TERMS OF REFERENCE
Digital learning expertise

1. Context

IECD (Institut Européen de Coopération et de Développement) is a French NGO operating since 1988 in three areas of actions: General education, Entrepreneurship and Vocational training, mainly in Africa, Middle-East and South-East Asia. Since the launch of the Hospitality and Catering program in 1998, IECD has supported local partners in creating or strengthening 21 sustainable vocational training centres in hospitality and catering in 13 countries were tourism is one of the key drivers of economic and social development.

As part of our mission, 2 bakery projects (La Boulangerie Française) in Ho Chi Minh City (Vietnam) and Yangon (Myanmar) and a hospitality project (The Hospitality and Catering Training Centre) in Mae Sot (Thailand) wish to offer **their staff and students a better vision, understanding and ability to use the digital possibilities in education & training.**

To do so, IECD in South-East Asia is looking for an agency or individual experts willing to get involved in a thrilling social project and who will be able to guide and support the schools and provide them with concrete tools and solutions.

2. Projects presentation

The **Hospitality and Catering Training Centre (HCTC), located in Mae Sot (Thailand),** is a vocational training centre that welcomes around 60 students per year, aged 16 to 22, coming from the surrounding region and mostly of Karen origin. It was created by IECD and the Tak Border Child Assistance Foundation (TBCAF) in 2009 to fill the gap in educational services accessible to Karen youth, and to promote their social and professional integration in the Thai society.

30 new young people are welcomed every year in the boarding school and trained during 2 years in the 4 main areas of Hospitality & Catering: cooking, food and beverage service, housekeeping and front office. The young beneficiaries are also offered general and human training, for them to become accomplished professionals, blooming adults and responsible citizens. The training especially focuses on skills practice, through the training hotel-restaurant, *The Passport*, joined to the school, and during 2 internships with carefully selected professional partners.

The HCTC operates with a team of 11 people.

La Boulangerie Française – Ho Chi Minh City (Vietnam) is a bakery and pastry vocational school created in 2017. The school constitutes a genuine social enterprise as the products made by the students during their training are sold either in B2B or B2C; and the profits are reinvested to cover training costs and overhead.

IECD has thus developed a model that offers a 16 to 20-months high-quality training to 20 vulnerable youth every year, while focusing on the project technical, institutional, and financial sustainability. The bakery is managed by a team of 5 people.

La Boulangerie Française – Yangon (Myanmar) is a bakery and pastry training centre launched in 2018 thanks to a partnership between The Ministry of Hotel and Tourism of Myanmar, the Luxembourg Development Agency and IECD. The school provides a 16 to 20 months intensive training course in bakery and pastry to 16 disadvantaged Burmese young adults every year. To ensure its financial sustainability, the training centre uses the same model as in HCMC. The bakery is managed by a team of 5 people.

3. Goals and activities

The goals are two-fold:

A. Help staff of the above-mentioned projects, specifically trainers, to have a comprehensive vision of the existing digital solutions (both in terms of contents and hardware) in education and training fields and use them at best for the programs

B. Allow students to learn and maintain already acquired knowledge, **on-site** and **distantly** through digital solutions, while being conscious of the limits of the centres and the teams.

To achieve this the following activities are proposed to the expert:

- Undertake a survey through exchanges with IECD's personnel to include but not limited to Project Managers, both in terms of contents and hardware, of
  - o a) digital solutions already available and used within the program
  - o b) current level of staff knowledge and understanding of the digital solutions, as well as their actual, practical ability to use digital tools
  - o c) expressed needs and expectations from project managers / trainers for digital solutions, for each type of usage (in-class training, distance training, self-learning by students and / or alumni…). For the contents, understand needs in terms of topic, language, format, duration…
- Prepare a panorama of the digital solutions useful and related to the
  - o a) Technical and vocational and education & training (TVET) education & training domains,
  - o b) tourism & hospitality industry technical skills adapted to the level of the schools
  - o c) transversal skills (lifeskills/softskills), adapted to the level of the schools
- Prepare a process and tool to help teachers to select the best solutions (content / hardware) to answer the needs of each type of learning experiences
- Implement a "database" of the best resources curated through the research, classified by teaching / learning experience (in-class training, distance training, self-learning by students and / or alumni…) and by type of media/resources (website, video, tutorials, …); distinguish free / payable options.
- Recommend hardware investment required to use adequately the resources
- Create training modules for the training of trainers (delivered by the expert, see below "Inform, present and train the trainer to") which shall include illustrated examples of situations to use the digital tools and solutions with the students
- Inform, present and train the trainers to
  - o a) the panorama
  - o b) the selected solutions
  - o c) pedagogy/teaching techniques to bring the best out of the resources

4. Deliverables

	Topic	Format	Public
1	Survey	Survey report and meeting minutes	Project managers Trainers IECD HQ to include pedagogical and trade experts
2	Panorama of digital solutions	List and reviews	Project managers + staff IECD HQ
3	Tool and selection process	To be determined	Teaching staff
4	Database of resources	To be determined	Project managers + staff IECD HQ
5	Training modules	Written and/or digital modules	Trainers & Students
6	Training to the use of modules	On-the-field-mission, mission report	Trainers & Students

5. Proposed calendar

	1-15 nov 2020	16-30 nov 2020	1-15 dec 2020
Survey & report	X		
Panorama	X	X	
Tools & Selection process	X	X	
Database of resources	X	X	
Training modules		X	X
Staff training			X
Student training			X

The mission will take place distantly and the evaluator will plan accordingly remote or face to face exchanges with some IECD team members (list to be provided) for preparation purpose at the early stage of the mission.

6. References and contacts

For **expressions of interest** or any **enquiry** please submit before the 28th October:
- Resume (CV) along with a presentation of your organisation/consultancy
- Detailed proposal including methodology, budget and references/samples of previous similar works.

To proceed, please write to Coralie Nkuka /Simon Martin
coralie.nkuka@iecd.org
simon.martin@iecd.org

For additional information regarding the projects, please refer to the attached projects presentations.