

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code:	Type of engagement	Duty Station:
<p><i>Technical assistance for Training of Facilitators courses and rolling out of parenting group sessions for the IECD Holistic Parenting Programme</i></p>	<p>WBS#5200/A0/06/883/004/009 Grant# SC220230 & SC220126 GL# 7090910</p>	<p><input checked="" type="checkbox"/> Consultant</p>	<p><i>Home-based with travels to Ha Noi, Hoa Binh, Hau Giang, Can Tho, Khanh Hoa, Hai Duong, Lang Son, Quang Ninh, Hai Phong, Bac Ninh and Ca Mau</i></p>
<p>Purpose of Activity/Assignment:</p> <p>To provide technical assistance for facilitating Training of Facilitators courses and coaching for the rolling out of parenting group sessions for the IECD Holistic Parenting Programme in Ha Noi, Hoa Binh, Hau Giang, Can Tho, Khanh Hoa, Hai Duong, Lang Son, Quang Ninh, Hai Phong and Ca Mau.</p>			
<p>Scope of Work:</p> <p>In Viet Nam, improving parents' knowledge and skills in holistic nurturing, care, and child development is crucial. The United Nations Children's Fund (UNICEF) and the Ministry of Labour, Invalids and Social Affairs (MOLISA) have collaborated on the Integrated Early Childhood Development (IECD) Holistic Parenting Programme. The programme is designed to support parents and caregivers of children under eight years old by broadening their understanding of their child's development, building nurturing and responsive parenting skills, increasing parent-child attachment, and promoting non-violent discipline.</p> <p>The programme is designed to be delivered through a series of eight two-hour sessions, conducted by trained facilitators, for parent groups within the community or workplace. The facilitators are personnel from local key stakeholders - such as the Departments of Labour, Invalid and Social Affairs (DOLISA), Vietnamese Women's Union, and other relevant institutions, who have undergone thorough training of facilitator (TOF) courses organized by UNICEF and its implementation partners. The role of facilitators is to provide key information, raise awareness, encourage the exchange of experiences among parents, facilitate open discussions, address questions, empower parents and foster community support beyond the parenting sessions.</p> <p>The UNICEF supported IECD Holistic Parenting Programme programme is being implemented in 15 provinces including Dien Bien, Gia Lai, Da Nang, Soc Trang, Ca Mau, Bac Ninh, Hai Phong, Ha Noi, Hoa Binh, Hau Giang, Khanh Hoa, Can Tho, Hai Duong, Quang Ninh, and Lang Son. Up to now, TOF courses have been conducted for 12 out of the mentioned 15 provinces. In 2024, more TOF courses need to be conducted for selected districts of Ha Noi, Hoa Binh, Hau Giang and Hai Phong.</p> <p>UNICEF would like to recruit a national IECD expert or a team of IECD experts who will help facilitate the mentioned TOF courses and provide support and coaching for the roll-out of parenting group sessions by the newly trained facilitators in the selected provinces of the IECD Holistic Parenting programme.</p> <p>Objectives and specific tasks</p> <p>The consultant or a team of consultants, led by a team leader, will facilitate nine TOF courses for the IECD Holistic Parenting programme in selected districts of Ha Noi, Hoa Binh, Hau Giang, and Hai Phong. They will also provide support and coaching to newly trained facilitators in these location and other provinces under the UNICEF-supported IECD Holistic Parenting programme to improve the organization and facilitation of parenting group sessions</p> <p>Specific Tasks (see Work Assignments Overview table below)</p>			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p>			

YES NO If YES, check all that apply:

Direct contact role YES NO
 If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO
 If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Child Protection	Reasons why consultancy cannot be done by staff: As UNICEF Child Protection and MOLISA staff members do not have human capacity to travel and facilitate seven 5-day TOF courses and provide coaching to local facilitators, it is necessary to recruit a national IECD expert (or a team of expert) to support this assignment.
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Nguyen Thi Y Duyen Child Protection Specialist	Start Date: 20 Aug 2024	End Date: 30 June 2025

Work Assignments Overview	Deliverables/Outputs	Timeframe	
Task 1: Prepare and facilitate Training of Facilitator (TOF) courses			
Prepare and facilitate nine Training of Facilitator (TOF) courses for local DOLISAs and concerned counterparts in Ha Noi, Hoa Binh, Hau Giang, Bac Ninh and Hai Phong on the IECD Holistic Parenting Programme. This includes 05 days for training , 01 day for preparation of training contents and providing written brief assessment on each participant's skills and ability in independently facilitating parenting group sessions for each TOF = 6 days/course * 9 courses: <ul style="list-style-type: none"> 01 course in Ha Noi 02 courses in Hoa Binh 	<ul style="list-style-type: none"> High quality facilitation provided to five TOF courses in Ha Noi, Hoa Binh and Hau Giang that help participants improve their: <ul style="list-style-type: none"> Knowledge on IECD Holistic Parenting Facilitation skills for parenting group sessions Training programmes, pre-post survey's results and Trainees' performance evaluation for each course submitted. 	Q3-4.2024	

