

Term of Reference

Title	Field Project Coordinator (Da Nang-based local consultant) for the Healthy Cities for Adolescents Project in Da Nang city (Phase 2)
Purpose	To recruit a national consultant based in Da Nang for overall coordination of Healthy Cities for Adolescents Project (Phase 2)
Location	Da Nang
Duration	20 Feb 2023- 5 Feb 2024
Start Date	20 February 2023
Reporting to	Social Policy Officer
Project and activity codes	Child friendly City Project in Da Nang WBS 5200/A0/06/884/003

Background

Da Nang is the third largest city of the country, located in the central region of Viet Nam, with an adolescent and youth population of approximately 253,000, accounting for 26 per cent of the total population¹. The city has many positive aspects, including a Strategy for Smart City Development that aims to improve citizens' access to services. It ranked first in the Viet Nam Provincial Governance and Public Performance Index (PAPI) 2022² index on public service delivery and e-governance and is also among the top 10 cities/provinces in Ministry of Labor, Invalids and Social Affairs (MOLISA)'s bi-annual index on implementation of children's rights³. Many policies and social assistance programs have been implemented by the city to support children from poor households, children with disabilities and homeless children.

Despite its progress, Da Nang faces multiple challenges in creating a healthy city for children, adolescents, and young people. The situation analysis of children and adolescents in Da Nang has pointed out key emerging issues of children and adolescents including child poverty, migration, malnutrition, inadequate services for child protection and for children with disabilities, social-emotional skills, participation and environmental pollution. In addition, the city's rapid urbanization is putting pressure on public infrastructure, services and spaces, threatening the environment, children's safety and their access to essential social services. Climate change, natural disasters, environmental pollution and disease outbreaks have all had an adverse effect on children and adolescents. In particular, the COVID-19 pandemic has severely undermined the city's service-based economy, putting pressure on all families and children, particularly poor and near poor households in the medium- and long-term due to loss of jobs or reduced income.

Since 2019, UNICEF has supported the city of Da Nang in the Child Friendly City Initiative (CFCI) to create a healthy, dynamic, and welcoming city for all children and adolescents. The Healthy Cities for Adolescents (HCA) project - phase 1 was carried out under the umbrella of CFCI from October 2020 to April 2022. The

¹ *Central Population and Housing Census Steering Committee (2019). Results of the Viet Nam Population and Housing Census of 00:00 hours on 1 April 2019, Statistical Publishing House.*

² PAPI is a flagship governance program initiated by the United Nations Development Programs in Viet Nam since 2009. PAPI measures and benchmarks citizens' experiences and perception on the performance and quality of policy implementation and services delivery of all 63 provincial governments in Vietnam to advocate for effective and responsive governance.

³ Provincial Child Right Index, 2018. MOLISA

project has achieved significant results include securing high level support and commitment from local government; successful advocacy to ensure that priorities related to adolescents' health and wellbeing are reflected in local plans; the formation of strong partnerships with all related stakeholders including local authorities, private sector, NGOs and youth-led organizations in promoting the Healthy Cities for Adolescents project; and the expansion of adolescent and youth participation in local decision making through innovative platforms, improving adolescents' knowledge and skills and promoting knowledge exchange among medium sized cities.

Following the successful completion of phase 1, the HCA project will be extended for three years in Da Nang, from February 2023 to February 2026, with a 4-month inception period and a 32-month implementation period. The primary goal of this phase is to support Da Nang in becoming a healthy, dynamic, and adolescent-friendly city in order to ensure the well-being and participation of adolescents and youth. This will be accomplished by generating evidence and advocating for policy to inform adolescent-friendly planning and budgeting; ensuring equitable access to quality essential services for improved adolescent well-being; and empowering adolescents and youth to participate in decision making through innovative and digital platforms. HCA phase 2 will be delivered through a consortium including UNICEF as the lead and two partners namely the Da Nang City Authority and the VN-UK Institute for Research and Executive Education.

Justification

The HCA project phase 2 will require the technical assistance of a national consultant based in Da Nang for day-to-day project coordination and networking with city stakeholders. This position requires someone with relevant experience in the fields of child and adolescent participation, innovation and technology, project monitoring, evaluation and learning, and partnership management particularly working with diverse stakeholders such as local government, youth and adolescents, non-governmental organizations (NGOs), the private sector, and academia.

Purpose

The purpose of the assignment is to coordinate and facilitate the implementation of project activities under Phase 2, particularly to enhance UNICEF Viet Nam's engagement with local partners in Da Nang, especially adolescents and young people.

Location

Home based in Da Nang

Tasks

This assignment is expected to be conducted in Da Nang. The consultant will work mostly from home and play role as coordinator for the implementation of project activities, networking with relevant stakeholders in Da Nang, facilitating monitoring, evaluation and learning component, reporting and documentation of good practices. The consultant will attend relevant meetings, workshops, and events with stakeholders related to project activities in Da Nang to ensure that the activities are well-executed and meet the objectives and standards outlined in the proposal.

