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TERMS OF REFERENCE

Consultancy service for Development of Comprehensive Sexuality Education (CSE) package for primary schools and Facilitating TOT trainings on CSE.

Project: “Advancing ethnic minority gender-responsive learning and school environments in Ha Giang and Lai Chau”

Location: Ha Noi with travel to Ha Giang and Lai Chau provinces

Duration: 14th July 2025 to the end of January 2026

1. About Plan International Vietnam

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion, and discrimination. And it is girls who are most affected. Working together with children, young people, supporters, and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children’s rights from birth until they reach adulthood, and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries. We won’t stop until we are all equal. Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide and thrive by 2027.

2. Project Background and Objectives

Despite Vietnam’s notable progress to increase access to education to remote and mountainous regions such as Lai Chau and Ha Giang through applying more flexible schooling arrangement through boarding and satellite schools, the quality of education in these remote area schools is still below national standards. Factors such as inadequate school facilities, qualified teachers, safety, child protection measures and inclusive learning environments for EM students contribute to these education quality gaps in Lai Chau and Ha Giang provinces. A lack of capacity of local teachers and language barriers among Kinh teachers also contributes to marginalized school learning environments in these disadvantaged provinces.



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This is a significant barrier to the successful roll-out of MoET (Ministry of Education and Trainings)’s revised 2018 General Education Program, that not only includes the delivery of national curriculums through new teaching methodologies, but also extra-curricular topics such as sexual reproductive health and rights. In a region that is subject to the prevalence of adolescent pregnancy, child early and forced marriage (CEFM) and drop-out of school in the country, effective delivery of Gender-Responsive, Inclusive and learner-centered approach is critical in terms of improved quality of learning and integrated Comprehensive Sexuality Education (CSE) in education system.

Based on the situation analysis, Plan International Vietnam and Plan International Japanese have proposed the project: “Advancing ethnic minority gender-responsive learning and school environments in Ha Giang and Lai Chau” from 2025 to 2027. The project is funded by MOFA Japan.

Objectives

The overarching objective is to enable ethnic minority students in primary and secondary schools in Lai Chau and Ha Giang provinces to learn in gender-responsive study environments and actualize their sexual reproductive health. To do this, the project is further split into three interlinked and mutually reinforcing strands:

Specific Objective 1 IMPROVE THE SCHOOL ENVIRONMENT, INCLUDING DORMITORIES, SO THAT CHILDREN CAN LEARN IN A SAFE, GENDER- AND DISABILITY-RESPONSIVE ENVIRONMENT

- Output 1.1 All children in 3 primary schools and 3 secondary schools can safely stay at boarding facilities, which are newly constructed or repaired.
- Output 1.2 All children in 5 primary schools and 5 secondary schools can receive appropriate counselling and learn about sexual reproductive health and rights at the repaired counselling rooms and health corners.

Specific Objective 2 STRENGTHEN THE CAPACITY OF TEACHERS IN 13 PRIMARY SCHOOLS AND 13 SECONDARY SCHOOLS TO DELIVER STUDENT-CENTRED AND INCLUSIVE SEX EDUCATION FROM A GENDER AND DISABILITY PERSPECTIVE

- Output 2.1 The children in target schools receive a gender and disability responsive student-centered education and comprehensive sex education by the teachers with strengthened capacity.
- Output 2.2 The teachers and parents / caregivers raise awareness and implement quality comprehensive sexual education for students.

Specific Objective 3 STUDENT-LED LEARNING AND DISSEMINATION TO HELP ETHNIC MINORITY CHILDREN UNDERSTAND THEIR SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS AND PROTECT THEMSELVES FROM HARMFUL PRACTICES, INCLUDING CHILD EARLY FORCED MARRIAGE AND PREGNANCY

- Output 3.1 The children can lead capacity building and awareness-raising events for ethnic



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minority children to learn independently about sexual and reproductive health and rights.

- Output 3.2 The children can disseminate correct knowledge of sexual and reproductive health and rights to stakeholders and raise awareness of child early forced marriage and pregnancy.

3 STUDENT-LED LEARNING AND DISSEMINATION TO HELP ETHNIC MINORITY CHILDREN UNDERSTAND THEIR SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS AND PROTECT THEMSELVES FROM HARMFUL PRACTICES, INCLUDING CHILD EARLY FORCED MARRIAGE AND PREGNANCY

- Output 3.1 The children can lead capacity building and awareness-raising events for ethnic minority children to learn independently about sexual and reproductive health and rights.
- Output 3.2 The children can disseminate correct knowledge of sexual and reproductive health and rights to stakeholders and raise awareness of child early forced marriage and pregnancy.

