

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: National consultant to support the development of a Monitoring and Evaluation (M&E) framework of the child sensitive cash plus project in Da Nang City, including a baseline study.	Funding Code: Grant: SP Thematic Fund - SC180821 (expired by 31 Dec 2025) WBS: 5200/A0/06/884/ 002	Type of engagement <input checked="" type="checkbox"/> Individual Consultant (One national consultant)	Duty Station: Viet Nam
Purpose of Activity/Assignment: Support to develop a Monitoring and Evaluation framework of the child sensitive cash plus project in Da Nang, including a baseline study.			
Background <p>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 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.</p> <p>In 2021, the Government issued Decree 20/2021 replacing 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 a regular benefit (about 3 per cent of the population) of which about 51,000 are orphans and 70,000 are children with disabilities (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 areas¹. 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 universal social assistance for children 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.</p> <p>The COVID-19 pandemic has shown 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.</p> <p>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</p>			

¹ According to the latest report of MOLISA on implementation of Decree 20/2021/NĐ-CP, about 146,365 children under 3 from poor households living in ethnic minority communities in mountainous areas receiving monthly cash assistance

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 the 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/cities 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.

UNICEF and Da Nang Department of Labour, Invalids and Social Affairs (DOLISA) are supporting the initial stages of a child-sensitive cash plus programme in Da Nang. The programme facilitates linkages between cash transfer and complementary services to bring about synergistic impacts for children and their families with the ultimate goal of advancing child-sensitive, gender and shock-responsive social protection in Viet Nam, free from violence. The programme is part of the Da Nang Child-friendly City Project 2023-2026 — a collaboration between UNICEF Viet Nam and Da Nang City. The concept paper on child sensitive cash plus model was developed to inform the design and support the initial stages of this programme in Da Nang City.

The overall goal of the project is to contribute to the reduction of child protection risks and vulnerabilities to improve the development and wellbeing of children through the combination of cash transfers and complementary child protection services (case management). The proposed model combines a) monthly cash transfers to vulnerable children and children at risks (identified through vulnerability and risk screening/assessment) with b) case management. The model will be piloted in selected communes of Hoa Vang and Cam Le District for one year with the support of UNICEF.

Purpose and Objectives

The purpose of the assignment is to develop a comprehensive M&E framework that will serve as a guideline for monitoring, evaluating and documenting the process and impact of the intervention and to conduct a baseline study to provide baseline information.

- 1) The main objective of the M&E framework is to provide a conceptual basis and methodology for monitoring and evaluation and to describe tools that will be used to facilitate information collection and reporting. The M&E framework, therefore, primarily intends to provide an overview and operational mechanism of M&E with different requirements and responsibilities taking into account the piloting nature of the intervention and cross-cutting issues such as equity, gender and adolescents.

The framework focuses on (i) monitoring and reporting on the pilot processes for learning, including third party monitoring as required; The framework will help the partners and UNICEF team assess whether the planned activities are being implemented with reference to the agreed process, challenges and result chain during the implementation phase and (ii) assessing outcomes and impact by emphasizing the result, effectiveness and success of the project. This includes overall design of the randomized impact evaluation. Moreover, the generated information will ensure reliable and timely evidence for reflection, learning and decision making.

- 2) The baseline study will help establish a starting point for monitoring and evaluating the impact of the project. It provides a clear understanding of the current situation, identifies gaps, and provides valuable insights that guide the development of appropriate interventions and the establishment of indicators to track progress towards achieving desired outcomes. The baseline study serves as a reference point against which progress can be measured and evaluated throughout the project cycle.

Scope of Work

The assignment will cover the period of 5 months from March to July 2024 including travel to Da Nang for field work.

Specific outputs include:

The consultancy is expected to be delivered by one national consultant with technical expertise on monitoring and evaluation, especially on randomised experiment. The consultant is responsible for directly coordinating and communicating with UNICEF and Da Nang on all matters related to this assignment.

- Output 1: Development of a workplan to carry out the consultancy including approach, methodology, expected deliverables, and timeline.
- Output 2: Development of Theory of Change (ToC), Result framework and M&E framework for the child sensitive cash plus model of Da Nang City in close consultation with UNICEF and related stakeholders.
- Output 3: Initial design of the randomised impact evaluation
- Output 4: Design the baseline survey, including the sampling procedures, questionnaire, data collection approaches, indicators and other data collection arrangements.
- Output 5: Conduct data collection for the baseline study based on agreed survey design in consultation with UNICEF. The consultant will be in charge of field data collection including the recruitment of enumerators (if required and agreed with UNICEF as a part of the survey design in output 4).
- Output 6: Draft Baseline study report which is expected to gather baseline information to assess the effect of the program and to compare what happens before and after the program has been implemented through randomized experiment of 2 groups including i) group receiving cash transfer only and ii) group receiving cash transfer and case management.
- Output 7: Workshop materials for the validation workshop, the delivery of the validation workshop itself and a workshop report that gives an overview of the feedback received during the validation workshop on the baseline study report including TOC, Result framework and M&E framework with baseline indicators.
- Output 8: Final baseline study report which has incorporated the feedback received during the validation workshop and which has been discussed and agreed upon with UNICEF, MOLISA and Da Nang

Deliverables, payments and timelines

Activities	Deliverables	Timeframe	Corresponding paym
1. Development of workplan to carry out the consultancy including approach, methodology,	Availability of workplan to carry out the consultancy	8 -13 Mar 2024 1 day	

expected deliverables, and timeline.			
2. Development of Theory of Change (ToC), Result framework and M&E framework for the child sensitive cash plus model of Da Nang City in close consultation with UNICEF and related stakeholders.	Availability of ToC, Result and M&E framework	13 Mar-20 Mar 5 days	
3. Initial design of the randomised impact evaluation	Availability of impact evaluation design	20 Mar-5 Apr 5 days	
4. Development of survey design for data collection including sampling procedures and questionnaire, etc.	Availability of survey design and tools for data collection	5- 15 Apr 5 days	20% of total contract value
5. Conduct data collection for the baseline study based on agreed survey design in consultation with UNICEF	Field mission report	15 Apr-30 Apr 10 days	
6. Development of draft baseline study report	Availability of baseline study report	30 Apr-15 May 2024 8 days	40% of total contract value

7. Present draft baseline report and M&E framework at the validation workshop	Workshop materials for the validation workshop	15-20 May 2024 3 days	
8. Finalization of the report and M&E framework on feedbacks of validation workshop	Final baseline report and M&E framework	20 May-10 Jun 2024 8 days	40% of total contract value
		Total: 45 days	

Methodology

To carry out the consultancy work, it is expected that the consultant (with support from other subconsultants/staff if required) will gather both quantitative and qualitative methods, using the following methods: (1) document review of the relevant materials including the final concept note and the draft operational manual of child sensitive cash plus model (2) KIIs and FGDs with related stakeholders through field visits to collect information required, and (3) consultation workshop with UNICEF Viet Nam country office (SPG, CP and PME) as well as MOLISA and relevant departments of Da Nang City.

Travel

The consultants are expected to travel to Da Nang (tentatively 2 trips to Da Nang, including trip 1: 10 days for data collection and trip 2: 3 days for validation workshop). The consultants will need to organize own travel, including ticketing and accommodation and transportation. 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 hospitalization and repatriation coverage. The dates for the travel will be determined in consultation with the Social Policy Officer and the Country Office.

Management

The consultancy will be supervised by the Social Policy Officer under the overall guidance of the Chief of Social Policy and Governance Section. The consultant will work in close collaboration with the colleagues from Child Protection (CP) Section, PM&E and Da Nang DOLISA.

The consultant will be in charge of recruiting and management of any potential enumerators deemed necessary for data collection (in discussion and agreement with UNICEF).

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:

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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):

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

Budget Year: 2024	Requesting Section/Issuing Office: Social Policy and Governance	Reasons why consultancy cannot be done by staff: The development of the baseline study requires high-level expertise and in-depth knowledge about social protection and M&E. As this requirement goes beyond the routine management work UNICEF staff and that of Da Nang City, it is necessary to recruit a national consultant with relevant technical expertise as required.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: Under the signed workplan with Da Nang			
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 Trang Social Policy Officer	Start Date: 8 March 2024	End Date: 30 July 2024	

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced degree in public (social) policy, development studies, economics, statistics, social work or social science-related field. Being part of academic or affiliate researcher is an asset</p> <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Master’s degree in public policy, governance, development studies, economics, statistics and other relevant fields. • Significant and demonstrable experience in the design and delivery of evaluation and research and in the context of international development (preferable). • Proven knowledge and application of M&E systems and methodologies – including quantitative and mixed-method evaluation approaches, including experience in developing logical frameworks and theories of change. • Familiarity with randomised impact evaluations • Excellent ability in data analysis, drafting and coordination of high-quality evaluation reports/outputs. • Proven experience in managing data collection, enumerators and other field-related activities. • Knowledge of Viet Nam’s socio-economic context as well as local context in Da Nang would be an asset. • Proven capacity to facilitate multi stakeholder consultations and communications. • Good listening skills as well as written and communication skills in English. • Excellent teamwork skills particularly with local researchers. <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
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<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points)</p> <ul style="list-style-type: none"> • Educational background (15 points): <ul style="list-style-type: none"> ◦ Master’s degree, ideally in public (social) policy, development studies, economics, statistics, social work or social science-related field. • Relevant work experience (40 points): <ul style="list-style-type: none"> ◦ Minimum 10 -years of working experience in the design and delivery of evaluation and research and in the context of international development (preferable). 	
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- Proven knowledge and application of M&E systems and methodologies – including quantitative and mixed-method evaluation approaches, including experience in developing logical frameworks and theories of change.
- Familiarity with randomised experiment
- Have a good understanding of Da Nang’s socio-economic and partnership context.
- Strong knowledge and technical capacity
- Relevant skills and competencies (20 points)
- Excellent research, analytical, writing, and communication skills;

B) Financial Proposal (e.g. maximum of 25 Points)

- All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.
- Financial proposal should be all-inclusive lump-sum cost including consultancy fee, costs for domestic and international travels and communication.

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Internet access required: