

Summary

Title	National consultant on developing four budget briefs on social sector allocation and spending on children in four provinces of Dien Bien, Da Nang, Gia Lai and Soc Trang
Purpose	To support the development of four budget briefs on the following social sectors of health, education, child protection and social protection in 4 provinces of Dien Bien, Da Nang, Gia Lai and Soc Trang
Location	Viet Nam
Duration	15 October 2022-28 February 2023
Start Date	15 October 2022
Reporting to	Section Chief of Social Policy and Governance
WBS/PBA Expiry Date	SPG RR
Project and activity codes	WBS 5200/A0/06/884/002/002

1. Background and rationale

UNICEF Viet Nam supported Dien Bien, Gia Lai and Kon Tum in rolling out the Integrated Early Childhood Development (IECD) Programme (2017-2021). This programme aimed at greater integration and synergy across sectors to support integrated programming for children during their very early years and guarantee that every child has access to the full-service package at the time they need. The programme was implemented in 27 selected communes of nine districts of these three provinces. The end-line evaluation of the IECD programme¹ indicated its scalability and actors' commitments to mapping out detailed plans for the model upscaling in the next phase. In the new country programme between UNICEF and the Government of Viet Nam (2022-2026), UNICEF continues to work in Dien Bien and Gia Lai and extend its partnership to Soc Trang to implement the Child-friendly Programme across difference areas of child rights including nutrition, water, sanitation and hygiene (WASH), health, education, child protection and social protection and with Da Nang City for the implementation of the Child Friendly Cities Initiative.

Importantly, the Government has commenced its medium-term planning cycle for 2023-2025 through planning and implementation of the socio-economic development and sectoral plans at both national and sub-national levels. Notably, the government has kickstarted three nationally-targeted programmes (NTPs) with targeted transfers to continue to pursue its pro-poor objectives, namely the NTP on Sustainable Poverty Reduction (SPR), NTP on New-styled Rural Development (NRD) and NTP on Socio-economic Development for Ethnic Minority Areas (SEDEMA). NTPs are the important funding windows for provinces and cities to improve investments in children.

Given the context, now it is a critical moment for UNICEF's convergence provinces and city to prioritize investments in human capital development in general and comprehensive development of children in particular by developing a budget brief presenting how much four provinces have invested in children and eventually proposing effective ways to prioritize and increase budget allocation for social sectors to address multi-dimensional child poverty and vulnerability. Such budget briefs will help to inform

¹ UNICEF Viet Nam (2021). End Line Survey and Evaluation for the Integrated Early Childhood Development Programme of UNICEF Viet Nam (2017-2021)

annual and medium-term planning and budgeting processes at sub-national levels (starting with UNICEF's convergence provinces).

Rationale: The development of budget briefs for four provinces will require technical expertise and intensive human resource with good networking and an ability to access the budget data of relevant sectors in four participating provinces. Therefore, it would be crucial for UNICEF to recruit a qualified individual consultant with relevant technical expertise, competencies and skill set in public finance management.

2. Purpose and objective

The overall objective of this consultancy is to support UNICEF Viet Nam Country Office (VCO) to develop budget briefs for four selected provinces and city namely Dien Bien, Gia Lai, Soc Trang and Da Nang, focusing on social sectors including health (maternal and child health and nutrition), education, child protection, water and sanitation and social protection. It is aimed to provide an overall picture of public allocation and spending trends on child-focused social sectors to inform the planning and budgeting processes to ensure no child is left behind.

Following are the specific objectives of the budget briefs :

- ✓ Analyze the public allocation and spending trend of the above-mentioned social sectors focusing on children in three years (2019, 2020 and 2021)
- ✓ Assess adequacy and equity of past allocation and spending (2019, 2020 and 2021).
- ✓ Propose recommendations for more adequate and equitable budget allocation and spending on for children in four convergence provinces.

The key audience of this exercise are (i) policy makers at sub-national level including provincial/city people's committee and its relevant departments and people's council and (ii) UNICEF.

3. Scope and methodology

Scope: This assignment is to explore the extent to which the provincial budget addresses children's needs. Concretely, the briefs will :

- analyze the size (in absolute terms and in relative terms - % of the total budget), the trend, composition, and sources of provincial budget allocations to sectors that matter most for children (e.g. education, health, social protection, child protection, water and sanitation); any major variances due to COVID should be noted. Offer a forecast for the medium term;
- offer insights into the adequacy (compared with the government's plan and targets and to some extent the demand/needs of people in the selected locations) and equity of budget allocation and execution in the past three years (2019, 2020 and 2021); and
- present complex budget information in a format that is easily understood by different stakeholders and putting forth key messages and recommendations to influence public financial decision-making processes and leverage domestic resources for children for the medium-term.

This assignment is planned to be undertaken during October 2022 – February 2023 with a focus on the four provinces/city mentioned above.

