September 8, 2014

Ms. Claire Ireland
Counsellor, Development Cooperation
Australian Embassy
8 Dao Tan, Hanoi
Socialist Republic of Vietnam

Dear Ms. Claire:

Re: Administration Agreement for the Australian Trust Fund for the
Vietnam Blended Learning Program (TFM53942)
Amendment to the Administration Agreement

1. We refer to the Administration Agreement dated November 10, 2004 between the Government of Australia, represented by the Department of Foreign Affairs and Trade (the "Donor") and the International Bank for Reconstruction and Development and the International Development Association (collectively, the "Bank"), for the Vietnam Blended Learning Program (Trust Fund No. TFM53942) ("Agreement"), as amended. We further refer to the email communications dated July 22nd, 2014 from the Donor’s representative related to the intention of the Donor to amend the Annex to the Agreement.

2. Accordingly, the Annex to the Agreement describing the Program is replaced by the amended Annex as set out in the Attachment to this amendment letter.

3. All other provisions of the Agreement shall remain in full force.

4. Please indicate your concurrence with the foregoing by countersigning and dating the form of confirmation on the two original copies of this letter of amendment and returning one countersigned original to us. This amendment to the Agreement will become effective as of the date of countersignature of this letter.

Sincerely Yours,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT /
INTERNATIONAL DEVELOPMENT ASSOCIATION

By Victoria Kwakwa
Country Director for Vietnam
East Asia and Pacific Region
CONFIRMED AND ACCEPTED:
Government of Australia, represented by Claire Ireland

By: [Signature]

Name: CLAIRE IRELAND

Title: COUNSELLOR DEVELOPMENT COUASRATON

Date: 12 Sept 2014
1. BACKGROUND AND RATIONALS

The Vietnam Development Information Center (VDIC) is a partnership initiative of multilateral and bilateral development agencies, managed by the World Bank Vietnam. The VDIC was launched in January 2001 to promote the use of and access to knowledge in order to improve the effectiveness of development programs in Vietnam. The VDIC is financed by contribution from Government of Australia, Canada, Denmark, Japan, United Nations Development Programs and the World Bank.

Well-established within the Global Development Learning Network and with strong partnerships with local, regional and international organizations that have a commitment to and capacity for distance learning and access to information, the VDIC is as an important vehicle to support the development and training agenda of Vietnam. The VDIC offers a unique one-stop-shop platform for knowledge and information exchange covering a wide range of products from quality blended learning programs, structured courses, inter-regional dialogues that enable distance learning customers, senior decision makers, academic researchers and development community to access to cutting edge knowledge and public information through high level interaction with global sources of expertise.

To this end, the VDIC has been managing an Australian trust fund of AU$674,000 to support some of its key operational functions in Vietnam. Under the title Vietnam Blended Learning Program (VBLP), the grant has helped the VDIC to encourage local institutions to apply ICTs in organizational capacity building, especially in the modernization of curricula and blended learning approaches. The application of ICT in education and training and capacity building has been accelerated through increased engagement with GDLN-type techniques, giving Vietnamese decision-makers greater access to global knowledge, and strengthening partnerships between Vietnam, Australia and the rest of the world.

With this AUSAID’s financial support, from 2006 – 2010 four rounds of small grant, under the operation of this trust fund, have been given to nine local institutions beneficiaries (Annex 1: List of projects funded 2005 – 2010). Through the implementation of the small grant, Vietnamese learners has been connected to local and international experts and their professional network, establishing collaborative community of practice by using the GDLN outreach to exchange knowledge and information. It is evidently that the small-fund program has contributed to building up research and training capacity of local institutions staff (Annex 2: Summary of key impacts).

Recognizing the value of the program support, VBLP beneficiaries have shared information about the program to their partners, including Ministries’ technical agencies, universities, non-governmental organizations, research institute, enterprises and self-help groups. There has been increasing number of organizations submitting expression of interest following the call for proposal of the VBLP every new round. Many of the organizations, which either directly or indirectly benefited from the Grant have requested VDIC to continue to support them on the design and delivery of future blended learning programs that they have identified through their engagement with the original VBLP.
The realization of a second phase therefore is necessary to allow the VDIC to build on the momentum of these past activities and to continue the small-grant funds in order to respond to these requests from local partners in developing and delivering more training programs, while also further developing educational resources and enhancing networking with leading educational institutions thus reaching a much wider audience and to meet objective of increasing organizational capacity via ICTs application. These elements are regarded by all VBLP beneficiaries and new candidates as the most urgent.

