**Term of Reference**

**Recruitment of Da Nang based consultant for overall management of Healthy Cities for Adolescent Project**

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| **Title** | National consultant based in Da Nang for managing Healthy Cities for Adolescent Project  |
| **Purpose** | To recruit a national consultant to be based in Da Nang for overall management of Healthy Cities for Adolescent Project for implementation phase (Phase 2) |
| **Location**  | Da Nang |
| **Duration** | January 2021-April 2022 (16 months) |
| **Start Date** | 1 January 2021 |
| **Reporting to** | Social Policy Officer  |
| **WBS/PBA** **Funding Expiry Date** | WBS 5200/A0/05/881/001/011SC200670 (expiry date 20.04.2022) |
| **Project and activity codes** | Child friendly City Initiative in Da Nang, MOLISA |

**Background**

As a dynamic and modern city located in the central region, Da Nang is referred to as “the most livable city” of Viet Nam. With roughly one million residents, Da Nang is a vibrant industrial, commercial, financial, education, technological and tourist hub. Da Nang’s Gross Regional Domestic Product (GRDP) growth remained over 7% between 2016 and 2018, higher than the national average.

With the strong leadership and commitment from the city leaders, and support from UNICEF, Da Nang is on the path to become Viet Nam’s second Child Friendly City, along with Ho Chi Minh City. To date, key interventions in Da Nang from 2019-2020 included the development of situation analysis of children and adolescents, and new City Programme of Action on Children linked to SEDP 2021-2025 and the promotion of child participation through consultations with children and young people.

Despite its progress, Da Nang faces multiple challenges in creating a healthy city for children, adolescents and young people. 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. Although Da Nang stands out as a city committed to accountable and transparent governance, this has not yet translated into opportunities for meaningful and inclusive child and youth participation, especially marginalized and vulnerable girls and boys. There are limited opportunities for children and adolescents to contribute their views, ideas and solutions to the city’s problems, nor to provide citizen feedback on the quality of public services provided to them. It is important to create innovative and systematic platforms to promote meaningful participation of adolescents and young people in planning and development of city’s programmes and policies affecting their lives.

With the financial support of Fondation Botnar, UNICEF will provide support to help Da Nang to become one of the leading ‘Healthy Cities for Adolescents’ (HCA) in Viet Nam through the engagement with key stakeholders, including adolescents and children and the creative use of technology in addressing city’s problems under the overall framework of Child Friendly City Initiative. The project primarily targets adolescents aged 10 to 18 but will also include and engage those aged 19 to 24 as social leaders and role models to support the focus age group. The project comprises of two phases namely, co-creation (Phase 1, October-December 2020) and implementation (Phase 2, January 2021-April 2022). Phase 1 will be completed by end of December 2020 with the key expected output of a detailed project implementation plan for phase 2. Few results were achieved under Phase 1 including a mapping exercise of current adolescents and youth initiatives in Da Nang, a consultation meeting with adolescents and young people on the impacts of COVID-19 and solutions, a youth-led video reflecting on their experience during COVID-19, participation of youth representative to global webinar on World Cities Day and establishment of partnership with Youth Union and youth-led organizations in Da Nang. Objectives of phase 2 will be focusing on addressing the health and well-being of adolescents on various aspects, such as nutrition, mental health, sexual and reproductive health, along with related social determinants of health - including protection and safety, discrimination and climate action.

**Justification**

The implementation phase of HCA project will require the technical support of a national consultant to be based in Da Nang for day to day project implementation and networking with related stakeholders in Da Nang. This assignment requires someone with relevant experience in the fields of child and adolescent participation, innovation and technology, partnership especially in working with diverse stakeholders including the local government, youth and adolescents, NGOs, private sector, and academia.

**Purpose and objective**

The purpose of the consultancy is to provide support 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 inDa Nang

**Scope, methodology and technical approach**

This assignment is expected to be conducted mostly in Da Nang. The consultant will work mostly from home and play role as coordinator for the implementation of project activities, networking with and updating mapping of potential partner organizations based in Da Nang, 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 sound and timely implementation of the activities that meets the objectives and standards set in the proposal. The consultant is required for working full-time over the period of 16 months in Da Nang City. A workplan with monthly deliverables will be developed upon onboarding of the incumbent.

**Responsibilities**

- Provide support to local government counterparts, NGO partners, adolescents and young people in Da Nang in the project planning, operation and delivery of results, especially through active sharing of information, good practices and capacity building.

- Network with various organizations based in Da Nang including youth-led, innovation and digital technology / communication organizations in maximizing the outcome of project activities.

- Coordinate with UNICEF related programme sections, ADAP and CFCI taskforces in conducting related project activities including field missions and donor visits.

- Be responsible for monthly reporting the implementation progress of project activities during Phase 2 and prepare inputs for donor reporting as required.

- Perform other duties as assigned by the supervisor.

**Specific deliverables of the local consultant**

| **Key tasks**  | **Deliverables** | **Timeline** | **Number of days/months** |
| --- | --- | --- | --- |
| Facilitate the implementation of project activities according to detailed project proposal/workplan to ensure the achievements of 4 project outcomes under phase 2, including:* Outcome 1: Local governance enhanced through the empowerment of and engagement with adolescents and young people to ensure that the City’s planning processes, development plans, budgets and social services have an inclusive, child and adolescent focus
* Outcome 2: Skills development for adolescents and youth, including the most marginalized to improve their health, address social determinants of health and well-being, influence community and city decision-making, enhance their employability and co-create solutions to pressing urban issues
* Outcome 3: Knowledge generation focusing on the documentation and sharing of good practices
* Outcome 4: Adolescents and young people apply technology as an enabler to co-create solutions to address the City’s challenges
 | Project activities timely implemented as planned  | Jan 2021-Apr 2022 | 16 months |
| Develop monthly report on activities and achievements according to HCA project reporting template | Availability of monthly reports  | Jan 2021-Apr 2022 | 16 months |
| Prepare inputs for annual, semi-annual and final donor reporting as required | Availability of implementation and budget reporting template | May 2021, Nov 2021 and April 2022 | 16 months |
| Documentation of good practices for knowledge management | Availability of quarterly human-interest stories | Jan 2021-Apr 2022 | 16 months |

 **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, ADAP and CFCI taskforces. 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

**Qualification/ Specialized Knowledge and Experience**

Qualifications and Experience

* Bachelor’s degree, ideally in social science, international affairs, 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
* Ability to develop relationships with diverse stakeholders including youth or adolescent led organizations, government representatives, private sector and academics

Languages

* Professional command of English and Vietnamese.

**Payment Terms**: Payment for the assignment will be made based on a monthly progress report against the HCA workplan for 2021-2022.

**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/>

1. Letter of interest and confirmation of availability;
2. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
3. Performance evaluation reports or references of similar consultancy assignments (if available)
4. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment.
5. CV/P11 form *(*[*UN Personal History Form*](http://www.unicef.org/about/employ/files/P11.doc)*)*

**General Conditions: Procedures and Logistics**

The following general conditions shall apply:

* Workstation: Home based in Da Nang
* Official travel within the country, if any
* The consultant will provide his / her own laptop, computer and office supplies
* If authorized to have access to UNICEF transport
* Be paid on a monthly basis or daily rate. Consultants are not entitled to any payments during days off and sick leave.

**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.
* 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 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.