**United Nations Children’s Fund (UNICEF)- Viet Nam**

**Terms of Reference**

**Individual Consultancy**

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| **Title** | Individual national consultancy to provide technical assistance for the development of a plan, protocols and tools for a national survey on children in residential care |
| **Purpose** | To provide technical assistance to MOLISA to support preparation for a national survey on children in residential care |
| **Location** | Ha Noi |
| **Duration** | September 2021 – December 2021 |
| **Start Date** | 15 September 2021 |
| **Reporting to** | Child Protection Specialist (Alternative Care) |
| **WBS/PBA**  **Funding Expiry Date** | WBS: 5200/A0/05/882/002/006  Funding by NYHQ: 456C/C0/11/002/001/004/ |
| **Project and activity codes** | Promoting and Protecting the Rights of Children in Viet Nam Project, Activity **No. 4.1.1.2** |
| **General Ledger number** | **7000130** |

**Background**

The protection of children without parental care is a national priority for Viet Nam and anchored in its state policy documents and laws, including the Law on Children, and its sub-laws.

Acknowledging the detrimental effects of institutionalization on children, it is recognized that steps need to be taken to reform the institutional care system including combining deinstitutionalization efforts with development of community-based alternative care system.

There is insufficient national information available on all forms of alternative care in Viet Nam that are provided by the government. In 2012, the Concluding Observations of the Committee on the Rights of the Child expressed its concern about the lack of reliable information on children deprived of their family environment. The Committee recommended that Viet Nam should undertake a comprehensive survey on all children deprived of a family environment and create a national register of all such children. However, this recommendation has not been implemented so far. The lack of comprehensive understanding on children without parental care impacts negatively to the development of suitable national plan on alternative care especially on community-based alternative care and deinstitutionalization.

According to the Ministry of Labour, Invalids and Social Affairs (MOLISA), in Viet Nam, there are currently around 250 registered residential care facilities (both public and non-public) across the country. The total number of children in these institutions is estimated from 22,000 to 33,000. Noting that these data excluded informal and unregistered care facilities that continue to function without monitoring of standards.

Accurate and reliable figures on the numbers of children in residential care are essential for Viet Nam to ensure appropriate attention to alternative care, to reduce the numbers of children living in residential care/institutions, (particularly those that do not meet acceptable standards) and whenever possible, prevent institutionalization, or reunite children with their families.

The above issues, and the limited information available on the background and situation of those children, and on selected measures of their well-being, call for increased efforts in Viet Nam to provide guidance and support to undertake a survey. Mapping and enumeration of residential care facilities and the children living in them will strengthen the national monitoring system for child protection.

Recently, UNICEF Headquarter has developed a draft standard protocol including tools/questionnaires for data collection on children in residential care and advised countries that are working on deinstitutionalization such as Viet Nam to use them for strengthening data system on children in residential care.

**Justification**

A consultancy is needed to provide technical support for the development of a plan for the national survey on children in residential care in Viet Nam, including providing a literature review of current mechanisms and practices related to data management on children in residential care; adapting the protocols and tools for the national survey on children in residential care in Viet Nam. The consultant will act as a resource person in a workshop to share good practices in national surveys on children in residential care and technical meetings and consultations with MOLISA and concerned stakeholders to support the development of a plan for the national survey on children in residential care in Viet Nam.

Both MOLISA and UNICEF Child Protection section are not able to provide the required technical assistance to implement this activity. Thus UNICEF Child Protection section is looking for **a national consultant** to support this work.

**Objectives**

In close cooperation with UNICEF and MOLISA Department of Children’s Affairs, the consultant is expected to support initial work to prepare for a national survey on residential care.

***Specific objectives include:***

* To conduct literature review on reports and data systems on residential care in Viet Nam
* To act as a resource person in a workshop to share lessons learned on residential care surveys and UNICEF HQ standard protocol and tools for data collection on children in residential care; and facilitate discussions in the technical meetings to develop a plan for a national survey on children in residential care in Viet Nam.
* To facilitate the adaptation of the UNICEF HQ standard protocol and tools for data collection on children in residential care for further use in Viet Nam
* To develop a roadmap for a plan for a national survey on children in residential care in Viet Nam.