3. Purpose of the Consultancy

3.1 Purpose:

The hired consultant/ team is expected to:

- Develop Comprehensive Sexuality Education (CSE) package for targeted primary schools and implement Comprehensive Sexuality Education (CSE) secondary schools, ensuring alignment with national education program and local needs.
- Strengthen the capacity of teachers and Champions of Change (CoC) facilitators in Ha Giang and Lai Chau to deliver age-appropriate, culturally sensitive, and gender-responsive CSE, relevant to ethnic minority students. This includes reviewing and adapting the TOT training manual, and rolling out advanced training based on Plan International’s global curriculum.
- Develop a three-year communication plan on SRHR for adolescents in the context of Ethnic Minority in Ha Giang and Lai Chau. The communication plan should reflect key contents and message to promote gender-responsive, friendly, safety SRHR for adolescents, parents & caregivers.

3.2 Scope of work:

a) Development of CSE Materials

- Review and work with teachers to recommend the need-based implementation plan to deliver CSE for secondary schools ensuring alignment with national regular curriculum and national education standard through considering the ethnic minority language and cultural background (Activity 2.1.4)
- Develop a CSE Teacher Training Manual for key teachers/facilitators delivering CSE to secondary school students in project locations (Activity 2.1.5)



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- Analyse the current curriculum of primary school from Grade 1 – 5, which considered to be related to the topic of CSE. With the analysis, develop the full CSE guidance package (a) Guidance for teachers (b) workbook /storybook for students, (c) handout or any type of learning materials for their parents **for primary schools, grade 1 - 5** (Activity 2.1.4). *However, the full CSE guidance package will be used for TOT after March 2026 (Year 2).
 - (a) *Teaching guidance of primary, it should be clear what the learning outcome of Grade 1-5 for 7 standardised themes as drafted in the table below:*
 - (b) *for children (grade 4 and 5): comic stories, photo telling - from drawings by children or secondary students*
 - (c) *for parents under audio or clips with simple and key information to understand children and how to talk with them*

Table

Themes	Learning outcome by Grade	
	Grade 1 - 3	Grade 4 - 5
Relationships		
Values, Rights, Culture and Sexuality		
Understanding Gender		
Violence and Staying safe		
Skills for Health and Well -being		
The human body and Development		
Sexuality and Sexual behaviour		

b) Training Delivery

- Prepare training manuals (including pre- and post-test training) for the two TOT training courses (for teachers and for core facilitator of COC).
- Conduct one 2-day TOT workshop on CSE for key teachers in each of Lai Chau and Ha Giang provinces (Activity 2.1.5)
- Conduct one 2-day advanced training on CSE for CoC facilitators of primary and lower secondary schools in each of Lai Chau and Ha Giang provinces (Activity 3.1.1)
- The training reports of each training course should be developed.

c) Communication Strategy

- Develop a three-year communication plan on Sexual and Reproductive Health and Rights (SRHR) for children and adolescents in 13 target schools. This plan should include key themes, proposed activities, and evaluation criteria for school competitions on SRHR (Activity 3.2.1)

3.3 Geographical coverage

The consultancy will be conducted in Hanoi with travels to Ha Giang and Lai Chau provinces to conduct 2 TOT trainings in each province for key teachers



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4. Users of the Consultancy

The intended users of this data are the project's beneficiaries (including teachers and students), Plan International Japan, Plan International Viet Nam, project stakeholders, and relevant partners.

Dissemination:

The CSE standards and TOT CSE manual will be printed and delivered to project beneficiaries and project stakeholders. The materials will also be shared among PIV projects and relevant partners for future reference.

5. Ethics and Child Protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the consultancy to mitigate foreseen risks for children, youths and participants in the survey

Level of Contact with Children:

Medium level: *Interaction with children in consultations are required. The consultant must comply with Plan's child protection policy and standards throughout the research process*

6. Key Deliverables

The consultants/ experts are expected to provide the following key deliverables:

- a. Two Training Manuals for CSE TOT training course for secondary teachers and for CSE TOT training course for COC facilitators.
- b. The full CSE guidance package (Guidance for teachers, workbook /storybook for students, and handout for their parents).
- c. Two CSE TOT training courses for teachers and two CSE TOT training courses for core facilitators of COC in Ha Giang and Lai Chau done with 02 Training Reports.
- d. The existing curriculum of target secondary schools is adapted the Available Comprehensive Sexuality Education (CSE) content.
- e. Strategic Communication plan on Sexual and Reproductive Health and Rights (SRHR) for children and adolescents in ethnic minority contexts including key themes, proposed activities,



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and evaluation criteria for school competitions, for community events on SRHR in 13 target schools is developed.

