

**Terms of Reference**  
***National consultant for Secondary data analysis on child protection***

<b>Title</b>	An in-depth analysis on child protection using data of the Survey on Measuring Sustainable Development Goal Indicators on Children and Women 2020-2021 (SDGCW)
<b>Purpose</b>	To interpret, analyse and synthesise a report on child protection using data of the SDGCW survey
<b>Location</b>	Ha Noi, Viet Nam
<b>Duration</b>	December 2021 – May 2022
<b>Start Date</b>	1 December 2021
<b>WBS/PBA Expiry Date</b>	WBS: RR6
<b>Project and activity codes</b>	Activity 3.3.1 Increased evidence-based analysis on child protection through use of research and administrative data and gender and political sensitive quality analysis reports – Provide technical assistance to improve data and management information system on child protection – <b>Promotion and protection of children's rights 2017 – 2021 project</b>
<b>General Ledger number</b>	7000130 ( <i>Study/Research Survey Services</i> )

### Background

Viet Nam was among the first countries in the world to undertake the first round the Multiple Indicator Cluster Survey (MICS) in 1995 with the latest survey (MICS 6) conducted in 2019-2020. These surveys, conducted by the General Office of Statistics (GSO) with technical and financial support from UNICEF, have provided the Government of Viet Nam (GoV) with timely and nationally representative serial data on households, children and women on a broad range of issues, including child protection and child labour. Particularly, the 2020 MICS 6 survey has added a new module (water quality) and expanded its sample coverage to include ethnic minorities and urban areas (Ha Noi, Ho Chi Minh City). MICS6 will provide important data to measure a big number of Sustainable Development Goal Indicators (around 55) on Children and Women (SDGCW). These are the gaps in the data available in Viet Nam. Data from SDGCW can be disaggregated by geographic, social and demographic characteristics, allowing GoV and partners to address the divides and disparities that persist among regions and population groups in the country.

Yet, given the broad range of issues covered, SDGCW might not be able to meet the needs for child protection-specific analysis and disaggregation. SDGCW will provide regional data and analysis only while UNICEF and its subnational partners would require provincial data where UNICEF is present. In addition, as the government develops national frameworks to monitor progress towards the SDGs and establish baselines, strategic planning and investments will be required to collect robust, more frequent, and timely data. In response to the needs for nationally-represented and provincially-specific data and evidence on various child protection issues, the valuable raw data source from SDGCW could be further disaggregated, analyzed and interpreted in addition to triangulation with other datasets such as the National Population and Housing Census 2019 and the second National Survey on Child Labour 2018.

In this context, UNICEF is seeking a consultant with relevant technical expertise to support the Ministry of Labour, Invalids and Social Affairs (MOLISA) in interpretation, analysis and synthesis of a report on child protection using data derived from SDGCW and other available sources.

This consultancy is a part of UNICEF's support for increased evidence-based analysis on child protection through use of research and administrative data. It will contribute to Objective 3 of the Promotion and Protection of Children's Rights Project (2017 – 2021) on Strengthened capacity of key state actors to improve the legal and policy frameworks for child protection system and development of social work profession.

### Justification

This assignment requires a high-level technical expertise, specialist knowledge and relevant experience in analyzing and producing statistically sound and reliable data and report. The consultancy also requires a level of independence, sufficient time and familiarity with the development data landscape especially on child protection/children in Viet Nam.

### **Purpose, objectives and scope**

The National Data Analyst Consultant will analyze the data of SDGCW survey, and other available sources of secondary data to develop an analytical report to fill in the gap of data and evidence on child labour, violence against children, children without parental care at the national level, ensuring that standard SDGCW protocols and recommendations are strictly followed.

The study will be based in Hanoi using secondary data and take place during November 2021 – May 2022

Specific objectives of the consultancy include:

1. Map and acquire available national comprehensive and representative databases, administrative data, census as well as national representative studies/ research, produced by national authorities over the past five years on the topics of child labour, violence against children, children without parental care.
2. Conduct an in-depth analysis using primarily data from the SDGCW and other key data sources, review, interpret and synthesize the findings into a report with three chapters on the current status and trends/patterns on child labour, violence against children, children without parental care, highlighting the correlations between key variables. The consultant should triangle data of the SDGCW survey with other reliable data sources/surveys, using statistical techniques that optimize statistical efficiency and quality. The analysis should cover vulnerable groups (ethnicity, geographical, age, disability, migrants etc.) and gender aspects, where data allow.
3. Prepare a robust narrative report with three separate chapters on child labour, violence against children, children without parental care in addition to a chapter with analysis on the correlation and interconnectedness between these three thematic areas. Each of these chapters will highlight respective key findings, draw conclusions from data analyzed and propose recommendations including on additional research and data gaps that UNICEF should further explore. Narrative analysis and conclusions should be supported with relevant graphic presentations and policy briefs for effective dissemination.

Some specific questions/variables to address gaps for each thematic topic are as follows, additional aspects under each topic or indicators may be added/adjusted during the inception report to address the above-mentioned objectives:

#### **A. Child labour**

- To identify and understand social and demographic factors associated with child labour (age groups 5-11, 12-14 and 15-17 and types of activities economic activity, household chores, child labour and hazardous work). Additional variables to be supplemented if data available: Causes for participation in economic activities and child labour, economic sectors, types of work, working hours, status in employment, start-working age, work locations and income.
- To analyze trends in child labour based on data from MICS 2011, MICS 2014 and SDGCW survey 2020-2021

#### **B. Violence against children**

- To identify and understand social and demographic factors associated with violent discipline against children practiced by parents/caregivers.
- To analyzed trends in violent discipline against children based on data from MICS 2011, MICS 2014 and SDGCW survey 2020-2021

#### **C. Children without parental care**

- To understand the situation of children without parents living with them in terms of social and demographic characteristics of the households and child protection related domains

such as birth registration, violent discipline, child labour, health insurances and social transfers.

