

# TERMS OF REFERENCE

Consultation Expert Group

POMIE

2025-2026

VVOB Vietnam

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

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

1 Đa Phước 8 street, Ngũ Hành Sơn district, TP. Đà Nẵng

## 1. General Provisions

VVOB is looking for 8-10 experts to collaborate with VVOB in the adaption of POM for development of POMIE (process-oriented child monitoring for inclusive education). The output will be a set of pilot materials to support teachers in applying POM for inclusive education. The group will provide feedback to VVOB on the newly developed POMIE materials, drawing from their expertise in national policies, inclusive education best practices, and school practices relating to inclusive education.

### 1.1. Job information

Title of the consultancy:	Consultation expert group on POM for inclusive education
Contracting Authority:	VVOB
Duration:	August 2025-December 2026
Place /location :	Da Nang, 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 (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

The experts for this assignment will be responsible for items 3.1 as underlined above. The other activities are listed only for the consultant's reference to see how the assignment fits into the larger project.

### 2.1. Objectives for the consultation expert group

- Reflect with VVOB on the practicality, suitability and relevance on the newly designed POMIE pilot materials.
- Provide insights based on the given expert's expertise (national level policy, government strategies, teacher challenges, inclusive education best practices, etc) to support the adaptations of the POMIE materials.

## 2.2. Activities and Timeline

Activity	Description	Time investment
Material development	2 in person full day workshops in Da Nang to provide feedback and input on POMIE materials <b>WS 1: Week of August 4th</b> <b>WS 2: Week of September 22nd</b>	<b>4 days</b> 2 days participating in WS 2 days review materials ahead of time (1 day before each WS)
Capacity building & rapid iteration for pilot teachers	<b>Week of January 12<sup>th</sup></b> : 1 day consultation WS in Da Nang post-capacity development to discuss any reflections and adaptations.	<b>1 day</b>
<b>Estimated total working days (per person)</b>		<b>5 days</b>

## 2.3. Deliverables

The consultation expert group is expected to attend and actively participate in the above activities. Experts will deliver written feedback on and inputs for the POMIE materials, following VVOB's review template or instructions.

The expert also needs to submit a final report describing the tasks, the invoice form (VVOB's template) and results verified and accepted by VVOB staff by the end of the contract.

## 2.4. Required experience and qualifications

We are seeking representatives from:

- MOET's Department of Early Childhood Education or SEND specialists
- Da Nang DOET's Early Childhood Education Department
- Da Nang Resource Centre
- VNIES (NCSE, ECE Research Center)
- University lecturers on inclusive or special education
- Experts from other organizations (e.g. development partners) specialized in special/inclusive education
- School leaders from Da Nang schools with inclusive education classrooms

Required:

- A willingness and availability to attend all activities in the trajectory
- Open to new initiatives/ideas and willing to learn.
- Knowledge and/or experience with inclusive education, preferably in early childhood education

Desirable (but not required):

- Diploma or certificate in special education or inclusive education
- Expansive experience working with students with mental disabilities
- Experience writing educational materials or tools for teachers

## 2.5. How to apply

To apply, please send your updated CV highlighting your experience and qualifications relevant to the assignment, with at least 3 reference contacts. In addition, you are requested to submit an expression of interest of no more than one page which demonstrate your suitability and motivation for the assignment.

Please send your applications to [procurement.vn@vvob.org](mailto:procurement.vn@vvob.org) no later than **July 15<sup>th</sup>, 2025**.

## 2.6. Payment schedule

Payments follow VVOB's cost norms and financial guidelines. The remuneration fees or the expert fees will be paid by means of a bank transfer into the bank account opened in the name of the expert.

Expected deliverables and payment schedules will be agreed on when signing the contract.

All payments will be made upon receiving a signed official invoice, accompanied by 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.*