opportunities for people with disabilities.

Capacity Building for Teachers and Core Staff

The project aims to form a core group of teachers equipped with the knowledge and skills to organize and implement soft skills training activities in various formats for disabled learners at their respective facilities.

Following the Training of Trainers (TOT) course, these teachers/staff will plan, design lesson plans, and conduct training sessions/thematic workshops for children and youth with disabilities (mobility and hearing/speech impairments) at their facilities on 03 main topics: Job Seeking & Adaptation Skills; Growth Mindset; and Basic Knowledge of AI.

Objectives and Scope of Work

Objectives:

To select a consultant with sufficient experience and expertise to implement a capacity-building training course for core staff and teachers at care and vocational training facilities for children and youth with disabilities in Ho Chi Minh City on the methodologies of effectively deploying soft skills training activities for disabled learners.

After participating in the training course, the core teachers will perform the following activities:

- Organize (directly facilitate) in-person soft skills thematic workshops for disabled learners on the topics: Job seeking and adaptation skills; growth mindset; basic AI knowledge.
- Monitor and support the soft skills practice and development process of learners with disabilities.

Scope of Work:

The consultant will conduct a centralized 2-day training course for 25 core teachers and staff of the project. The tentative location is in Vung Tau.

After the 2-day training, the core teachers are expected to be able to:

- Understand the learning characteristics of youth with mobility and hearing/speech disabilities (including their specific concerns, mindset, common challenges, and adaptive traits per disability type).
- Gain an overview/basic knowledge of job seeking and adaptation skills; growth mindset; and basic AI.
- Know how to organize engaging and attractive soft skills sessions (using an organization checklist).
- Know how to design suitable and accessible activities (e.g., speaking speed, visuals, and sign language coordination for hearing-impaired learners; inclusive games and dignity-preserving group mechanics for physically disabled learners).
- Acquire a basic lecture framework and confidently deploy activities at their own units with sample materials (lesson plans, games, slides, videos, and AI tools).

The consultant needs to provide the project with a set of materials including: Daily agenda, training presentation slides, handouts, and pre-and-post training survey tools.

Deliverables and Tentative Timeline

No.	Work Content	Deliverables	Tentative Deadline
1	Prepare contents, tools, and handouts for the training class	Presentation slides, handouts in Word and PDF formats	June 8 – 12, 2026
2	Conduct the training	01 two-day training	June 18 – 19, 2026

	for core staff and teachers	class, achieving: - >=80% trainees show knowledge/confidence improvement. - >=80% trainees develop 1 complete plan. - 100% trainees participate in teaching practice. - 100% trainees practice 2 AI tools. - >=85% trainees express satisfaction.	
3	Post-training report	Post-training report in Word/PDF format	Before July 1, 2026

Requirements and Selection Criteria

- Professional Capacity: Minimum of 03 years of experience working/training with children/youth with disabilities or vulnerable groups (mobility and hearing impairments preferred); Experience in adult training (TOT).
- Knowledge suitable for the 03 main topics: job seeking and adaptation skills; growth mindset; basic AI.
- Utilize learner-centered training methodologies; design easy-to-understand and easy-to-apply contents; understand inclusion and accessibility.
- Qualifications: Master's degree or higher in education, social work, psychology, sociology, or related fields.
- The proposed budget and completion timeline must align with the project's resources and schedule. Preference given to candidates who can accompany the project long-term.

Method and Plan of Payment

The Project Management Board will pay the consultant via bank transfer in 01 single installment within 10 working days after the consultant completes and submits the post-training report.

This is a lump-sum contract; the project will withhold 10% Personal Income Tax (PIT) on the total contract value. The consultant is not responsible for submitting related invoices and financial receipts.

Application Dossier & Submission

Interested candidates are requested to submit an application dossier including: CV, Implementation plan, Tentative training agenda, and Financial proposal.

Please send the application dossier to the email address tuyettran.367@gmail.com before 12:00 on June 5, 2026. For further information, please contact: 0767 527 423 – Ms. Tuyet.

SCI Technical Support Team

Ho Chi Minh City, May 22, 2026