

Term of Reference

Recruitment of Da Nang based consultant on Child Sensitive Social Assistance

Title	Da Nang based consultant on Child-friendly Cities and Child-sensitive Social Assistance.
Purpose	Da Nang-based national consultant to support Child Sensitive Social Assistance programme and Child Friendly Cities Initiative in Da Nang
Location	Da Nang
Duration	15 May 2022- 31 December 2022 (7.5 months)
Start Date	15 May 2022
Reporting to	Social Policy Officer (Social Policy and Governance section)
WBS/PBA	WBS 5200/A0/06/884/002
Funding Expiry Date	SC180821 (expiry date 31.12.2023)
Project and activity codes	Child Sensitive Social Protection and Child friendly City Initiative in Da Nang, DOLISA

Background

Social protection is a key policy instrument for reducing poverty and vulnerability, building human capital, empowering women, and girls, improving and safeguarding livelihoods from economic shocks, climate and environmental risks and pandemics.

Only 10 per cent of children and less than 1 per cent of children under 36 months of age in Viet Nam have access to cash assistance.¹ In addition, Viet Nam allocates only 0.04 per cent of annual GDP for regular cash support to children.² Furthermore, the coverage of social assistance is inadequate to produce positive outcomes due to its fragmentation, the inadequate financial resources allocated and the complex targeting system, resulting in high exclusion error and therefore not reaching those people most in needs (such as persons and children with disabilities, the elderly, or the poor single parents with children).

Insufficient recognition of covariate risks and lack of a legal basis for shock-responsive and gender transformative social protection challenge effective preparedness and response to economic, climate, environmental and health risks. This is further constrained by the limited capacity to generate evidence and use the data to inform decision-making. This requires the development of appropriate reforms to support the strengthening of the national social protection system for all children.

Over the past decade, the reform agenda of social protection in Viet Nam has seen significant progress. In 2017, Viet Nam marked a key milestone when the Prime Minister approved the Master Plan on Social Assistance Reform and Development (MPSARD) 2017-2025 and Vision to 2030, serving as the first

¹ UNICEF (2017) Assessment of Targeting Approaches and Mechanisms (Inclusion and Exclusion Errors) in Existing Social Assistance Schemes.

² UNICEF calculation based on the household survey data of 2019.

comprehensive social assistance framework in Viet Nam. The plan envisages an ambitious scaling up of social assistance, with the overall aim of progressively realizing universal access.

In 2021, the Government issued the Decree 20/2021 replacing the Decree 136/2013 serving as the most important decree on cash assistance in Viet Nam. With the renewed focus in the first 1,000 days of life. As of 2021, more than 3.1 million people received regular benefit (about 3 per cent of the population) of which about 51,000 are orphans and 70,000 are disabled children (MOLISA, December 2021). The newly issued Decree 20 reflects an expansion in social assistance coverage for only a small group of children under 3 years old from poor households living in ethnic minority communities in mountainous areas. The Decree 20 also includes an important article allowing provinces and cities with an existing and potential fiscal space to have the flexibility to make decisions on the coverage and the value of the benefits to be transferred to beneficiaries. However, the revised Decree 20 is still categorical, narrowly targeted and without a roadmap for a progressive introduction of a universal social assistance for children, especially those aged 0-3 years old nor the inclusion of emergency and shock responsive cash assistance for children. Finally, the Decree 20 does not provide guidance to strengthen the linkages between social assistance beneficiaries and access to essential services.

The COVID-19 pandemic has showed that social protection system needs modernization. The support provided to households and children in response to the pandemic has been limited in terms of coverage, linkages to essential services, the adequacy of the benefits delivered, the complexity of targeting and limitation in the current management information system which have resulted in inclusion and exclusion errors in the identification of the people most in need.

The Ministry of Labour, Invalids and Social Assistance (MOLISA) is the government body responsible for the administration, implementation, and general oversight of social protection in Viet Nam. Over the past years, MOLISA and UNICEF have developed a strong partnership to promote and protect children's rights in Viet Nam. Under the new Country Programme Document of 2022-2026, UNICEF Viet Nam Country Office continues its collaboration with MOLISA in strengthening the integrated and child-sensitive, shock responsive and gender transformative social protection systems.

At sub-national level, UNICEF Viet Nam has cooperated with Da Nang City since 2020 with a focus on evidence generation to inform the planning, development and implementation of child sensitive socio-economic development plans and City Programme of Action on Children. Da Nang is a vibrant economic hub and has been experiencing rapid urbanization and stable economic growth. Da Nang is one among few self-financing provinces in Viet Nam. In addition, Da Nang is one of the sub-national authorities to have increased the level of social assistance allowance, expanded the group of beneficiaries for social assistance, and added an education subsidy.

Da Nang City People's Committee endorsed since 2017 the establishment of one social work collaborator³ at each ward/commune.⁴ While there has been existence of a social work collaborator at grassroot level in Da Nang and a linkage between the social assistance and the access to essential services including education, health and nutrition is still a major concern. Some contributing factors are the limited awareness and knowledge of social assistance clients, the capacity of frontline workers, the limited inter-sectoral coordination and the capacity to collect, analyse and take appropriate actions to respond to people's needs.

³ The social work collaborator is responsible among other for consolidating assistance requests from people in community, providing suggestions on referrals to social protection and social work centers, health-rehabilitation facilities, educational-training institutions and other suitable establishments.

⁴ Based on the Circular#07/2013 on the standards of social work collaborator at ward/commune level issued by MOLISA.

Finally, the interventions on child-sensitive social protection will be linked with the already existing interventions implemented under the umbrella of the CFCI project in Da Nang. Therefore, the need to continue working in parallel and exploit potential synergies between these programmes..

Therefore, it is key to work at central and sub-national level to test child sensitive social assistance interventions which will help to address the different forms of poverty with particular focus on children and the most vulnerable segments of the population.

Purpose and objective

The purpose of the consultancy is to provide support to coordinate and facilitate the implementation of the child sensitive social assistance programme in Da Nang, particularly to enhance UNICEF Viet Nam's engagement with local partners in Da Nang.

In addition, with the starting of new CPD 2022-2026 between UNICEF and Da Nang, the local consultant is expected to provide continued coordination role at the initial phase to support day to day CFCI project implementation and networking with related stakeholders in Da Nang.

Location

Home based in Da Nang.

Scope

This assignment is expected to be conducted mostly in Da Nang. The consultant will play role as the coordinator for the implementation of child sensitive social assistance programme, networking with potential partner organizations based in Da Nang and supporting the international consultant on social protection with the initial phase of programme design, planning and implementation.

The consultant will attend relevant meetings, workshops and events with stakeholders related to programme activities in Da Nang to ensure sound and timely implementation of the activities that meet the objectives and standards set in the workplan.

The consultant is required for working full-time over the period of 7.5 months (15 May 2022 - 31 December 2022) in Da Nang City. A workplan with monthly deliverables will be developed upon onboarding of the incumbent.

Tasks, deliverables and workplan

The Da Nang based local consultant is expected to work for a period of 7.5 months starting from 15 May-31 December 2022.

Key tasks	Deliverables	Timeline	Number of days/months
Support the development and finalization of ProDoc, 5 year and 2-year workplan.	Availability of ProDoc, 5 year and 2-year workplan	May-June 2022	2 months
Facilitate and coordinate the implementation of different programme components under the CFCI in Da Nang according to detailed workplan 2022-2023.	Project activities timely implemented and monitored as planned	May-December 2022	7.5 months
<p>Support child sensitive social protection interventions in collaboration:</p> <ul style="list-style-type: none"> - Provide support to the Social Protection International Consultant during the inception and implementation phase of child sensitive social assistance programme in Da Nang, including to arrange meetings with local partners, to provide translation/interpretation support at the meeting. - Communicate and coordinate with local partner to support Int'l consultant to develop criteria for selection of geographical intervention areas in Da Nang. - Coordinate launching workshop of the Child Sensitive Social Assistance Programme in Da Nang - Support international consultant to conduct a 'light' Needs Assessment in the selected areas. - Support the advocacy work on the expansion of child sensitive and shock responsive social assistance in selected provinces and cities. - Coordinate with local partners, MOLISA and UNICEF to implement and monitor child sensitive interventions in accordance to the developed workplan. - Other tasks upon the request 	Availability of monthly reports at beginning of the month.	May-December 2022	7.5 months

Key tasks	Deliverables	Timeline	Number of days/months
Documentation of good practices for knowledge management and for reporting	Availability of human-interest stories and programme report/proposal upon the request	May-December 2022	7.5 months

Reporting

The assignment will be undertaken under the supervision of Social Policy Officer, SPG Section, UNICEF Viet Nam. Additional guidance and technical inputs will be provided by Social Protection International Consultant and by the Chief of Social Policy and Governance and informed by UNICEF's CFCI Taskforce. As this assignment is full-time, the consultant is not allowed to work on any contract/assignment commissioned by other agencies.

Payment Schedule:

Payment for the assignment will be made based on a monthly progress report against the interventions implemented on Child Sensitive Social Assistance and on CFCI workplan for 2022.

Performance indicators for evaluation

- Quality of deliverables meet the standards set by UNICEF and specifications outlined in the contract.
- Deliverables are submitted in a timely manner as indicated in the contract.
- Technical assistance delivered in a contextualized and tactful manner, drawing on the inputs from the partners.
- Performance evaluation will be completed at the end of the assignment

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:

Qualification/ Specialized Knowledge and Experience

- Bachelor's degree, ideally in social science, development economics, social protection or any related field. Master's degree preferred but not essential.
- 5-7-years working experience in project management with UN agencies, international or local NGOs, global organizations focusing on adolescents and young people or youth-oriented organizations.
- Proven experience working in areas related to social protection sector at national or sub-national level in Viet Nam and in conjunction with local authorities in Da Nang.
- Have a good understanding of Da Nang's socio-economic and partnership context.
- Excellent planning and monitoring skills;
- Excellent networking, communication and coordination skills;
- Strong analytical and facilitation skills
- Professional command of English and Vietnamese.

Assessment criteria

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Qualifications and Experience (20 points)
- Knowledge and Skills (35 points)
- Competencies (35 points)
- Languages (10 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

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.]

Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to the assigned requisition in UNICEF Vacancies: <http://www.unicef.org/about/employ/>

- a. Letter of interest and confirmation of availability;
- b. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
- c. Performance evaluation reports or references of similar consultancy assignments (if available)
- d. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment.
- e. CV/P11 form ([UN Personal History Form](#))

General Conditions: Procedures and Logistics

The following general conditions shall apply:

- Workstation: Home based in Da Nang
- Official travel within the country if any
- The consultant will provide his / her own laptop, computer and office supplies
- If authorized to have access to UNICEF transport
- Be paid on a monthly basis or daily rate. Consultants are not entitled to any payments during days off and sick leave.

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.
- Individual Contractors working Full-Time are entitled to Paid Time Off and Official UN Holidays as per the Terms and Conditions of the contract.
- 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.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign (1) the Health statement, (2) Certificate of Good Standing for Consultants/Individual Contractor prior to taking up the assignment, and a copy of appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.