2. OBJECTIVES AND PROPOSED KEY ACTIVITIES

Over four years of this second phase, we continue to implement activities which aim to achieve the following objectives:

- To build capacity within Vietnamese institutions, targeting training agencies/divisions, through providing small grants funding to introduce and integrate blended learning methods and innovative technologies in training provision.
- To provide local institution with access to world class expertise in order to foster knowledge sharing across countries, establishing community of network and create a database of available contents resources.
- To empower women’s role in economic development activities by building capacity and transferring technology for targeted women groups through the competitive process of the Vietnam Innovation Day.

Objective 1: To build capacity within Vietnamese institutions, targeting training agencies/divisions, through providing small grants funding to introduce and integrate blended learning methods and innovative technologies in training provision.

**Provision of small-grant funding scheme annually:** Following the same implementation as phase 1, competitive small grants will be awarded to Vietnam organizations’ capacity building projects/plan focusing on human resources development’s activities using blended learning methodologies with ICT as one of the essential tools. Given the small scope of funding, it is expected that the grant will only finance a slice of the master plan for the organization. Key selection criteria will be (i) effective and creative use of blended learning methodology; and (ii) potential to expand and sustain the achieved outcomes in their organizations. Each grantee will received a funding amount of approx AU$30,000 – 35,000 through the annual awarding process. Implementation period can be up to 12 months. The funding will be announced publicly following the approach of “call for proposal” so that any interested organizations from any sector could apply. An evaluation panel consisting of different specialists will be established to review submitted proposals and recommend the final grantees. Key steps will be:

- Call for Expression of Interest - EOI (idea expression)
- Shortlisted EOIs will be asked to submit full proposal
- Proposal writing training will be provided to shortlisted EOI
- Review and select grantees by evaluation panels.
- Grant award and implementation
- Regular monitoring and technical support will be provided by the VDIC’s team.

Objective 2: To provide local institution with access to world class expertise in order to foster knowledge sharing across countries, establishing community of network and create a database of available contents resources.

There will be two activities under this Objective.
Provision of a number of training programs in partnership with Vietnamese partners for example the Institute of Financial Training (Ministry of Finance), Training center of the National Assembly of Vietnam e.t.c. These programs and partners will be carefully selected based on their experiences in partnering to deliver various training activities, assessment of local training need, institutions’ strong wills to learn and improve their performance; and sufficient capacity to carry out a comprehensive training/learning projects. These training programs are proposed to be between 12 and 24 months. These programs aimed to deliver training on demanded topics and skills. It is expected that these partners will need adequate timing to implement these programs to better measuring changes by the participants as impact from the learnt knowledge and skill to provide qualitative data for the evaluation of the whole program.

Provision of soft skills courses in developing and managing training plans/programs. Sample proposed training courses including but not limited to Design Learning Events, Develop Learning Plan and Strategy, Manage a Capacity Building project, Monitor and Evaluation. The training will firstly be provided for the Grantees from the VBLP Grants (Objective 1) and then extend to either training divisions or human development departments institutions with potential powerful roles in coordinate training activities and delivering large scale in-service trainings. Training can be either through the “train the trainer” approach or directly delivery to those responsible individuals at the participated institutions. This activity aims at updating Vietnamese institutions with professional knowledge and skills to strategically develop and professionally deliver training programs in the most efficient manner. Participating institutions will be trained both through attending formal lectures, exercising the learnt skills in actual working environment and also via ongoing coaching from VDIC and GDLN experts. This comprehensive process is expected to help changing the conventional mindset largely rooted within many of Vietnam organizations (e.g. defining learning simply as attending learning events, overestimate formal learning or learning without practical application) to that of an active, demand driven and effective learning approaches. Given the fast-paced changes in the learning context, the VDIC might consider sponsoring other just-in-time learning programs of development focused topics which could potentially benefit wide ranges of audiences.

Objective 3: To empower women's role in economic development activities by building capacity and transferring technology for targeted women groups through the competitive process of the Vietnam Innovation Day

There will be two activities under this Objective.

