

## TERMS OF REFERENCE VIETNAMESE LANGUAGE TUTOR FOR NATIONAL DIRECTOR

**Location:** Ba Dinh District, Hanoi

**Working hour:** Preferably 03 hours per week (90 minutes/session, Wednesday from 5PM and Saturday from 11AM)

**Contract duration:** tentative within 04 months

**Rate:** Negotiable

**Application deadline:** 20 January 2022

### I. Background

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WVV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has been funded 12 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 430 staff, of which 99% are Vietnamese nationals.

Currently, World Vision Vietnam is operating in 5 zones: North 1 (Hoa Binh and Dien Bien), North 2 (Yen Bai – Tuyen Quang), North 3 (Thanh Hoa, Hai Phong), Centre (Quang Tri, Quang Nam – Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV's AP usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

The National Director of WVV is an Indonesian and has arrived in Vietnam since June 2021. The Vietnamese language training is in deed necessary for his daily communication and further operation management.

### 2. Key Responsibilities:

- Providing a comprehensive and professional Vietnamese language training to the National Director (the ND) via English as communication language.
- Plan, prepare, and teach well developed lessons and promote enjoyment of learning.
- Make reports on study process with clear formative comments and targets as to how to improve study results by defined deadlines and provide regular estimation and feedback on assessments.
- Ensure lessons are in line with planning and respective objectives.

- Prepare specific lessons according to the topics requested by the ND.
- Prepare and develop materials and resources for relevant lessons.
- Co-ordinate with the Executive Assistant for re-scheduling if necessary.

**3. Requirements:**

- Well-experienced for teaching Vietnamese for foreigners at least from 03 years and above.
- Graduated with Degree of University in Education or Linguistics (TESOL/ TEFL/CELTA certificate is an advantage).
- Have a standard module for business communication and day-to-day office verbal communications.
- Have a good range of knowledge of pedagogical methodologies models.
- To be able to design lessons as per the ND's request.
- Have professional appearance and decent attitude.
- Process standard pronunciation, easy to understand expressions (Northern accent is preferable).
- Understand the culture, customs and habits of other countries and Vietnam.

**The TOR is agreed by**

**World Vision International in Vietnam**

**The Consultant**

**Doseba Tua Sinay**

**National Director**

Date:

Date: