



**ROSA LUXEMBURG STIFTUNG**  
**SOUTHEAST ASIA – HANOI OFFICE**

**TERMS OF REFERENCE**  
**FOR**  
**A CONSULTANCY TO PROVIDE A TRAINING ON**  
**ANTI-DISCRIMINATION AND GENDER**

The Rosa-Luxemburg-Stiftung is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education for progressive social development both at home and abroad. The Stiftung is closely linked to the German Left Party, DIE LINKE. Since its founding in 1990, the Stiftung's work has adhered to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent critical thinking and democratic socialism with an unwavering internationalist focus.

The Hanoi office of the Rosa-Luxemburg-Stiftung Southeast Asia embraces a mission of supporting the transformation of countries such as Vietnam, Cambodia, Laos, and Myanmar into participatory, socially just, and ecologically sustainable societies. The RLS SEA Hanoi office opened its doors in April 2009 and currently cooperates with around 15 partner organizations, including academic institutions, universities, non-governmental organizations, think tanks, government institutions, and parliaments.

## **1. CONSULTANCY OBJECTIVES**

- Increasing sensitivity for gender/discrimination issues
- Reflecting and challenging own beliefs and behavioral patterns
- Recognizing and handling sexualized violence (including sexual harassment)
- Prevention of gender discrimination, sexualized violence, racial discrimination.
- Gender sensitivity towards communication patterns
- Gender/discrimination sensitivity within the international context
- Dealing with incidents within the own work context.

## **2. EXPECTED DELIVERABLES**

The expected outputs of this consultancy are as follows:

- A two to four-day training course (depending on the proposal) for around 12-13 participants in Hanoi in the end of July or beginning of August in Vietnamese language;
- A report on the training content and results including the feedback of participants plus recommendations for RLS SEA- Hanoi future activities.

### **3. REQUIREMENTS OF THE CONSULTANCY**

The trainer (team) is tasked with the process of developing the training content, conducting the training and reporting. More specifically, this includes:

- Developing the training content and methodology based on the agreement with RLS
- Conducting a two to four-day training course in Hanoi for around 12-13 participants in Vietnamese language;
- Writing a training report in impeccable English within 15 working days after the training course was completed.

*It is required that a participatory and learner-centred training methodology is applied.*

### **4. DESIRED QUALIFICATIONS OF THE TRAINER (TEAM)**

RLS requires the consultant team will possess the following qualifications:

- Having proven experiences in designing and conducting similar training courses;
- Having an advanced degree in related fields
- Having profound practical experiences in participatory and learner-centred training methodology;
- Being familiar in working and leading group processes with participants from different types of organizations;
- Fluency in spoken and written Vietnamese and English.

## 5. TENTATIVE WORKLOAD & TIMEFRAME

ACTIVITY	WORKLOAD <i>Trainer(s)</i>	TIMEFRAME													
		May				June				July				August	
		w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2
Contract signing															
Meeting with RLS in Hanoi	0.5 day														
Develop training content and outline in communication with RLS SEA- Hanoi office	1.5 days														
Conduct training in Hanoi	2-4 days														
Report writing	1 days														
<b>TOTAL</b>	<b>5 days-7 days</b>														

## 6. CONSULTANCY FEE / PROPOSAL

A competitive consultancy package will be offered to the consultant based on their qualification and experience. RLS would like to invite interested consultant teams to submit:

- Your English CVs, including name and contact details of two recent references;
- A comprehensive proposal covering the training content and methodology as well as financial requirements based on the above-mentioned tentative workload;

**Contact person:** Mrs. Nguyen Le Hang – Office Manager - at the e-mail address [nguyen.lehang@rosalux.org](mailto:nguyen.lehang@rosalux.org)

- Deadline of submission: **31<sup>st</sup> March 2020** to the above mentioned e-mail address.
- Further information can be obtained by email. Inquiries are only accepted before the deadline. Please refrain from phone inquiries.

We only consider applications meeting all above required conditions.