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24 July 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	<b>01 International Consultant</b> to develop 5-day-training materials to improve capacity of legal communicators and organize a 4-day-pilot course using these materials
Period of assignment/services (if applicable):	July 2020 – December 2020
Duty Station:	Home-based, Hanoi, Vietnam
Tender reference:	T200608

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**23.59 hrs., 29 July 2020 (Hanoi time)**

With subject line:

**T200608A - 01 International Consultant to develop 5-day-training materials to improve capacity of legal communicators and organize a 4-day-pilot course using these materials**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

- [Term of References](#).....  
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....  
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....  
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....  
(Annex IV)
- [Financial Proposal](#).....  
(Annex V)

## 3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

### a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- At least one sample written report on related legal issues in English to be submitted

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

### **International Consultant**

Consultant(s)' experiences/qualification related to the services		
1.1	University law teacher	100
1.2	At least 10 years' experience designing and conducting teaching programs;  Experience of supporting the development of legal rights awareness-raising programs in developing countries, especially among disadvantaged, marginalised and/or discriminated groups (such as "street law" programs).	400
1.3	Experience of conducting similar assignment in Viet Nam highly desirable;  Have knowledge and working experience with vulnerable groups	200
1.4	Demonstrated expertise in using modern adult learner-centred methodologies including role-play and other interactive methodologies, ICT including online self-study and video-based teaching materials etc.	200
1.5	Excellent written and oral English communication skills; <b>At least one sample written report on related legal issues in English to be submitted</b>	100
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

**Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.**

Interview with the candidates may be held if deemed necessary.

## **5. Contract**

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## **6. Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

## **7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.**



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## TERMS OF REFERENCE

Service	<b>Develop 5-day-training materials to improve capacity of legal communicators and organize a 4-day-pilot course using these materials</b>
Consultancy (UNDP)	One International consultant One senior national consultant – team leader Two national technical experts - team members
Expertise support (Government contribution)	Expert team of MOJ Department of Legal Dissemination and Education
Duty station:	Home-based, Ha Noi
Expected Duration	From July 2020 to December 2020
Supervision:	The service provider will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit and MOJ Department of Legal Dissemination and Education

### 1. BACKGROUND

Legal communicator (LC) has a critical role to play in raising people's awareness about rights and their legal literacy in Viet Nam. Currently there are 26,093 LC, including 1,947 at central level and 24,151 at provincial and district level. Every year training courses are organized at all levels and across all governmental sectors to enable LC to carry out their functions.

However, knowledge and skills of LC need to be further strengthened if they are to be effective in their work. Currently the methods used to raise people's awareness of their rights is too old-fashioned, relying too much on lecture-style presentations. LC have not been trained in skills for adult-centered learning such as interactive methods and role-play, or to make effective use of information technology, or to ensure that they meet the needs of the most vulnerable groups such as survivors of domestic violence, people with disabilities, children, ethnic minorities etc. Also, the system for training LC is itself outdated and does not make enough use of information technology, mixed media and other methods necessary to deliver training with consistent quality to legal educators across the country.

To address these issues, the Minister of Justice issued Decision Number 3147/QĐ-BTP dated 28/12/2018 on the Framework program,<sup>1</sup> in which, with legal disseminator, LC is one of two main subjects of professional training. This program aims to standardize the curriculum and training reference materials for ministries and local authorities to use in the training of LC within their areas of responsibility. The Ministerial Decision emphasizes the need to modernize the skills of LC and to ensure both content and methodology are suitable for the needs of key target groups. To implement the Framework Program, a training curriculum

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<sup>1</sup> <http://pbgdpl.moj.gov.vn/qt/tintuc/Pages/Hoat-Dong-PGBDPLTW.aspx?ItemID=733>

needs to be developed.

The limited capacity of LC was also highlighted in the findings of an assessment conducted by UNDP in 2019 at 6 provinces (Ha Giang, Hoa Binh, Thanh Hoa, Dak Nong, Dong Thap and Kien Giang) on the capacity needs of all existing legal communicators and disseminators in place for the public education and dissemination of Vietnamese laws, including legal mechanisms and procedures relevant to women, children, ethnic minorities and the poor, and other vulnerable groups.