Strengthening economic role for women, and their capacity for production for more effective production of local agriculture products focusing on ethnic minority woman. These activities will focus on providing local ethnic minority women with knowledge on safe agriculture practices, harvest and processing technology, new agriculture models and necessary knowledge and supplies to pilot new agriculture model. Participants will be provided with new knowledge on agriculture production, equipped with new skills and new models after joining these capacity building programs.

Transferring and applying new technologies and methodologies for production to develop new products and services for the benefit of women. These activities will focus on developing, transferring and applying new technology to produce mushroom for consumption purpose and pharmaceutical purpose, and the application of innovative embroidery method for business development. The activities aim to improve women’s economic conditions, grow out of poverty, increase income, and have long term jobs, for the purpose of gender equality
3. PROGRAM EXECUTION, REPORTING AND EVALUATION

Execution: The VDIC will execute, monitor and evaluate the program throughout the process to ensure standardized and transparent financial and management procedures. VDIC will oversee the VBLP’s overall operation, conduct Grant selection on a competitive and quality basis, select independent consultants to conduct need assessment, advise applicants on program design, ensure compatibility with VBLP approaches, and support administrative and technical costs of delivering programs in Vietnam over 4 years with the management focusing on the early part/stages of the program.

Reporting: The VBLP VDIC management team will prepare round-based progress reports that will gauge the progress of activities and temporarily achieved outcomes vs VBLP Plan. Reports and updates would be communicated to the AusAID Counselor (Development Cooperation), who at any time may request a performance review.

Monitoring and Process Evaluation: The VBLP VDIC management team will provide periodic supervision and monitoring to each institution to ensure activities and financial expenses are in good track following the committed performance and impact indicators.

4. EXPECTED OUTCOMES

This extended phase would bring out tangible changes in performance of many training institutions in Vietnam and their service end-users during the four year program and connect Vietnamese institutions with leading experts and their education resources sustainably. With AU$900,000, this is an evidence of a cost effective training approach.

1) Approximately 10 to 15 local organizations will be granted to implement their capacity improvement ideas through the use of innovative learning technologies over the period of four years. At a broader context, the human resource for Vietnam would be gradually improved and professionally performed. Project management capacity of those organizations will be improved. It is estimated that hundred of staff and their counterparts would be directly benefit

2) A collection of international standard curriculums will be available for educational purposes at VDIC. These resources will be used to develop blended learning courses that will be valuable for training institutions and organizations in capacity building.

3) Several training courses will be conducted to institutions’ core trainer team and training managers.

4) Networks of expertise are created to connect Vietnamese institutions to international communities of practice, virtual and physical networks via VDIC’s initiatives and promotion.

5) Selected Vietnamese institutions have their behavior changed in training strategy development, training event planning and implementation.

6) New knowledge and technology will be applied in practice by targeted women groups through the assistance of four selected Vietnamese organizations.
5. FEASIBILITY AND SUSTAINABILITY

This program work plan is feasible for the following reasons:

- VDIC has 4 years of experiences in execution of small-grant funding scheme. Four rounds of VBLP have been implemented and the VDIC did get lessons learnt (Annex 3: Lessons learnt from previous phases) to make the implementation of this proposal more cost-effective.

- VDIC has good infrastructure to support the ICTs education approaches.

- This proposal responds to the urgent needs of local institutions in Vietnam, thus it would gain great supports in implementation.

- WB and particularly the Global Development Learning Network have good connection with national and international experts which helps to shorten the preparation period and foster the implementation process.

This program promises a high sustainability as:

- VDIC library is a popular resource for people working in development fields in Vietnam to come and make reference. The material purchased and developed will enrich the individual learners and allow organizations and institutions nation-wide access to and benefit from the curriculums and blended learning training courses. As a result the utilization rate of the procured curriculums will be high and sustained over years.

- The VBLP will only provide small grants for projects which are a part of a comprehensive master plan training program of Vietnamese institution. Grants outcomes will contribute to the overall achievement of the organization. This would require the endorsement of the institution leadership with clear plan of capacity building and budget allocation.

- The trained staff and improvement in organization capacity will stay with the organization once they institutionalize the processes and create an on-going learning environment within the organization. It is believe that the capacity of local institutions in Vietnam will be upgraded tangibly.

6. BUDGET

This is only an indicative budget table which could be changed following the annual action plan discussion with donor without having to legally amend the Administrative Agreement.

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