Specific responsibilities include:

1. Provide support to UNICEF programme sections to operationalize project interventions in Da Nang.

2. Provide support to related partners in the project consortium in the project planning, operation and delivery of results during the inception and implementation phases.
3. Network with various organizations based in Da Nang including local government, NGOs, youth-led, innovation and digital technology / communication organizations in maximizing the outcome of project activities.
4. Coordinate with UNICEF related programme sections in facilitating and monitoring related project activities including arrangement of field missions and donor visits.
5. Be responsible for reporting the progress of project activities during Phase 2 including inception report, quarterly, semi-annual and annual basis, both narrative and financial reports, and preparing inputs for donor meeting as needed.
6. Facilitate activities in regarding to the project monitoring, evaluation and learning (MEL).
7. Develop and provide inputs to relevant concept notes, TORs, proposal and human interest stories (HIS)
8. Perform other duties related to the CFCI in Da Nang.

Methodology and Expected deliverables and timeline

Deliverables	Timeline	Number of days/months
Provide support to facilitate the implementation of the following activities - Consultation workshop on cash plus programme with related stakeholders in Da Nang - Training on social protection in emergencies to UNICEF VCO and related stakeholders in Da Nang - UNICEF- Da Nang CFCI Kick off workshop and HACT training - Support the field mission of consultant on developing CFCI performance indicator framework	20 Feb - 19 Apr 2023	34 days
- Availability of the HCA inception report, including organization of a consultation workshop with the consortium partners and youth to inform the finalization of project design and interventions of phase 2. - Availability of the cooperation framework with related stakeholders in preparation for inception phase of HCA 2 - Development of TOR for the recruitment of consultant for developing HCA M&E framework - Prepare progress report, provide inputs and attend quarterly meeting call with donors.	20 Apr – 19 Jun 2023	34 days
- Coordinate and facilitate the implementation of project activities according to detailed HCA project workplan to ensure the achievements of project objectives under phase 2. - Support the rolling out of Cash plus and child sensitive social	20 Jun – 19 Aug 2023	34 days

Deliverables	Timeline	Number of days/months
assistance interventions in Da Nang - Develop progress report, presentation and attend quarterly meeting with donor		
- Coordinate and facilitate the implementation of project activities according to detailed project workplan to ensure the achievements of project objectives under phase 2. - Support consortium partners in conducting relevant activities to promote adolescents' participation - Develop progress report, presentation and attend quarterly meeting with donor	20 Aug – 19 Oct 2023	34 days
- Coordinate and facilitate the implementation of project activities according to detailed project workplan to ensure the achievements of project objectives under phase 2. - Support to organize the planning, annual review and experience exchange workshops - Develop progress report, presentation and attend quarterly meeting with donor	20 Oct – 19 Dec 2023	32 days
- Coordinate and facilitate the implementation of project activities according to detailed project workplan to ensure the achievements of project objectives under phase 2. - Facilitate donor visit and MEL activities - Maintain the documentation and ensure the operation of HCA fanpage and website - Develop progress report, annual reports (narrative and financial) on activities and achievements according to HCA project reporting templates.	20 Dec 2023 – 5 Feb 2024	30 days
Total		198 days

Duration: The timeframe for this consultancy is 198 days, between 20 February 2023- 5 February 2024. All deliverables are expected to be developed in English, with the responsibility for translation belonging to the consultant.

Travel

The consultant is expected to travel to Ha Noi for 2 trips including to attend the 2 day social protection in emergencies training and 2 day programme planning meeting in Ha Noi. The consultant will need to organize own travel. UNICEF will pay the lumpsum for the travel including domestic air ticket, DSA and terminal. 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 Officer.

Management and 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 other UNICEF programme sections. As this assignment is full-time, the consultant is not allowed to work on any contract/assignment commissioned by other agency.

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:

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](#).

Payment Schedule

Payment will be based on discussed and agreed on workplan and made upon submission of reports and invoices for the actual work completed, subject to satisfactory performance.

Deliverables	Duration/Deadline	Payment schedule
Deliverable 1	20 April 2023	20% upon satisfactory completion of deliverable 1
Deliverable 2	20 June 2023	20% upon satisfactory completion of deliverable 2
Deliverable 3	20 August 2023	15% upon satisfactory completion of deliverable 3
Deliverable 4	20 October 2023	15% upon satisfactory completion of deliverable 4
Deliverable 5	20 December 2023	15% upon satisfactory completion of deliverable 5
Deliverable 6	5 February 2024	15% upon satisfactory completion of deliverable 6

Qualification/ Specialized Knowledge and Experience

Qualifications and Experience

- Bachelor’s degree, ideally in social science, international affairs, business management or communication. Masters 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 directly with youth and/or facilitating participatory processes.
- Have a good understanding of Da Nang’s socio-economic and partnership context.

Knowledge and Skills

- Strong knowledge of and experience in working with adolescents and young people in urban setting.
- Good digital technology skills and bring evidence of success in working with social media, applying technology and digital initiatives for enhancing the participation of adolescent and young people.
- Strong analytical and facilitation skills
- Excellent teamwork and communication skills.

Competencies

- Proven ability to conceptualize, plan and execute innovative ideas as well as transfer knowledge and skills
- Have a network with a wide range of stakeholders, including youth-led organizations, government representatives, the private sector, and academia in Da Nang.

Languages

- 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. CV or resume
- c. Separate Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
- d. Performance evaluation reports or references of similar consultancy assignments (if available);
- e. Separate Financial proposal: All-inclusive lump-sum cost including consultancy fee and travel cost for this assignment as per work assignment:
 - Consultancy daily fee
 - In-country travel for 2 trips (2 days each), per-diem to cover lodging, meals and any other cost associated to take over the full assignment. The travel cost shall be based on the most direct and economy fare.
 - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

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.

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.