

PARTNERSHIPS IN HIGHER EDUCATION REFORM (PHER)

TERMS OF REFERENCE

Consultant for Training Need Assessment

1. Context

The Partnership for Higher Education Reform (PHER) is a five-year initiative funded by USAID and implemented by Indiana University, aiming to modernize Vietnam's leading universities and strengthen Vietnam's higher education system in alignment with USAID's Higher Education Program Framework. Vien Sang Kien Vietnam (VNI) is a sub-awardee supporting IU to implement project activities in Vietnam.

As a background to the project, in recent years, the higher-education sector of Vietnam has benefited from significant government reforms and automatization efforts, leading to dramatic growth in the number of higher-education institutions and in gross enrollment rates. As the system continues to grow, new challenges include urgent needs for curriculum and pedagogy reform to produce an educated workforce; for improved capacity in innovation, research and development; and for more dynamic university governance to improve sector performance.

PHER builds on effective models, introduces innovative approaches, and develops new partnerships. Its strategy centers around four key programs – ***Governance and Policy, Improvement of Teaching and Learning, Research, and University-Industry Linkages*** – and targets three major Vietnamese universities: Vietnam National University-Hanoi, Vietnam National University-Ho Chi Minh City, and the University of Danang. Higher-education policy advocacy and reform, technology and digitization, and gender empowerment are critical, cross-cutting strategies for success across these four pillars and support the long-term sustainability of PHER outcomes.

2. Objective of the assessment

In preparation for capacity building programs, the project will conduct a training need assessment to understand the professional development needs of leaders, staff and faculty from 3Us. The insights will inform the design and development of capacity building programs for these three categories of participants towards PHER's objectives for improved governance, teaching and learning, research and innovation capacity, and enhanced university-industry linkages.

3. Scope of work

PHER requires contracting, through Vien Sang Kien Vietnam, a consultant to help design and conduct the assessment. Specific tasks include:

- Review and refine the design of interviews and questionnaires;

- Conduct 1-2 pilot interviews and questionnaires (sample of 90~100).
- Facilitate group discussion with administrator and faculty members to revise questionnaire questions, if needed.
- Revise interview and questionnaire questions, if needed.
- Conduct 16-20 semi-structured interviews per university with university leaders, administrators, and faculty members.
- Roll out questionnaires targeting 5-10% of the population (650~1,300 staff and faculty members from 3Us).
- Analyze data from interviews and questionnaires.
- Develop a training need assessment report that presents assessment results and insights on target groups' training needs.

4. Deliverables

- A set of interview and questionnaire questions for each of the three target groups.
- Cleaned and tabulated data.
- A training assessment report.

5. Time frame and input

	Tasks	Deadline	Number of man-days
1	Reviewing and refining survey questionnaires	25 March 2022	2
2	Conducting pilot interviews and questionnaires	31 March 2022	2
3	Conducting interviews and group discussions	20 April 2022	12
4	Rolling out survey questionnaires	20 April 2022	1
5	Data Analysis	2 May 2022	5
6	Developing draft report	15 May 2022	5
7	Finalizing report	25 May 2022	3
	Total		30 man-days

6. Terms of payment

The consultant payment will be comprised of:

- i. Fee: Payment to cover for the services provided to carry out this assignment as per the TOR.
- ii. Daily Subsistence Allowance (DSA): To cover the consultant's daily expenses in case of an agreed travel outside his/her location of residency. DSA shall be calculated at a standard UN rate.
- iii. Local Travel: on reimbursement basis.

The Consultant shall submit his/her proposal itemized as above and all payments shall be subject to the project rules and regulations.

7. Requirement and Qualification:

The person suitable for this position should have the following qualifications:

- At least Master's degree in Education Management, International Development, Development Economics/Planning, Economics, or any other relevant university degree;
- At least 10 years of proven technical research skills or applied experience in similar assignments;
- Expertise, strong background knowledge, and working experience in higher education (HE), preferably in HE projects funded by international donors;
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including government officials, regional/local authorities, experts;
- Demonstrated ability to work both independently and in team management and collaboration;
- Fluency in English; and
- Computer literacy.

8. Reporting

During the fulfillment of requested works, the Consultant will ensure regular communication with the PHER focal point. The Consultant shall also ensure quality and timely delivery of the expected results and will regularly inform Project Management team on the progress and any challenges.

To Apply: Submit cover letter and CV to pher@sangkienvietnam.org by March 18, 2022.