**Specific Tasks**

In consultation with UNICEF and MOLISA DCA, the consultant shall perform the following tasks:

**Task 1:** Conduct desk review of recent studies, statistical reports, current protocols, different types of administrative data sources, policies and practices in data management on collecting data on children in residential care in Viet Nam. **10 days**

**Task 2:** Act as a resource personin a workshop on sharing of relevant international experiences and good practices national surveys on children in residential care. This includes recommending key stakeholders for participation in the workshop, preparing a presentation on the literature review on data management and reporting on residential care in Viet Nam for dissemination at the workshop, and support facilitation and documentation of discussions during the workshop. **5 *days***

**Task 3:** Based on results from the workshop, and meetings with MOLISA and other stakeholders draft a plan for a national survey on children in residential care in Viet Nam which includes relevant steps, scope and methodology for data collection, stakeholders and responsibility and timeframe for sharing with UNICEF, MOLISA and selected partners for comments. Finalise the plan upon receiving comments from concerned stakeholders. ***10 days***

**Task 4:** Adjust/adapt the existing UNICEF global protocol, tools and survey questionnaire on children in residential care. The consultant needs to work closely with UNICEF, MOLISA and key government agency partners to ensure appropriate consultation for the adaptation of the survey protocol, tools and questionnaires. **10 days**

**Total: 35 days**

**Methodology and deliverables**

The consultant is required to work closely with UNICEF and MOLISA Department of Children’s Affairs (DCA) to get technical guidance and exchange information on the implementation of the consultancy.

| **No** | **Task** | **Deliverables** | **Time length** | **Tentative Dates** |
| --- | --- | --- | --- | --- |
|  | **Task 1:** Conduct desk review of recent studies, statistical reports, current protocols, different types of administrative data sources, policies and practices in data management on collecting data on children in residential care in Viet Nam (**10 days**) | A report describing the current legal framework/guidance and practices on data reporting and management on children in residential care in Viet Nam available. This includes gaps and challenges in reporting and management of data related to children in residential care and recommendations to inform the survey. | 10 days | By 30 Sep 2021 |
|  | **Task 2:** Act as resource personin a workshop on sharing of relevant international experiences and good practices related to national surveys on children in residential care and discussion on a plan for a national survey on residential care in Viet Nam (**5 days**) | * Mapping of key stakeholders for the workshop shared and agreed by MOLISA; template for a presentation on experience, lessons learned and good practices on surveys on residential care shared with selected resource persons and follow-up are made in obtaining presentations prior to the workshop; a presentation on the literature review on data management and reporting on residential care in Viet Nam made at the workshop; key discussed points at the workshop documented | 5 days | By 15 Nov 2021 |
|  | **Task 3:** Act as resource person in themeetings with MOLISA and other stakeholders to discuss the plan of the survey; Draft a plan/road map for a national survey on children in residential care in Viet Nam; facilitate consultations among key concerned stakeholders on the draft plan; finalise the plan upon feedback. (**10 days**) | * A plan for a national survey on residential care which includes relevant steps, scope and methodology for data collection, stakeholders and responsibility and timeframe drafted and shared with UNICEF, MOLISA and selected partners for comments and finalised upon comments received from concerned stakeholders. | 10 days | By 05 Dec |
|  | **Task 4:** Adjust/adapt the existing global tools and survey questionnaire on the situation of children in residential care in consultations with concerned stakeholders. (**10 days**) | UNICEF HQ protocol, tools and questionnaires on children in residential care adapted based upon consultation with UNICEF, MOLISA, GSO and concerned stakeholders | 10 days | By 20 Dec 2021 |
|  |  | **Total** | **35 days** |  |

**Reporting**

The consultant will work under the overall supervision of the Chief of Child Protection, and direct supervision of the Child Protection Specialist Alternative Care 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 in consultations with concerned stakeholders for the adaptation of the survey protocol, tools and questionnaires as well as in the organization of the consultation workshop related to 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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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**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.

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| **Evaluation aspect** | **Scoring weight** |
| **Technical Evaluation (70%)** | **100 points** |
| * 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 |
| **Financial evaluation (30%)** | **30%** |

***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.