Accordingly, the EU Justice and Legal Empowerment project (EU JULE) is collaborating with the Ministry of Justice (Department of Legal Dissemination and Education) to develop a training curriculum for LC in line with modern methodologies for adult-centered learning, suitable for the needs of key target groups, making appropriate use of modern media and information technology, and capable of being easily adapted for the needs of various government ministries and departments and for LCs at provincial and district levels.

## 2. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are:

- **To develop the training materials for a 5-day-course to improve capacity of legal communicators.** The training materials include 3-day-theory program and 2-day-practice program, will consist of (1) a training manual and handouts; (2) Field exercise/practice material (including detail instructions); (3) visual aids (PowerPoint, video, others if any); and (4) a pre-course and post-course form to evaluate results of the training course.

The training program should be made up of modules corresponding to the different topics included in Ministerial Decision 3147/QĐ-BTP of 28/12/2018 (referred in the annex 1). It may include self-study lessons or face-to-face lessons, focusing on some targeted groups stipulated in articles 17, 18, 19, 20, 21, 22 of the Law on Legal Dissemination and Education. It should be designed flexibly for use by different government sectors and by LCs at central, provincial and district levels. It should include clear guidance for MOJ, ministries, provincial and district authorities on how to use the training program and how to adapt it to meet the particular thematic priorities relevant for their dissemination work.

- **To organize a 4-day-pilot course using these materials** for around 20 participants for the target groups. The pilot course will only focus on 23 sessions of the theory program (see the program structure in the annex 1).

## 3. APPROACHES

Due to the nature of the project and the gender and development approach, the national consultant team is expected to mainstream gender in all aspects of the activity.

**The key target groups/participants:** Legal dissemination managers, legal communicators (bao cao vien) and functional departments at province and district level.

**Training approach:** The training materials should be developed to help targeted group users to perform their tasks as legal communicators more efficiently, cultural and gender sensitively. A participatory and trainee-centered approach as well as skill-based training methodology should be employed and expressed clearly in the training materials.

#### 4. SCOPE OF WORK

The consultant team will consist of one international consultant, one national team leader and two national consultants. They will also work closely with expert team assigned by the MOJ Department of Legal Dissemination and Education throughout the process of training material development.

##### *International consultant (17 days)*

- Collaborates closely with MOJ and UNDP focal points to provide advises and guides consultant team on all deliverables and activities; Provides quality assurance on content and provide guidance on methodology of the training program (5 days)
- Draws examples of ‘street law’ or similar legal rights-awareness teaching materials from other countries with clear reasons for selection that could be applied in Viet Nam; share with national consultant team (5 days)
- Attends in person the 4-day-pilot course that will be organized by the MOJ Department of Legal Dissemination and Education in Ha Noi, Viet Nam. In the situation that the international consultant cannot travel to Ha Noi at that time, s/he will be responsible to attend **remotely** this pilot course (4 days). **The consultant is required to include the travel cost for 4 days mission to Ha noi in his financial offer.**
- Works with the national team on the training materials after the pilot course (01 days)
- Prepares and deliver presentation on examples of ‘street law’ or similar legal rights-awareness teaching materials from other countries; attends the virtual workshop organized by the MOJ Department of Legal Dissemination and Education; have an online-meeting with the national team to finalize the training materials (2 days)

##### *Senior national consultant – team leader (25 days)*

###### General tasks (5 days):

- Takes ultimate responsibility to finalize the set of training materials.
- Reports to and collaborates closely with team members, expert team, MOJ and UNDP focal points and international consultant during the process of completing the assignment.
- Assigns tasks to national consultants, manages their performance of assigned tasks and assures quality of outputs.
- Works with the international consultants on the all deliverables and activities;
- Work with the team members in the whole process of developing training materials that each team member prepared; Identify areas of priority for gender knowledge, gender and culture sensitivity to be provided to legal educators and functional departments in order to help them perform their tasks more efficiently and gender sensitively;
- Submits to UNDP Programme Officer in charge and the Department Legal Dissemination and Education the final set of the training materials after the consultation workshop.

