



No. 46 An Duong District, Tay Ho District,
Hanoi, Vietnam

Tel: +84 - 24 - 3715 3532

Fax: +84 - 24 - 3715 3443

Email: info@towardstransparency.vn

TERMS OF REFERENCE

CONSULTANT(S) TO COMPILE THE INTEGRITY TEACHING GUIDE

(Individual(s), organization or company)

BACKGROUND

Towards Transparency (TT)

TT is a Vietnamese non-profit consultancy company founded in 2008 with an aim to contribute to the prevention of and fight against corruption. In March 2009, TT became the official National Contact of Transparency International (TI) – the global movement with more than 100 national chapters worldwide. TT's vision is a Vietnam free of corruption where people enjoy social justice, accountability and transparency in all aspects of life.

TT's Youth Work to promote integrity

Engaging the youth in anti-corruption (AC) remains a challenge in Vietnam. Our experience shows that there is a gap in knowledge on corruption and integrity amongst the youth. Indeed, TT's 2019 *Youth Integrity Survey* (YIS) indicates that almost all Vietnamese youth considered the lack of integrity harmful to their country, family and themselves, and 80% said they have a role to play in fighting corruption. However, 81% of the Vietnamese youth said they have no or very little knowledge about corruption, AC and integrity. Only 18% of the youth received AC education through the official government program (Project 137) that started in 2009.

TT's mission is to fill the gap in knowledge on corruption and integrity amongst the Vietnamese youth, so that they can be game changers in the fight against corruption. In 2017, TT initiated the *Vietnam Integrity School* (VIS), the first of its kind in Vietnam to engage the youth to promote integrity and fight corruption in Vietnam. VIS has to date welcomed around 300 university students and young professionals coming from all over Vietnam.

Moving forward, TT aims to make VIS a hub of agents of change to train future integrity trainers: After VIS, each participant (VISer) will go back to their locality and disseminate knowledge on corruption and integrity amongst their friends, communities and a wider society. To enable them to play such a role, TT is developing the first version of an Integrity Teaching Guide (ITG), within the framework of the one-year project "*Empowering the Vietnamese Youth to Fight Corruption*", funded by the Embassy of Denmark in Vietnam.

Integrity Teaching Guide (ITG)

The ITG aims to address two mentioned challenges: 1) knowledge gaps on integrity and AC amongst youth; and 2) the limited outreach and ineffectiveness of existing government-led AC education. It aims to improve teaching materials and teaching method on integrity education, targeting: a) VISers, and b) other interested users, including teachers from educational institutions mandated to teach AC and integrity.

CONSULTANCY OBJECTIVE

The overall objective of the consultancy is to **lead the compilation of the Integrity Teaching Guide (ITG) to produce the first version of the guide by October 2021**. The ITG should meet the following (but not limited to) requirements:

- Provide core knowledge on integrity and AC that users should convey to their students, based on the insights from the desk review and consultation with different stakeholders.
- Provide innovative and suitable teaching methods to help users convey lessons effectively to their students, using the Experiential Learning Cycle (ELC) approach where suitable.
- Presented in a systemic, clear, and user-friendly way so users can easily use it.

SCOPE OF WORK

The consultant(s) is expected to work on the following tasks:

1. Conduct needs assessments

- Conduct a needs assessment to understand VISers and Vietnamese teachers' opportunities and challenges in teaching integrity/AC.
- Survey youths to understand their expectations and challenges when studying integrity/AC.

2. Conduct a desk review

Conduct a desk review of existing integrity teaching reference materials in Vietnam and abroad to inform areas where the ITG should focus on with added values and how it can be best used.

3. Coordinate the drafting of the ITG

- Support TT in forming a core group of ITG contributors, including VIS lecturers and other governance and AC experts.
- Meet with the group and facilitate discussions to propose/draft the outline and content of the ITG and assign writing tasks among members.
- Coordinate the writing process to make sure members deliver their work.
- Compile members' work to produce the first draft of the ITG.

4. Finalize the ITG

- Support TT in organizing a stakeholder's consultation and validation workshop to present the draft innovative ITG to relevant stakeholders, including the end users.
- Support TT in sending the draft of ITG for external reviews.
- Compile and address all feedback to finalize the first version of the ITG.

DELIVERABLES & TENTATIVE TIMEFRAME

No	Activity	2021									
		1	2	3	4	5	6	7	8	9	10
1	Conduct needs assessments										
2	Conduct a desk review										
3	Draft the ITG										
4	Finalize the ITG										

SELECTION CRITERIA

The consultant(s) can be an individual, a team of individuals, an organization, or a company. The consultant(s) is expected to have:

- At least 5 years of experience in compiling similar guides/manuals for educational purposes.
- Availability and commitment to deliver the service with the highest responsibility from January to October 2021 (flexible hours during 10 months).
- Proven experience in proofreading, copyediting, and making editorial judgment.
- Experience and strong interest in the topics of integrity, transparency, and AC.
- Experience and passion for education for change, especially for Vietnamese youth.
- Familiarity with TT's youth work, especially VIS is a strong advantage.
- Experience with Experiential Learning Cycle (ELC) method is an advantage.
- Excellent communications and interpersonal skills, superb verbal and writing skills.
- Strong attention to detail.
- Fluency in English is an advantage.

APPLICATION SUBMISSION

Please email your application package to: consultancy@towardstransparency.vn by **3 January, 2021** with "Consultant for ITG" in the subject line. The application should include the following:

- ⇒ A cover letter describing your motivation and qualifications for the assignment, as well as commitment to deliver the service.
- ⇒ Curriculum vitae detailing past experiences that are relevant to the job.
- ⇒ Proposed consultancy cost, including number of days needed for each task and rate.