<ul style="list-style-type: none"> • 02 courses in Hau Giang • 2 courses in Bac Ninh • 02 courses in Hai Phong <p><i>Total: 54 working days.</i></p>	<ul style="list-style-type: none"> • Performance assessment report for all participants submitted. 		
<p>Task 2: Conduct 19 online meetings with trained facilitators</p>			
<p>Conduct online meetings to facilitate discussions with facilitators, enabling them to reflect on their sessions in facilitating parenting groups across 19 districts, including:</p> <ul style="list-style-type: none"> -Ba Vi (Ha Noi). -Hoa Binh, Cao Phong (Hoa Binh). -Chau Thanh, Chau Thanh A (Hau Giang). -Chi Lang, Van Quan (Lang Son). -Co Do, Binh Thuy (Can Tho). -Dien Khanh, Nha Trang (Khanh Hoa). -Nam Sach (Hai Duong). -Dong Trieu (Quang Ninh) -Dam Doi, Thoi Binh (Ca Mau) -Vinh Bao, Kien Thuy (Hai Phong) - Bac Ninh city & Que Vo (Bac Ninh) <p>One meeting per district – total of 19 meetings.</p> <p><u>Total: 19 working days</u></p>	<ul style="list-style-type: none"> • 19 online follow-up meetings organized. • Agenda and detailed script for each meeting to address facilitators’ issues and concerns shared. • Brief reports with action points for monitoring trips and follow-up meetings submitted 	<p>Q3 – Q2.2025</p>	
<p>Task 3: Conduct 11 field trips to provide technical support to trained facilitators in Can Tho, Khanh Hoa, Hai Duong, Ha Noi, Lang Son, Hau Giang, Hoa Binh, Quang Ninh, Ca Mau, Bac Ninh and Hai Phong after TOF courses</p>			
<p>Conduct travel to one or two project communes in each province/city of Can Tho, Khanh Hoa, Hai Duong, Ha Noi, Lang Son, Hau Giang, Hoa Binh, Quang Ninh, Ca Mau, Bac Ninh and Hai Phong to provide in-person support for local facilitator for parenting group sessions.</p> <ul style="list-style-type: none"> • <i>Note: Meeting schedule should be informed to UNICEF concerned staff for their participation as necessary.</i> • <i>After each following up meeting, consultant should meet UNICEF staff to debrief and discuss issues of concern.</i> • <i>01 day/district</i> <p><u>Total: 11 working days</u></p>	<ul style="list-style-type: none"> • 11 monitoring & supervision trips conducted to Can Tho, Khanh Hoa, Hai Duong, Ha Noi, Lang Son, Hau Giang, Hoa Binh, Quang Ninh, Ca Mau, Bac Ninh and Hai Phong • Agenda and detailed script for each meeting to address facilitators’ issues and concerns shared. • Brief reports with action points for monitoring trips and follow-up meetings submitted 	<p>Q3.2024– Q2.2025</p>	

Payment schedule

- Payment will be made upon completion of certain TOF courses, online meetings with facilitators, and field trips to project locations.
- UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.
- The consultant (or a team of consultants) should be responsible for paying their Personal Income tax.

Payment	Deliverables	Amount
1st Payment		
	- Completion of 04 TOF courses, 07 online meetings and 03 field trips (40%)	
2nd Payment		
	- Completion of 03 TOF courses, 07 online meetings and 04 field trips (30%)	
3rd Payment		
	- Completion of remained deliverables, including 02 TOF courses, 05 online meetings and 04 field trips (30%)	
Total:		

Minimum Qualifications required*:

- Bachelors
 Masters
 PhD
 Other

Advanced Degree in social work, child protection and/or related field.

*Minimum requirements to consider candidates for competitive process

Knowledge/Expertise/Skills required *:

- Advanced Degree in social work, child protection and/or related field;
- At least 5 years of working experience in the IECD area
- Strong experience as a trainer for the UNICEF - MOLISA's IECD Holistic Parenting Programme.
- Good working experience and familiarity with UNICEF vision, mission and programming on child protection.
- Strong written, communication skills and computer skills.

**If a team of consultant would like to apply, it is expected that a clear mechanism for management of this assignment will be reflected in the applying documents and that UNICEF will consider signing the contract with a lead consultant only. CVs of applying team members should also be submitted.*

*Listed requirements will be used for technical evaluation in the competitive process

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation:

Evaluation aspect	Scoring weight
A. Technical Evaluation (70%)	70%
<ul style="list-style-type: none"> • Advanced Degree in social work, child protection and/or related field; 	5%
<ul style="list-style-type: none"> • At least 5 years of working experience in the IECD area 	20%
<ul style="list-style-type: none"> • Strong experience as a trainer for the UNICEF - MOLISA's IECD Holistic Parenting Programme. 	25%

<ul style="list-style-type: none"> • Good working experience and familiarity with UNICEF vision, mission and programming on child protection; 	15%
<ul style="list-style-type: none"> • Strong written, communication skills and computer skills; 	5%
B. Financial evaluation (30%)	30%
<p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among technical qualified candidates who have attained a minimum 50-point score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.</p> <p>Submission of applications:</p> <p>a. Letter of interest</p> <p>b. CV of an individual candidate or a team of experts, detailing team management</p> <p>c. Submission of a workplan outlining the timeline for the assignment deliverables</p> <p>d. Three references;</p> <p>e. Financial proposal: All-inclusive lump-sum cost including consultancy fee and any other relevant costs for this assignment as per attached template.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Text to be added to all TORs:

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery

locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.