Key research questions:

- What are the key trends of allocation and spending of the key social sectors on children? What is the composition of the budget for each social sector? How much space and what were the policies of the local government that affect allocation and spending of the social sectors on children?
- Any major changes due to COVID?

- What are the key sources of funding? What are the funding gaps (compared with provincial governments' plans, targets and local demands/needs)? How would gaps be addressed?
- Are the budgets equitable allocated and executed to meet the needs of children in the 4 provinces? How pro-poor is the budget? What factors affected the equity of the budget allocation process and budget execution?
- What are the key messages of this study? What should be changed to ensure that the budget addresses the needs of children

Methodology

This exercise will employ both qualitative and quantitative methods. Specifically, it will involve data collection and desk reviews and analysis to understand how and how much state budgets were spent on children in social sectors (maternal and child health, nutrition, child protection, social protection, education and water and sanitation) over the past years (2020-21). The desk review is suggested to make the most use of the recent studies and analyses with sub-national case studies supported by UNICEF and other development partners, i.e. i) Nutrition Costing for 2022-2025 Plan of Action on Nutrition; ii) Fiscal Space Analysis on Child-sensitive Social Assistance; iii) Financing Assessment for Water and Sanitation in Viet Nam; iv) Social and Environmental Public Spending Trends in Viet Nam etc. A template for data collection is suggested in the annex 1.

In addition, the selected consultant is also expected to conduct interviews with key informants with relevant stakeholders in four selected provinces, especially to capture the perspectives of key sectors including health, education, social affairs, child protection, social protection, water and sanitation, etc. to fill data gaps. Key stakeholders include but not limited to the following agencies in four proposed provinces:

- Provincial and city people's committee
- Department of Education and Training
- Department of Health
- Department of Labour, Invalids and Social Affairs
- Department of Agriculture and Rural Development
- Department of Planning and Investment
- Department of Finance

4. Specific tasks (60 days in total)

Task	Deliverables	Number of days	October 2022	November 2022	December 2022	January 2023	February 2023
1. Develop an inception report detailing methodology, approach and the data sources that will be utilized, including an overall outline of the budget brief for 4 selected provinces/city	A detailed plan and budget brief outline approved by UNICEF and sub-national partners	5 days	x	x			
2. Conduct data collection, analysis and draft budget brief for 4 selected provinces/city (7days/each province)	Availability of budget briefs for 4 provinces/city	28 days		x	x		
3. Validate and finalize the budget briefs with all stakeholders (5 day/each province)	The final completed budget briefs in both English and Vietnamese are available (maximum 5 pages/each budget brief)	15 days				x	x
Total		48 days					

5. Management and reporting

- The consultant will work under the supervision of the Social Policy Specialist and in close collaboration with the Programme Sections and Government counterparts at sub-national level especially DOH, DOET, DOLISA, DPI, and DOF
- The assignment is a combination of home-based and field-mission, with an estimation of 4 official travels, including a maximum of 5 day travel in each selected province. The consultant is expected to work independently. The consultant will need to organize own travel and will be reimbursed on actual expenditures based on the most direct and economical route in economy class. UNICEF will pay the daily subsistence allowance as per UN-approved rate. The consultant must be fit to travel, be in a possession of the valid UN DSS Basic and Advanced Security certificates, obligatory inoculation(s) and have a valid own travel/medical insurance with hospitalisation and repatriation coverage. The dates for the travel will be determined in consultation with the Social Policy Specialist.
- UNICEF will provide support to secure meetings with relevant stakeholders and provide administrative support for the organization of any national and local level. The consultant(s) will provide their own computer and communications equipment (laptop, telephones, etc).
- All remuneration must be within the contract agreement.
- No work or travel may commence unless the contract is signed by both UNICEF and the consultant

6. Payment Schedule

Payment for the assignment will be made upon the delivery of key deliverables in three instalments as follows:

- The 1st payment upon the delivery of activity 1 (30%)
- The 2nd payment upon the delivery of activity 2 (40%)
- The last payment upon the delivery of activity 3 (30%)

7. Qualification/Specialized Knowledge and Experience

- Have a postgraduate degree in public finance, economics or equivalent majors and at least 15 years of experience in the field of public financial management, preferably with experience in financial analysis in social sectors.
- Knowledge and experience in socio-economic and political environment in Vietnam and public financial management as well as decentralisation in Vietnam.
- Experience in analyzing budget allocation and implementation for social sectors in Vietnam;
- Experience in building budget briefs in social sectors is an advantage
- Good analytical and communication skills
- Language: speak and write fluently in both English and Vietnamese.

8. 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):

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

9. 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 %

- *Degree Education in public finance, economics or equivalent majors and at least 15 years of experience in the field of public financial management, preferably with experience in financial analysis in social sectors (20 points)*
- *Knowledge and research skills in socio-economic and political environment in Vietnam and public financial management as well as decentralisation in Viet Nam (30 points)*
- *Experience in analyzing budget allocation and implementation for social sectors in Vietnam and developing budget briefs in social sectors (40 points)*
- *Communication in both English and Vietnamese (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.]