Specific tasks (20 days):

- Reviews relevant documents and analyses the findings and recommendations on the assessment conducted by UNDP in 2019 at 6 provinces (Ha Giang, Hoa Binh, Thanh Hoa, Dak Nong, Dong Thap and Kien Giang) on capacity needs of all existing legal communicators and disseminators in place for the public education and dissemination of Vietnamese laws; and study Ministerial Decision 3147/QĐ-BTP of 28/12/2018 (3 days);
- Leads design of a 5-day-training program taking into account guidance of international advisor; The developed training program will be strictly based on the Framework program for legal educators regulated in the Decision 3147/QĐ-BTP of 28/12/2018; responsible for quality of all contract deliverables (2 days);
- Incorporates results on examples of ‘street law’ or similar legal rights-awareness teaching materials from other countries to the handouts for trainees as a reference material, which are prepared by the international (1 day);
- Develop the set of training materials on the general knowledge of legal dissemination and education, including (1) a training manual and handouts; (2) Field exercise/practice material (including detail instructions); (3) visual aids (PowerPoint, video, others if any) (4 sessions) (2 days)
- Work with the national consultant members to conduct a program for the pilot course conducted in 4 days in Ha Noi, including (6 days):
  - Conduct the training sessions on the general knowledge of legal dissemination and education for the target groups
  - Prepare the pilot training report, which includes training needs assessment results and feedbacks of trainees on content and methods used in training materials;
  - Monitor and oversees the whole pilot course and evaluation
- Work with the international consultant and team members in revising the training materials, which are based on inputs or suggestions collected from the pilot course (2 days).
- Deliver brief presentation on the training program, results of pilot course at a consultation workshop organized by the Department of Legal Education and Dissemination, MOJ (1.5 days)
- Work with the international consultant and national team members to finalize the training materials taking into account comments received at the consultation workshop; submit timely to UNDP and the Department of Legal Education and Dissemination, MOJ (2.5 days).

***National Technical Experts - team members (40 working days for 2 team members)***

General tasks (2 days for each team member):

- Perform their tasks under the direction of the national team leader
- Work closely with team leader in process of analyzing the findings and recommendations the assessment conducted by UNDP in 2019 at 6 provinces (Ha Giang, Hoa Binh, Thanh Hoa, Dak Nong, Dong Thap and Kien Giang) on capacity



needs of all existing legal communicators and disseminators in place for the public education and dissemination of Vietnamese laws; and Study Ministerial Decision 3147/QĐ-BTP of 28/12/2018;

- Provide inputs/comments to the outline structure of curriculum developed by the team leader
- Make discussion with the team leader to select sessions that they developed to deliver in the 4-day pilot course in accordance with assignments from national team leader
- Identify areas of priority for gender knowledge, gender and culture sensitivity to be provided to legal educators and functional departments in order to help them perform their tasks more efficiently and gender sensitively;

Specific tasks:

***National Technical Expert - team member 1 (20 working days for specific tasks): Develop the set of training materials on the professional skills of legal dissemination and education (16 sessions)***

Develop the set of training materials on the professional skills of legal dissemination and education, including (1) a training manual and handouts; (2) Field exercise/practice material (including detail instructions); (3) visual aids (PowerPoint, video, others if any); share to team leader for inputs and comments (9 days);

- Revise the training materials based on the inputs/comments from team leader, UNDP and the Department Legal Dissemination and Education (2 days);
- Conduct the training sessions on the professional skills of legal dissemination and education at the pilot course for around 20 participants of the target groups; collect inputs from trainees to revise the training materials (3 days).
- Meeting with the international consultant and the national team after the pilot course to define contents and issues that need revising; Revise the training materials based on training needs assessment results and feedbacks of participants (2.5 days).
- Attend the one day consultation workshop in Ha Noi on the final draft version of training materials that will be organized by the Department of Legal Dissemination and Education; collect inputs and comments from workshop participants to finalize the training materials on professional knowledge of legal dissemination and education (1 day).
- Finalize the training materials based on inputs collected from the workshop's participants; share timely with the team leader (2.5 days).

***National Technical Expert - team member 2 (16 working days for specific tasks): Develop the set of training materials on the supporting skills for activities of legal communicators (12 sessions)***

- Develop the set of training materials on the supporting skills of legal dissemination and education, including (1) a training manual and handouts; (2) Field exercise/practice material (including detail instructions); (3) visual aids (PowerPoint, video, others if any); share to team leader for inputs and comments; Share to team leader for inputs and comments (6 days);

- Revise the training materials based on the inputs/comments from the team leader, UNDP and the Department Legal Dissemination and Education (2 days).
- Conduct the training sessions on the supporting skills of legal dissemination and education at the 4-day pilot course for around 20 participants of the target groups; collect inputs from trainees to revise the training materials on professional skills (3 days);
- Meeting with the international consultant and the national team after the pilot course to define contents and issues that need revising; Revise the training materials based on training needs assessment results and feedbacks of participants on content and methods used in training materials (2 days);
- Attend the consultation workshop on the final draft version of the training curriculum and materials that will be organized by the Department of Legal Dissemination and Education; collect inputs and comments from workshop participants to finalize the training materials (1 day).
- Finalize the training materials based on inputs collected from the workshop's participants; share timely with the team leader (2 days).

## 5. FINAL PRODUCTS

The training curriculum (in both English and Vietnamese) and full package of the training materials (in Vietnamese) for a 5-day-course to improve capacity of legal communicators. The training materials include 3-day-theory program and 2-day-practice program, will consist of (1) a training manual and handouts; (2) Field exercise/practice material (including detail instructions); (3) visual aids (PowerPoint, video, others if any); and (4) a pre-course and post-course form to evaluate results of the training course.

The final products will be submitted in electronics copies in the format agreed with UNDP and approved by UNDP.

## 6. TIMING, DURATION OF CONSULTANCY AND LOCATION

International advisor: 17 days between July 2020 and December 2020

National team leader: 25 days between July 2020 and December 2020

National team member #1: 22 days between July 2020 and December 2020

National team member #2: 18 days between July 2020 and December 2020

Location: Home-based and Ha Noi

The consultant team, in collaboration with experts of the Department of Legal Dissemination and Education, MOJ and UNDP Vietnam, shall deliver the outputs as described below:

Outputs	Tasks	Deliverables	Timeframe
Output 1	- Develop the course outline	Course outline of the 5-day-Training program (in both Vietnamese and English), include: Course objectives, target participants/users/trainers, course duration, training outcome, course	July 2020

		topics, training methodology, testing and certification conditions	
Output 2	<ul style="list-style-type: none"> <li>-Develop the course structure and detail content</li> <li>- Draw examples of ‘street law’ or similar legal rights-awareness teaching materials from other countries with clear reasons for selection, special focus should be given to countries that have similar justice system to Viet Nam; share with national consultant team</li> </ul>	<ul style="list-style-type: none"> <li>- Course structure and detail content are developed in English and Vietnamese: schedule and main content for each training session for e very training day of the whole training duration</li> <li>- Examples of ‘street law’ or similar legal rights-awareness teaching materials from other countries</li> </ul>	July 2020
Output 3	Develop the draft training manual, handouts, exercises and instruction for practice; share with UNDP and the Department of Legal Dissemination and Education for inputs/comments	Draft training manual, handouts, exercises and instruction for practice to be shared with UNDP and the Department of Legal Dissemination and Education	August 2020
Output 4	Revise the training materials after having inputs/comments from UNDP Program Officer in charge of Access to Justice and the Department of Legal Dissemination and Education	Revised version of training materials (manual, handouts, exercises and instruction for practice) that are incorporated feedbacks from UNDP and the Department of Legal Dissemination and Education	September 2020
Output 5	<ul style="list-style-type: none"> <li>- Conduct a 4-day-pilot course to test the training materials</li> <li>- Prepare training report, which includes training needs assessment results and feedbacks of participants on content and methods used in training materials</li> </ul>	<ul style="list-style-type: none"> <li>- A 4-day-pilot course conducted in Ha Noi</li> <li>- A training report (in both English and Vietnamese) is developed, which includes results of the training needs assessment and feedbacks of participants on content and methods used in training materials</li> <li>- Revised training materials that are</li> </ul>	October 2020

	- Revise the training materials based on the training needs assessment results and feedbacks of participants on content and methods used in training materials	incorporated feedbacks from participants of pilot course	
Output 6	- Present the training curriculum and results of the pilot course at a consultation workshop organized by MOJ to receive feedback and finalize the program	- Final draft training materials (in Vietnamese) - Presentations for consultation workshop in both Vietnamese and English	October 2020
Output 7	- Finalize training materials based on inputs collected from consultation workshop and submit to UNDP and the Department of Legal Dissemination and Education for approval	- A set of the training materials (training manual, handouts, exercises and instruction for practice, visual aids, videos (if any) and PowerPoint presentations) in Vietnamese are finalized	November-December 2020

## 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

### **International consultant**

- University law teacher
- At least 10 years' experience designing and conducting teaching programs; Experience of supporting the development of legal rights awareness-raising programs in developing countries, especially among disadvantaged, marginalised and/or discriminated groups (such as "street law" programs). Experience of conducting similar assignment in Viet Nam highly desirable;
- Have knowledge and working experience with vulnerable groups;
- Excellent written and oral English communication skills; At least one sample written report on related legal issues in English to be submitted
- Demonstrated expertise in using modern adult learner-centred methodologies including role-play and other interactive methodologies, ICT including online self-study and video-based teaching materials etc.

### **Senior national consultant – team leader**

- Advanced degree in law with at least 10 years' experience teaching law at university level. Experience of a team leader and/or management experience e.g. as dean, head/deputy head of faculty/subject highly desirable

- Experience of designing and delivering training programme; Experience in developing training programme for clinical legal education courses, and/or training of trainers' methodologies is preferable; Two samples in Vietnamese to be submitted.
- Have knowledge and working experience with vulnerable groups, experience in activities related to legal education and dissemination and/or legal aid for these groups is an asset;
- Experience in developing teaching materials using ICT and mixed media is an asset;
- Excellent report writing skill and communication skills; Excellent ability to communicate and write in Vietnamese and English; At least one sample written report on related legal issues in English to be submitted;
- Working experience with government officials on legal sector is an asset;

**National Technical Expert - team member:**

- Advanced degree in law
- A minimum of 10 years of working experience in the field of law
- Experience of designing and delivering legal education courses especially with training of trainers' methodologies; Having experience in activities of legal dissemination, education and/or legal aid is an asset.
- Have knowledge and working experience with vulnerable groups is highly desirable;
- Full proficiency in Word, Excel and PowerPoint; Experience in developing teaching materials using ICT and mixed media is an asset
- Excellent report writing skill and communication skills; One sample to be submitted.

**8. CONTRACT PAYMENTS**

- 30% of the contract value will be paid after UNDP receives and verifies output 1 and 2;
- 50% of the total contract value will be paid after UNDP receives and verifies outputs 3, 4, 5 and 6;
- 20% of the total contract value will be paid after UNDP receives and verifies all remaining deliverables.

Notice: The payments for the international consultant will be amended according to her/his actual travel to Ha Noi to attend the 4-day-pilot course.

**MINISTRY OF JUSTICE**

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**SOCIALIST REPUBLIC OF VIET NAM**  
**Independence – Freedom – Happiness**

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No.: 3147/QĐ-BTP

*Ha Noi, 28<sup>th</sup> December 2018*

**DECISION**

**To adopt a framework program on professional trainings for legal communicators and disseminators**

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**MINISTER OF JUSTICE**

Pursuant to the Law on legal dissemination and education dated 20/6/2012;

Pursuant to Decree No. 96/2017/ND-CP dated 16/8/2017 of the Government on functions, tasks, powers and organizational structure of the Ministry of Justice;

Pursuant to Decree No. 28/2013/ND-CP dated 04/4/2013 of the Government detailing a number of articles and implementation measures of the Law on legal dissemination and education;

Pursuant to Decision No. 705/QĐ-TTg dated 25/5/2017 of the Prime Minister on promulgation of the legal dissemination and education program for the period of 2017-2021;

Pursuant to Circular No. 10/2016/TT-BTP dated 22/7/2016 of the Minister of Justice on legal communicators and disseminators;

Upon recommendations of the Director General of the Department of legal dissemination and education,

**DECIDE:**

**Article 1.** Promulgate a framework program on professional trainings for legal communicators and disseminators in attachment to this Decision.

**Article 2.** This Decision will come into force since the date of signature.

**Article 3.** Chief of Office; Director General of Department of legal dissemination and education; Heads of relevant departments of the Ministry of Justice; Heads of legal departments of ministries, ministerial-level agencies, Government agencies; Directors of Departments of Justice of provinces and centrally-run cities will be responsible to implement this Decision./.

**Receivers:**

- As mentioned in Article 3 (for implementation);
- Ministries, ministerial-level agencies, Government agencies (for direction of implementation);
- People's Committee of provinces, centrally-run cities (for direction of implementation);
- Central Committee of Vietnam Fatherland Front (for coordination);
- Central agency of political – social organizations (for coordination);
- Minister of Justice Le Thanh Long (for report);
- Website of Ministry of Justice (for publication);
- Archive: Department of LDE.

**ON BEHALF OF MINISTER  
OF JUSTICE  
DEPUTY MINISTER OF  
JUSTICE**

*(Signed)*

**Phan Chi Hieu**

**FRAMEWORK PROGRAM**

**On professional trainings for legal communicators and disseminators**

*(Attached to Decision No. 3147/QĐ-BTP dated 28/12/2018  
of the Minister of Justice)*

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**I. TARGETED GROUPS OF TRAININGS**

Legal communicators and disseminators who are recognized in accordance with the Law on legal dissemination and education and Circular No. 10/2016/TT-BTP dated 22/7/2016 of the Minister of Justice regulating legal communicators and disseminators.

**II. OBJECTIVES AND REQUIREMENTS**

**1. Objectives**

**1.1. Overall objectives**

a) To standardize training program, contents and materials for ministries, branches, organizations and localities for reference and use in organizing of professional trainings for legal communicators and disseminators within their management scope.

b) To contribute to capacity building and improve quality of legal communicators and disseminators to meet new requirements; strengthen and improve effectiveness of legal dissemination and education.

**1.2. Specific objectives**

a) *In terms of knowledge:* To help legal communicators and disseminators understand the status, role and significance of legal dissemination and education; directions and policies of the Party, new legal regulations of the State on legal dissemination and education; legal regulations directly relating to their performance.

b) *In terms of professional skills*

- Foster and strengthen basic skills and professionals through implementing of legal dissemination and education activities of legal communicators and disseminators; as well as to develop and establish a habit to apply necessary professional skills in order to improve their works' effectiveness.

- Foster some typical skills that fit with the working nature of each legal communicator and disseminator.

**2. Requirements**

a) The contents of the framework program should be designed in a scientific, feasible and suitable manner with the targeted groups and training objectives; no overlapping with other relevant professional training programs;

b) Training methodologies should be strongly improved, including application of information technology; knowledge should be arranged to fit with the actual training time frame;

c) Implementation of the program should be carried out in a flexible manner to fit with the targeted groups, training contents and practical conditions.

### III. CONTENTS OF THE PROGRAM

#### 1. Program's structure

No	Topics	Number of sessions		
		Total	Theory	Practice
<b>I.</b>	<b>For legal communicators</b>	<b>40</b>	<b>23</b>	<b>17</b>
1	General knowledge of legal dissemination and education	4	3	1
2	Professional skills on legal dissemination and education	16	12	4
3	Supporting skills for activities of legal communicators	12	8	4
4	On-site mission to exchange experience and write report	8	0	8
<b>II.</b>	<b>For legal disseminators</b>	<b>24</b>	<b>15</b>	<b>9</b>
1	General knowledge of legal dissemination and education	4	3	1
2	Professional skills on legal dissemination and education	10	8	2
3	Some supporting skills for activities of legal disseminators	6	4	2
4	Discussion, lesson learnt, assessment of results	4	0	4

#### 2. Description of topics

##### **Part I. GENERAL KNOWLEDGE OF LEGAL DISSEMINATION AND EDUCATION (04 lessons, applicable for legal communicators and disseminators)**

1. Status, role and significance of legal dissemination and education works.
2. Directions, policies of the Party and current laws of the State on legal dissemination and education; requirements in legal dissemination and education works in the current stage.
3. Legal regulations on legal communicators, requirements and solutions to improve effectiveness of their performance (for the Program for legal communicators).
4. Legal regulations on legal disseminators, requirements and solutions to improve effectiveness of their performance (for the Program for legal disseminators).

##### **Part II. PROFESSIONAL SKILLS ON LEGAL DISSEMINATION AND EDUCATION**

##### **1. General professional skills (08 lessons, applicable to both legal communicators and disseminators)**

###### ***1.1. Skills to determine legal contents of legal dissemination and education that are suitable for audience (01 lesson)***

- a) Methods, methodology to select and determine legal contents to be disseminated and educated for each audience;
- b) Requirements of implementation.

###### ***1.2. Skills to exploit, study, classify and select information, data for legal dissemination and education (01 lesson)***

- a) Sources of information, data for legal dissemination and education;
- b) Skills to classify, exploit, search and select information, data for legal dissemination and education.

###### ***1.3. Skills of direct legal dissemination and education (02 lessons)***

- a) Concepts, features of direct legal dissemination and education;
- b) Requirements of persons who carry out direct legal dissemination and education;
- c) Process (i.e. steps) of direct legal dissemination and education.

###### ***1.4. Skills to compile materials for legal dissemination and education (01 lesson)***

- a) Classification and requirements of materials of legal dissemination and education;
- b) Implementation process (steps).



***1.5. Skills to implement legal dissemination and education via mass media (including newspapers, grassroots radio network, internet, etc.) (02 lessons)***

- a) Concepts, features and situation of legal dissemination and education via mass media (including newspapers, grassroots radio network, internet, etc.);
- b) Subjects, contents, methods; factors influencing the implementation process;
- c) Implementation process (steps).

***1.6. Skills to implement legal dissemination and education through organizing of legal contest (01 lesson)***

- a) Concepts, features and requirements of each type of contest to learn about the laws;
- b) Implementation process (steps).

**2. Specialized professional skills**

***2.1. Specialized skills of legal communicators (08 lessons)***

- a) Skills to develop, appraise, comment and implement programs, projects, plans on legal dissemination and education;
- b) Skills to conduct legal dissemination and education to special subjects;
- c) Skills to communicate understand and orient social opinions and disseminate legal normative documents from the beginning of the drafting process.

***2.2. Special skills of legal disseminators (02 lessons)***

- a) Skills to integrate legal dissemination and education into grassroots mediation;
- b) Skills to integrate legal dissemination and education into cultural activities, art performance and other cultural institutions at the grassroots level.

**Part III. SOME SUPPORTING SKILLS IN LEGAL DISSEMINATION AND EDUCATION**

**1. General supporting skills (04 lessons, applicable to both legal communicators and disseminators)**

- 1.1. Presentation skill (01 lesson).
- 1.2. Skills of analysis, summary and handling of some issues (01 lesson).
- 1.3. Skills to observe and understand mentality and characteristics of subjects (01 lesson).
- 1.4. Skills to organize and govern a direct legal dissemination and education activity (01 lesson).

**2. Special supporting skills of legal communicators (08 lessons)**

- 2.1. Skills to apply information technology into legal dissemination and education (04 lessons).
- 2.2. Skills to organize trainings with positive methods (including two-way discussions, learner-centered approach, etc.) (04 lessons).

**3. Special supporting skills of legal disseminators (02 lessons)**

- 3.1. Skills to provide consultancy and guidelines for the people at grassroots level to learn about the laws; to mobilize the people to learn and comply with the laws (01 lesson);
- 3.2. Skills to coordinate with socio-political organizations in implementing legal dissemination and education, mobilizing the people to comply with the laws at the grassroots level (01 lesson).

**Part IV. ON-SITE MISSION TO EXCHANGE EXPERIENCE AND WRITE REPORT; DISCUSSION, LESSON LEARNT AND ASSESSMENT OF RESULTS (08 lessons for legal communicators and 04 lessons for legal disseminators)**

**1. On-site mission to exchange experience and write report for legal communicators**

- 1.1. Legal communicators will attend and directly implement specific legal dissemination and education activities; thus, detecting advantages and disadvantages, withdrawing lessons and best practices, effective methods.

1.2. A mission report should fully reflect training results, including legal knowledge, professional skills with reference to practical performance of legal communicators in legal dissemination and education works and recommendations, proposals of specific solutions to enhance effectiveness of legal dissemination and education for this group. Ministries, branches and localities will proactively decide on issuance of certificates to certify and assess training results in accordance with the current laws.

## **2. Discussion, lesson learnt and assessment of results for legal disseminators**

2.1. Legal disseminators will participate and directly raise their opinions, discuss on results of the professional trainings; detect advantages and disadvantages; withdraw lessons, best practices and effective methods; share their comments, assessment of the professional trainings in terms of contents, organization methods; propose specific solutions to improve effectiveness of their works.

2.2. Select one of the most suitable methods in line with the practical conditions, such as: workshop, seminar, group meeting for lesson learnt and practicing legal dissemination and education activities in accordance with the training topics.

## **IV. GUIDELINES ON IMPLEMENTATION OF THE PROGRAM**

1. The program will be a basis for the Ministry of Justice to compile a set of original materials on professional trainings for legal communicators and disseminators.

2. According to the framework program and original materials, ministries, branches, organizations and localities can proactively refer to and select contents, forms, methods and time to organize training courses for legal communicators and disseminators under their management in line with their practical needs, situation and conditions.

In addition to the program's contents, it is encouraged to select other training contents that are suitable for specific fields, management scope and conditions of ministries, branches, organizations and localities, ensuring to enhance the quality and effectiveness of legal dissemination and education.

3. In accordance with practical conditions, ministries, branches, organizations and localities can select suitable professional training forms such as:

- a) Providing materials on legal knowledge, professional skills on legal dissemination and education;
- b) Organizing professional training courses;
- c) Organizing remote professional training courses (via television, radio, and internet) and other suitable training forms.

4. Training methods: In combination between theories and through case studies, on-site missions. For concentrated training form, it is necessary to combine lecturing method with discussion method, encouraging participation of learners (there should be sufficient time for legal communicators and disseminators to study, discuss, practice and share their practical experience in order to strengthen their capacity and promote their activeness in learning).

## **V. ORGANIZATION OF IMPLEMENTATION**

### **1. Implementation responsibility**

a) The Ministry of Justice assigns the Department of legal dissemination and education to lead and conduct compilation and distribution of the original materials on professional trainings for legal communicators and disseminators; frequently review, update, revise, supplement the materials; organize professional training courses for legal communicator at the central level and of some provinces in order to develop a source of trainers for training courses for legal communicator and disseminators of ministries, branches, organizations and localities.

Other departments of the Ministry of Justice will, within their functions and tasks, be responsible to coordinate with the Department on legal dissemination and education to implement the above tasks and the program.

b) Request other ministries, branches, organizations and agencies to submit their request to recognize legal communicators; and together with commune People's Committees, in accordance with on the program's contents and requirements of legal dissemination and education works, to lead and coordinate with the Ministry of Justice (for ministries, branches, central organizations), Departments of Justice (for provincial agencies, organizations), Divisions of Justice (for district agencies, organizations) or direct judicial-civil registration works (for commune People's Committees) to annually organize professional training courses, conduct self-assessment of quality and effectiveness of performance of legal communicators and disseminators within their management scope via suitable forms.

c) Legal organizations, units that are in charge of legal works, legal dissemination and education, will lead and advise the leadership of ministries, branches, organizations and agencies in reviewing and preparing a list, organizing professional training courses for central legal communicators within their management scope.

d) Department of Justice of provinces and centrally-run cities will lead and advise provincial People's Committees in reviewing and preparing a list, organizing professional training courses for provincial legal communicators; providing guidelines for Divisions of Justice within their management scope on contents, forms, methods and time to organize professional training courses for legal communicators and disseminators in line with the practical conditions; monitor, supervise and examine implementation of the program at the local level.

e) Division of Justice of urban and rural districts, towns, provincial cities will lead and advise district People's Committees in developing a periodical plan on professional trainings for legal communicators and disseminators within their management scope and in line with guidelines provided by the Department of Justice in order to ensure the effectiveness and usefulness, positively contributing to promote their role in legal dissemination and education at the grassroots level.

f) Judicial – civil registration officials will lead and advice commune People's Committees in reviewing and preparing a list, organizing professional training courses on legal dissemination and education for legal disseminators in their local area and in accordance with the plan.

## **2. Budget for implementation of the program**

Budget for implementation of the program will be allocated from the State budget and reflected in the annual budget estimation of the State management agencies on legal dissemination and education and other budget sources in accordance with the current laws.

The Department of legal dissemination and education (Ministry of Justice), legal organizations, units in charge of legal works, legal dissemination and education of ministries, branches, organizations, agencies, Departments of Justice, Divisions of Justice and judicial – civil registration officials will be responsible to prepare a budget estimation for organizing professional training activities and send to a financial agency at the same level for summary and submission to competent agencies for approval and implementation in accordance with the law./.

**ON BEHALF OF MINISTER OF  
JUSTICE  
DEPUTY MINISTER OF JUSTICE**

*(signed)*

**Phan Chi Hieu**

**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes *[please check all that applies]:***

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## **Annex V**

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant; USD for international Consultant).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

**Cost breakdown:**

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract).			
2.4	Others (pls. specify) ....			
	<b>TOTAL</b>			

\* *Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*