

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Review of climate action related plans in the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu	Funding Code: GOJ NON-GRANT (RR)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *Maximum end date 15 March 2025	Duty Station: Viet Nam
Purpose of Activity/Assignment: <ul style="list-style-type: none"> To review the social issues and children's issues in the implementation of provincial programs and plans related to green growth, climate change response, environmental protection, and sustainable development of Sóc Trăng, Cà Mau, and Bạc Liêu provinces. 			
Scope of Work: <p>Viet Nam has, over the past 30 years, achieved remarkable socioeconomic progress. Reforms have stimulated an economic transformation that has propelled the country into lower-middle-income status. The UN Common Country Analysis confirmed strong progress across several Sustainable Development Goals. Over the last decades, Government of Viet Nam has demonstrated its commitments to child rights. Specifically, priorities for children are expressed through the 13th Party Congress's Political Document, within the 2021-2030 Socio-economic Development Strategy, 2021-2025 Socio-economic Development Plan, three national targeted programs on sustainable poverty reduction, new rural construction and economic development for ethnic minority and mountainous areas, National Plan of Action on Children for the period 2021-2030. Furthermore, as Viet Nam is one of the countries that are most vulnerable to the effects of climate change, i.e., ranked sixth by the Global Climate Risk Index in 2020, the Government of Viet Nam has made strong commitments to climate action. These commitments have been translated into the development, implementation and monitoring of strategies plans of action on sustainable development, environmental protection, climate action and green growth.</p> <p>Besides social and economic positive progresses, multidimensional child poverty remains significant (10.7 per cent), with disparities between rural and urban areas (13. versus 6 per cent) and among ethnic minorities (33.1 versus 6.3 per cent for the majority of Kinh and Hoa). Children living in the poorest households are significantly more affected by the consequences of extreme weather events. Recent research indicated that 50 per cent of studied children living in the poorest households in Viet Nam had experienced at least one extreme weather event that affected the household economy compared to 17 per cent of the least poor households.</p> <p>The above gaps along with those that have emerged in recent years due to environmental degradation, natural disasters, and extreme weather events related to climate change—such as droughts, floods, and storms—will significantly impact the comprehensive development of children in Viet Nam. Therefore, Viet Nam must accelerate its efforts to address both unfinished and emerging agendas related to children's welfare to ensure that no child is left behind. This requires timely and green investments in human capital, such as education and skills development, to equip the younger generation to adapt to the evolving job market and the changing economic, social, and environmental contexts.</p>			

The project "Child-Friendly Policies and Plans for the Period 2023-2026" between Ministry of Planning and Investment and UNICEF is expected to enhance the institutional capacity of the Ministry of Planning and Investment in policy formulation and implementation based on evidence. This aims to better fulfill children's rights, particularly in planning, resource mobilization, implementation, and monitoring of socio-economic development plans, the Sustainable Development Goals (SDGs), and national targeted programmes (NTPs). The Department of Science, Education, Natural Resources, and Environment (DSENRE) of the Ministry of Planning and Investment is the national focal point for implementing sustainable development and green growth. It is also responsible for formulating and monitoring socio-economic development plans (SEDPs) and medium-term public investment plans in the fields of education and training, science and technology, and natural resources and environment. Under this project, DSENRE/MPI in conjunction with UNICEF designed activities with a focus on promoting children's rights in the implementation of sustainable development goals, green growth, environmental protection, and climate change response.

Therefore, within the project framework, DESENRE/MPI and UNICEF plan to recruit national consultants to support the DSENRE to review provincial **plans of action on sustainable development, climate change response, environmental protection and green growth (2021-2030)** for three provinces: Soc Trang, Bac Lieu, and Ca Mau with a focus on social and children's issues. This assignment aims to propose strategic, practical and specific recommendations for the three provinces to better implement these plans in the future, especially in the new planning cycle (2026-2030).

Specific objectives include:

- Assess the extent to which social, women's and children's issues are addressed in the programs and action plans on green growth, climate change response, environmental protection, and sustainable development in the provinces of Sóc Trăng, Cà Mau, and Bạc Liêu.
- Provide specific and practical recommendations to better address social, women's and children's issues in the programs and action plans on green growth, climate change response, environmental protection, and sustainable development for the years 2024-2025 and for the period 2026-2030 in the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu.
- Provide technical support through consultation workshops and share research results with the three provinces to better address social, women's and children's issues in the programs and action plans on green growth, climate change response, environmental protection, and sustainable development for the years 2024-2025 and the five-year plan for the period 2026-2030.