7. Timeline and Estimated Working Days

The consultancy team is estimated to be undertaken within 116 working days during the period of July 2025 and to be completed by January 2026. A detailed timeline will be worked out jointly with the consultants after recruitment.

Working days:

Tasks	Estimated Schedule	No. of Working days	
		Team leader	Team members
Development of CSE Materials	July to December 2025	50	50
Training Delivery	August 2025	6	6
Communication Strategy	January 2026	2	2

Expected Timeline for Deliverables:

Key deliverables	Timeline
Developing the two training manuals for CSE TOT trainings for teachers <i>and</i> CSE TOT for COC core facilitators	by 25 July 2025
Conducting TOT trainings on CSE for teachers and local facilitators of Champion of Change Clubs on CSE should be complete	by 30 August 2025
Adapting Available Comprehensive Sexuality Education (CSE) package for the existing curriculum of secondary schools in the local context	by end of September
Comprehensive Sexuality Education (CSE) package for primary schools should be complete	by 30 December 2025
Strategic Communication Plan	by end of January 2026

8. Budget

The consultants are required to propose a detailed budget for this consultancy together with the technical proposal, and submit to PIV for review and approval. The budget should include number of working days and daily rate (including tax) for the lead consultant(s) and in-country team members. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by PIV.



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9. Management

Consultant(s) will conduct the consultancy based on the workplan and methodology agreed with Plan International Vietnam.

Project Manager and Project Coordinator in PIV Country Office will be the focal person to coordinate the consultant hire, work plan, methodology and review reports to ensure the report meets criteria.

Provincial Partnership Managers (PPMs) at Lai Chau and Ha Giang 2 Program Units are focal persons and responsible to coordinate and arrange the field work and logistics for the trainings as well as input comments during finalization of the reports.

10. Qualifications and Experience of the Consultants

PIV is looking for a consultant/expert (or a group of experts) with strong records in conducting evaluation related to community development and empowerment, participatory development and methodologies, asset-based community development, gender-based violence, child marriage prevention, youth activism, particularly in Vietnamese and mountainous, ethnic minority community's context. The consultants/ experts will need respect and credibility within the field, excellent knowledge of developing training materials and participatory training in theory and practice, and a good understanding of policy work.

Required Competencies:

- Demonstrable expertise (5 to 10 years) on community participatory development and empowerment, asset-based community development, community engagement and policy advocacy, GBV, SRHR, CSE and children's participation.
- Proven experience (5 to 10 years) in conducting needs assessments and developing training modules, curricula, and materials, especially on age-appropriate and culturally sensitive topics, including sexuality education for primary school-aged children.
- Strong understanding of human sexuality, behavior change theories, and relevant pedagogical approaches, including familiarity with evidence-based frameworks.
- Demonstrated skills in facilitating multi-stakeholder/working group and inter-sectoral consultations, trainings, and the ability to respond constructively to feedback while meeting deadlines.
- Sound knowledge of the governance and cultural context in Vietnam, including education systems and sensitivities around gender and sexuality.
- Substantial understanding of gender equality, human rights, and health, and the ability to apply participatory and learner-centered methodologies.
- Knowledge of women's and children's rights: previous experience conducting research with children and vulnerable groups would be considered an asset;
- Familiarity with effective and contextually relevant CSE programs globally, particularly those targeting ethnic minority populations and age groups.



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- Ability to ensure ethical and child-safe approaches, including experience in working with vulnerable children and understanding of child protection standards and ethical approval in research and education.
- Excellent communication and reporting skills in English both verbal and written.

11. Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: NhomMuaSam.Mot@plan-international.org

12. Applications

Interested applicants provide a proposal covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Detailed budget for the consultancy includes number of working days and daily consultancy rate (gross, including tax according to the Vietnamese Law) and excludes field-related cost such as accommodation, transport, and other logistics costs in the field.)

The deadline for submitting the proposal package will be **no later than 10:00 AM on 7th July 2025**. Only short-listed consultant groups will be contacted for interview.

ANNEX 1: Books on CSE for secondary teachers and students (to be shared if consultants are selected) shall be utilized for TOT trainings on CSE for secondary teachers.