- To analyze trends of the situation of children without parents living with them based on data from MICS 2011, MICS 2014 and SDGCW survey 2020-2021.

### Tasks, Methodology and deliverables

The consultant is required to work closely with UNICEF to get technical guidance and exchange information on the implementation of the consultancy.

No	Task	Deliverables	Length	Tentative dates
1.	<b>Task 1:</b> Conduct desk review of available national comprehensive and representative databases, administrative data, census as well as national representative studies/ research/ surveys, produced by national authorities over the past five years on the topic of child labour, violence against children, children without parental care. <b>(10 days)</b>	A draft report describing the current available key data and information relating to child labour, violence against children, children without parental care in Viet Nam. This includes gaps and recommendations for further evidence and analysis related to these issues.	20 days	December 2021
2.	<b>Task 2:</b> Conduct further data analysis on trends or patterns or prevalence as well as some quantifiable and measurable data from complex data sets of MICS.6 on child labour, violence against children, children without parental care at national level and identified provinces, highlighting the correlations with variables as listed in the Scope of this TOR <b>(20 days)</b>	Brief report with key findings from data analyzed presenting an in-depth analysis on situation of child labour, violence against children, children without parental care at national level and identified provinces, highlighting the correlations with key variables available for comments	40 days	January 2022 – February
3.	<b>Task 3:</b> Develop a report with three separate robust narrative chapters on child labour, violence against children, children without parental care, with presentations on key findings and recommendations + 3 separate policy briefs <b>(20 days)</b>	a report with comprehensive analysis data and information related to child labour, violence against children, children without parental care and recommendations on data gaps that UNICEF should further explore available. Narrative analysis and conclusions should demonstrate correlations and interconnectedness between these three thematic topics and be supported with relevant graphic presentation as required for illustrative purpose.	40 days	March – April 2022

No	Task	Deliverables	Length	Tentative dates
		<b>Total</b>	<b>50 days</b>	

### Payment Schedule linked to Deliverables

Payments	Deliverable	Proposed date
1 <sup>st</sup> payment	40% of the total contract's value and upon completion of deliverables 1 & 2	15 March 2022
2 <sup>nd</sup> payment	Final payment – 60% – upon the final deliverables 3	15 May 2022
<b>Total</b>		

### Reporting

The consultant will work under the overall supervision of the Chief of Child Protection and with technical support of the Planning, Monitoring and Evaluation section. The consultant will report to the Chief of Child Protection, and is under the direct supervision of the Child Protection Specialist (Exploitation) who will help facilitate necessary consultations with other UNICEF colleagues in the implementation of the specific tasks. The Chief of Child Protection will approve the final products of the consultancy.

The UNICEF Child Protection Section will support the selected consultant to collaborate with MOLISA for consultations throughout this assignment.

### Performance indicators for evaluation

Timeliness, inclusion of and response to UNICEF and MOLISA comments, quality of services rendered.

The performance evaluation is conducted upon the completion of deliverables according to timeline as mentioned above.

### Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ 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):

### Qualification/Specialized Knowledge and Experience

The consultant should have the following qualifications to effectively carry out the proposed tasks:

- Education: Post graduate degree in Statistic, Data Analysis or other relevant discipline(s).
- Proven knowledge in international standards and practices on data management and reporting, especially on children's issues
- At least ten years working experience related to managing or supporting national or big scale surveys/research, data management and reporting of issues related to children, women or other vulnerable groups
- Proven knowledge and working experience in working with multiple partners, especially key government social sectors in research and data management
- Strong ability and experience in facilitating consultations and workshops
- Working experience and familiarity with UNICEF vision, mission and programming on child protection is preferable.
- Fluency in written and spoken English is required

Applications will be evaluated technically, and points are attributed based on how well the application meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

Evaluation aspect	Scoring weight
<b>Technical Evaluation (70%)</b>	<b>100 points</b>
• Education: Post graduate degree in Statistic, Data Analysis or other relevant discipline(s);	15
• Proven knowledge in international standards and practices on data management and reporting, especially on children's issues	15
• At least ten years working experience related to managing or supporting national or big scale surveys/research, data management and reporting of issues related to children, women or other vulnerable groups	20
• Proven knowledge and working experience in working with multiple partners, especially key government social sectors in research and data management	20
• Strong ability and experience in facilitating consultations and workshops	10
• Working experience and familiarity with UNICEF vision, mission and programming on child protection	10
• Fluency in written and spoken English	10
<b>Financial evaluation (30%)</b>	<b>30%</b>

**The passing score for the technical assessment is 71.5 or 50%.**

### General Conditions:

The following general conditions shall apply. The consultant shall:

- Be provided with DSA for UNICEF-required travel
- Be paid upon satisfactory completion of the 2 deliverables as listed above

**Policy both parties should be aware of:**

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorization is issued.**
- No consultant may travel without a signed Travel Authorisation prior to the commencement of the journey to the duty station.
- Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.