10. Submission of Proposals

Interested consultant is requested to provide:

1. A brief introduction of the consultant with relevant experience;
2. A technical proposal describing how the assignment will be carried out; and
3. A financial proposal for detailed costs involved.

11. Nature of 'Penalty Clause' to be Stipulated in Contract

- Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period
- Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Viet Nam.

12. Policy both parties should be aware of:

- Individuals engaged under a consultancy or individual contract 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 and Individual

Contractors. Consultants and individual contractors 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.

- 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.
- 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 and to submit the Covid-19 vaccination if the Consultants/Individual Contractors are required to work on UNICEF premises, travel on behalf of UNICEF and access to programme delivery locations, 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.

Annex 1 – Suggested Template for Data Collection

I	Key General Country Profile for Social Welfare	2019		2020		2021		Means of verification
		#	%	#	%	#	%	
1	Total population							
2	Population of children & adolescents (under the age of 18)							
3	Poverty rates:							
3.1	Monetary poverty							
	by Kinh (majority)							
	by other ethnic groups							
3.2	Multi-dimensional poverty							
	by Kinh (majority)							
	by other ethnic groups							
3.3	Multi-dimentional child poverty							
	by Kinh (majority)							
	by other ethnic groups							
6	Life expextancy							
7	Total fertility rate							
8	Dependency ratio							
9	Universal health coverage (%)							
10	Net primary enrolment (%)							
11	Literacy rate (15-24 years old) (%)							
12	Under 5 mortality (%)							
13	Full immunization for children under 1							
III	Key Budget Data for Social Welfare (General and by Sectors)	2019		2020		2021		
		#	%	#	%	#	%	
	Types of data							
1	GDP growth							
2	GDP per capita							
3	Debt (% of GDP)							
4	Inflation rate							
5	Public spending on education							
	Education spending to GDP							
	Recurrent spending - total (% of edu exp)							
	Capital spending -total (% of edu exp)							
5.1	Early childhood edcuation-ECE spending (% education exp)							
	Recurrent ECE spending - total (% of ECE exp.)							

5.2	Primary education spending - total (% education exp)							
	Recurrent primary education spending - total (% of primary education expenditure)							
5.3	Lower secondary education spending, total (% education expenditure)							
	Recurrent lower secondary education spending, total (% of lower education expenditure)							
5.4	Upper secondary education spending, total (% education expenditure)							
	Recurrent upper secondary education spending, total (% of upper secondary expenditure)							
5.5	Expenditure per student							
	ECE spending per student, (% GDP per capita)							
	Primary education spending per student, (% GDP per capita)							
	Lower secondary education spending per student, (% GDP per capita)							
	Upper education spending per student, (% GDP per capita)							
	Other higher education spending per student, (% GDP per capita)							
6	Healthcare expenditure							
6.1	Total Health Expenditure (THE), total (% of Gov Expenditure) and (% of GDP)							
	Capital HE, total (% of THE)							
	Recurrent HE, total (% of GDP)							
	Gov recurrent HE, (% of recurrent HE)							
	Private recurrent HE (% of recurrent HE)							

6.2	Public HE, total (% of total gov exp), (% of GDP)						
	Public HE, total (% of THE)						
	Health insurance fund, total (% of THE)						
6.3	Private HE, total (% of THE)						
	Out of pocket payment, total (% of THE) (<i>optional</i>)						
	Out-of-pocket payment (OOP), (% of HH expenditure) (<i>optional</i>)						
6.3	Health expenditure per capita						
	HE per capita, current (\$) (% of GDP per capita)						
6.4	Spending on nutrition (out of health expenditure)						
6.5	Spending on immunization (out of health expenditure)						
7	Social protection-SP (four components)						
7.1	SP expenditure (SPE), total (% of Gov exp) and (% of GDP)						
7.2	Health insurance-spending, total (% of SPE) and (% of GDP)						
	Health insurance for children under 6, total (% of SPE)						
7.3	Social assistance (SA) expenditure, total (% of SPE) and (% of GDP)						
	Recurrent spending (% SAE)						
	Capital spending (% of SAE), and (% of SPE)						
	Recurrent SA for children, total (% of SA spending) and (% of GDP)						
8	Child protection						
	Recurrent child protection expenditure, total (% of Gov Exp) and (% of GDP)						
	Capital CPE, total (% of Gov Exp) and (% of GDP)						
8.1	Other programs on child protection						
	Program on child protection						

	Program on child participation							
	Programme on child injury prevention							
	Programme on prevention of the worst forms of child labour							
	Programme on prevention of violence against children							
9	Water and Sanitation							
	WASH spending to GDP							
	Recurrent spending - total (% of WASH exp)							
	Capital spending -total (% of WASH exp)							