

Term of Reference

Consultancy Service to setup of PBI for the ongoing projects in VVOB Vietnam

1. Background

VVOB in Vietnam wishes to implement Power BI as a system that allows visualization and presentation of data for reporting, learning and decision making. Main uses of Power BI include but are not limited to (1) periodic data sharing within the project team (quarterly), (2) periodic (quadrimester and annual) reporting to donors, (3) planned presentations to target partners, and (4) permanent data sharing (dashboard) to relevant stakeholders. To prepare for the adoption of Power BI, VVOB in Vietnam MEAL staff have completed a basic online Power BI training provided by MCI. To build on this foundation, VVOB in Vietnam is seeking a mentor(s) to support the enhancement of the MEAL team's practical skills and applied knowledge in setting up and using Power BI.

This Terms of Reference (ToR) outlines the scope of services expected from the mentor(s) to strengthen the capacity of the MEAL staff and other project team members in effectively using Power BI in VVOB's projects.

The VVOB in Vietnam MEAL team consists of 3 staff members spread over two offices (Da Nang and Hanoi).

More information on VVOB in Vietnam's work can be found on www.vietnam.vvob.org

2. Objectives of the Assignment

- In close cooperation with the MEAL team, design and set up a Power BI data system tailored to the organisation's monitoring and reporting needs.
- In close cooperation with the MEAL team, support the development of data models and integration of relevant data sources, based on a predefined list of indicators and data types provided by the organisation.
- Mentor the MEAL team in using Power BI for managing data and generating reports.
- Deliver an introductory Power BI training session for project staff to interpret dashboards and use data for decision-making.
- Provide ad-hoc technical support for a period of six months after the core assignment.

3. Scope of Work

The consultant will carry out the following tasks:

1. Guide the MEAL team on the process of data setup and management, data cleaning, data formatting/transformation and visualization through measures/DAX for/in Power BI.
2. Guide the MEAL team to develop data models, report views and dashboards for 2 projects: TALK and PlayHi based on the projects' indicators and data sets.
3. Provide hands-on mentoring for the MEAL team on using Power BI for project data management and reporting, and on the sharing of Power BI reports. Guide MEAL team on the admin role for Power BI and the embedding functionality of Power BI.
4. Deliver an online introduction session on Power BI and Data Visualization for VVOB staff (about 30 participants), including:
 - Training participants on how to access Power BI, navigate, and interpret dashboards, how to read and interact reports in Power BI, etc
 - Provide basic training materials and/or quick guides for future reference
5. Provide post-service technical support to VVOB staff on operating the developed Power BI system for a period of six (6) months after completion of services 1 through 4, including:
 - Provide a minimum package of 12 hours of live ad-hoc support for the MEAL team over a period of 6 months after the above-mentioned assignments have been completed
 - Troubleshoot issues, answer users' queries, and guide the MEAL team to make adjustments to the dashboards as needed
 - Maintain a simple log of support activities and responses for VVOB's MEAL team

4. Timeline

The total duration of the assignment is 11 months. The specific timeline to deliver the tasks mentioned in clause 3 (Scope of work) is as follows:

October 2025 – March 2026: tasks 1 – 4

April - September 2026: Task 5

5. Deliverables

- Work plan with clear timelines and methodology
- Effective guidance of the MEAL team, resulted in the development of final Power BI data models, report views, and dashboards of two projects based on the provided list of indicators and data types
- Completed training sessions for MEAL and project staff with accompanying customised materials
- Final documentation of the process, lessons learned, and recommendations
- Final maintenance guide for users, including support logs

6. Budget

We accept proposals up to USD 3,000. Proposals above this amount will not be accepted. The proposed budget should cover all possible expenses (i.e. transportation, accommodation, all applicable taxes attached to the delivery of the given services).

7. Consultant Qualifications and Experience

- Extensive experience in Power BI development, including dashboard creation and data modeling
- Proven experience in M&E systems, including developing and tracking project indicators, especially within non-profit programs
- Ability to provide training and mentorship to technical and non-technical staff
- Strong communication and problem-solving skills
- Ability to provide reliable post-assignment technical support

8. Deadline for submission

The quotations must be submitted in English preferably in one PDF by e-mail to procurement.vn@vvob.org **before 17:00 (Vietnam time) 23 September 2025**, and mention in object: "Power BI_Name of consultant".

- Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract.
- The bidder may submit only one quotation for this contract.
- The estimated date for the awarding of the contract is 30 September 2025.

Appendix: Project Data sets for visualisation

Below are the major datasets from PlayHi and TALK projects, and an initial outline of visual elements for data visualization using Power BI. The consultant is requested to review the provided datasets and proposed visualizations and based on this review, propose and develop the most suitable dashboards and data models to optimize the use of available data.

For PLAY Hi Project

	Visual elements (tentative)	Data source
1	Overall landscape of trainee students' KAP on LtP - Number of trainee students who have completed the LtP modules and LtP integrated subjects, disaggregated by UoE and school year - Percentage of trainee teachers show good understanding of LtP, disaggregated by UoE and school year - Percentage of trainee students who have used LtP approach during their practicum/teaching practice, disaggregated by UoE and quality level - Percentage of LPs prepared by trainee teachers was LtP integrated disaggregated by UoE and quality level	- Registration list - Student transcripts - LtP application tracking form
2	Individual competency portfolio Portfolio of two UoEs' lecturers regarding LtP competencies, including elements such as: - participation status in LtP training - Results of the pre & post training survey (LtP training) - participation status in PTM and participation quality - training session delivery quality (level 1, 2, 3)	- Participation list - Survey result - PTM participation list and report - Training session observation result
3	Overall landscape of lecturers' KAP on LtP - Number of UoE lecturers participated in the LtP training (received the training on LtP) disaggregated by university, department and quality level - Number of lecturers participated in the PTMs on LtP, disaggregated by participation time and participation quality - Percentage of UoE lecturers developed KAP for LtP, including LtP understanding and application, disaggregated by UoE. - Percentage of trainee teachers had positive experience with the LtP training	- LtP training participation list - Survey result - PTM participation list and report - Survey result - Training session observation result - Quantitative survey with students results
4	The link between Group 3 and 1: Lecturers' KAP on LtP and trainee students' outcomes	

For TALK Project:

The data analysis and visualizations in Power BI for TALK project will present the progress and accomplishments against project indicator targets as described in the project log-frame. From July 2025, TALK's project log-frame will be adjusted. Therefore, TALK project will have 2 models for two log-frame versions.

Hierarchy Objectives	Data source (Excel data files; Disaggregated by cohorts, by geographic location, ...)
Outcome 1: Number of school leaders who have completed a learning trajectory on school leadership	TALK Partner Capacity Development Profiles
Outcome 2: Number of teachers who have completed a learning trajectory on LRLE/EL	School tracking
Result 1.1: % of ECE network members have improved capacity to set-up CD trajectory on LRLE for schools	TALK Partner Capacity Development Profiles
Result 1.2: % teachers in the program provinces have acquired the capacity to apply LRLE in their classrooms	School tracking
Result 2.1: % of DOETs' and BOETs' ECE departments have improved capacity to provide CPD activities for school leaders on collaborative and reflective learning/ leadership skills	TALK Partner Capacity Development Profiles
Result 2.2: % school leaders in the programme provinces have acquired the capacity to lead, capacitate and motivate teachers for the development of LRLE in their schools	Survey with School leaders
Result 2.3: % of teachers working in satellite classes receiving specific CPD support on creating LRLE from their school leader	Survey with teachers