The method/approach: This assignment will adopt an approach of document review, qualitative methods including stakeholder consultation, interviews and case study to reviewing and assessing the implementation of social, women's and children's issues in the programs and action plans on green growth, climate change response, environmental protection, and sustainable development in the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu. Information and data will be collected through reports and all relevant publications from local authorities and relevant parties, key informant and in-depth interviews with individuals, ministries, departments, agencies, and localities about the implementation of the programs and action plans on green growth, climate change response, environmental protection, and sustainable development in three provinces. In each province, the consultants are expected to develop 1-2 case studies illustrating how climate change and extreme weather events affect families with children and women, and how public policies and plans could better support and strengthen their resilience.

Key questions to be addressed during data collection, compilation, analysis, and assessment include:

- How have programs, plans on green growth, climate change response, environmental protection, sustainable development, and related policies been developed in the past years (2021-2024)?

- What is the progress of implementing programs and plans on green growth, climate change response, environmental protection, and sustainable development to date?
- How does the implementation of programs and plans on green growth, climate change response, environmental protection, and sustainable development impact children and vulnerable groups regarding social issues?
- To what extent are children’s and women’s well-being and social issues reflected in the objectives and main contents of programs and plans on green growth, climate change response, environmental protection, and sustainable development? What are gaps?
- To what extent do children and women benefit from the implementation of programs and plans on green growth, climate change response, environmental protection, and sustainable development? What are gaps and reasons?
- To what extent have children been involved in the process of implementing programs and plans on green growth, climate change response, environmental protection, and sustainable development? What are gaps and reasons?
- What needs to be done to better address social, women’s and children’s issues into programs, plans on green growth, climate change response, environmental protection, and sustainable development to promote the achievement of SDG goals in the upcoming years?

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](#)

It is anticipated that this complex assignment requires a consultant team, consisting of a lead consultant and a team member. The lead consultant will be responsible for the recruitment of the team member and will be accountable for managing the entire process and delivering all required deliverables.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
1) Preparation of a detailed work plan including methodology, list of reference documents, key informants and outlines for the full reports and summaries.	Detailed workplan including methodology, list of reference documents with selection criteria, key informants, key contents of case studies and outlines for the full reports and summaries approved by UNICEF and DSENRE.	15 Sept 2024 (5 days: 3 days for lead consultant and 02 days for a member consultant)	
2) Review and analysis of relevant documents: <ul style="list-style-type: none"> • 2021-2030 plans of action on green growth, climate change response, environmental protection, and sustainable development of Soc Trang, Ca Mau, and Bac Lieu provinces. • Implementation plans and reports on green growth, climate change response, environmental protection, and sustainable development of Soc Trang, Ca Mau, and Bac Lieu provinces. 	Literature review report	30 Sept 2024 (18 days – 09 days for lead consultant and 09 days for a member consultant)	
3) Data and information collection: <ul style="list-style-type: none"> • Consult with SPG/UNICEF and DSENRE/MPI to facilitate appropriate connections with relevant stakeholders. • Organize fieldtrips to collect data in the three provinces of Soc Trang, Ca Mau, and Bac Lieu. This includes: i) Consulting with UNICEF/DSENRE to support and coordinate work with relevant parties; and ii) Organizing field trip for data collection in the 	Raw data and information compiled from three provinces of Soc Trang, Ca Mau and Bac Lieu	22 Nov 2024 (44 days: 22 days for lead consultant and 22 days for a member consultant)	

<p>provinces of Soc Trang, Ca Mau, and Bac Lieu.</p>			
<p>4) Preparation of three draft reports for three provinces, reflecting the following contents:</p> <ul style="list-style-type: none"> Assess the implementation of plans and strategies on green growth, climate change response, environmental protection, and sustainable development for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu, with a focus on social and children’s issues. Provide specific recommendations to better implement these strategies and plans with greater emphasis on social and children’s issues and priorities for the period 2026-2030 for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu. 	<p>Available draft full reports for 3 provinces (one report for each province) presenting:</p> <ul style="list-style-type: none"> Key findings about the implementation of plans and strategies on green growth, climate change response, environmental protection, and sustainable development for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu, with a focus on social and children’s issues; and Recommendations to better implement these strategies and plans with greater emphasis on social and children’s issues and priorities for the period 2026-2030 for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu 	<p>10 Jan 2025 (66 days: 36 days for lead consultant and 30 days for a member consultant)</p>	
<p>5) Facilitation of consultations with participating provinces (Sóc Trăng, Cà Mau, and Bạc Liêu):</p> <ul style="list-style-type: none"> Prepare and organize separate consultation workshops in each province and one joint advocacy workshop for the three provinces (planned to be held in Cần Thơ): expected workshop program, presentations, questions for discussions, and summary of comments and feedback after these workshops. 	<p>Documentation of inputs and comments from all relevant stakeholders invited to provincial and inter-provincial consultations.</p>	<p>20 Jan 2025 (7 days: 04 days for lead consultant and 03 days for a member consultant)</p>	
<p>6) Revision and finalization of the final reports on the review of the implementation of plans and</p>	<p>Final full reports and summaries for three</p>	<p>20 Feb 2025 (25 days: 16 days</p>	

<p>strategies on green growth, climate change response, environmental protection, and sustainable development for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu, with a focus on social and children’s issues for the period 2026-2030 (Three full reports – each report with a maximum length of 15 pages, and three summary reports – each summary with a maximum of 3 pages, in both Vietnamese and English).</p>	<p>provinces of Soc Trang, Ca Mau and Bac Lieu approved by UNICEF and DSENRE, with comments and inputs incorporated from all relevant stakeholders in both English and Vietnamese (Three full reports – each report with a maximum length of 15 pages, and three summary reports – each summary with a maximum of 3 pages)</p>	<p>for lead consultant and 9 days for a member consultant)</p>	
<p>Total (165 working days)</p>		<p><u>165 days</u> (90 days for the lead consultant and 75 days for the member consultant)</p>	

<p>Payment Schedule</p>	
<p><u>Payment #1: Upon completion of Work Assignment #1 and #2</u></p> <ul style="list-style-type: none"> • Available detailed workplan approved by UNICEF and DSENRE. • Available literature review report. 	
<p><u>Payment#2: Up completion of Work Assignment #3, and #4:</u></p> <ul style="list-style-type: none"> • Available raw data from three provinces. • Available draft full reports for 3 provinces. 	
<p><u>Payment 3: Upon completion of Work Assignment #5 and #6</u></p> <ul style="list-style-type: none"> • Available documentation of inputs and comments from all relevant stakeholders. • Available final full reports and summaries for three provinces approved by UNICEF and DSENRE. 	

Budget Year: 2024	Requesting Section/Issuing Office: Social Policy and Governance	The assignment requires the engagement of at least two national consultants: one lead and one member.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: As MPI has not received approval			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> <input type="checkbox"/> 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 Thanh An Social Policy Specialist	Start Date: September 2024	End Date: 15 March 2025	

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> At least a master's degree graduate specializing in climate change and/or environmental management, social science and/or public policy. At least 15 years of experience in the fields of climate change, environmental management, children's issues/social issues/socio-economic/sustainable development or related fields. <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> Understanding of Viet Nam's political environment, legal framework, and policies related to climate action, environmental protection, children/social issues/socio-economic/sustainable development or related fields. Have excellent skills and experience in writing reports on social and children's analysis in climate action, environmental protection, green growth and sustainable development strategies and plans. Proficient in both spoken and written English and Vietnamese, with strong interpersonal skills and good relationships with relevant partners <p>*Listed requirements will be used for technical evaluation in the competitive process</p>		
<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"> At least a master's degree graduate specializing in climate change and/or environmental management, social science and/or public policy Relevant work experience (40 points): <ul style="list-style-type: none"> At least 15 years of experience in the fields of climate change, environmental management, children's issues/social issues/socio-economic/sustainable development or related fields. Understanding of Viet Nam's political environment, legal frameworks, and policies related to children/social issues/socio-economic/sustainable development or related fields. Skills (20 points): <ul style="list-style-type: none"> Have excellent skills and experience in writing reports on social and children's analysis in climate action, environmental protection, green growth strategies and plans. Proficient in both spoken and written English and Vietnamese, with strong interpersonal skills and good relationships with relevant partners Submission of at least 2 samples of written work required. <p>B) Financial Proposal (e.g., maximum of 25 Points)</p> <p>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, cost for the research team to travel for field data collection and other related expenses. The lump-sum should be divided across the set deliverables of the assignment.</p>			

The project will not support cost for international travel, and other related expenses.

Please clearly indicate currency of financial proposal (mandatory in VND for local vendors).

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Internet access required: