

United Nations Children's Fund (UNICEF) - Viet Nam

Terms of Reference

Individual Consultancy

Title	National Individual Consultancy for the implementation of research tasks in the education sector on scaling up Rooftop Solar (RTS) in schools
Purpose	To provide technical assistance to UNICEF and the Ministry of Education (MOET) in survey development and implementation, report finalization and launch on the potential of scaling up Rooftop Solar (RTS) in schools
Location	Home-based in Ha Noi, Viet Nam
Duration	20 September 2021 – 28 February 2022
Start Date	20 September 2021
Reporting to	Chief of Education
WBS/PBA	Edu-OP1.3/Result2/SC200407
Funding Expiry Date	30 June 2023
Project and activity codes	OP1.3 – Project “Learning for Children”
General Ledger number	

Background

Viet Nam is one of the most vulnerable countries to devastating impacts of climate change. Its fast-growing economy is heavily dependent on fossil fuel and polluting industries. Energy sector is the biggest emitter of greenhouse gases (GHG) in the country and Viet Nam's increasing electricity demand has led to significant increase in highly polluting coal-fired power generation. By 2030, coal is targeted to take up a majority of electricity generation in the country and the current fossil-fuel dependent energy systems will make it very challenging for Viet Nam to pursue a sustainable development path that is aligned with the Paris Climate Agreement goals. Moreover, for Viet Nam to achieve its NDCs, scaling up investments in clean energy is of utmost importance. There is an urgent need for Viet Nam to transition towards a low carbon and climate resilient path for current and future generations.

Climate change and environment is a priority for all four programme areas of UNICEF Viet Nam. We have demonstrated innovative solutions for a greener, cleaner, and safer environment for

every child and we are supporting MOET in its role to address climate adaptation and mitigation through the school system, moving towards a climate-smart education.

There are more than 40,000 schools in Viet Nam that have potential for clean energy transition, particularly by applying the Rooftop Solar (RTS) System. The implementation of RTS in schools in the country will not only build a climate-smart school model which provides clean and renewable energy resource, but also contribute to raising awareness of children in using clean energy.

However, the implementation of RTS in schools in Viet Nam is quite limited due to the lack of a mechanism to scaling up RTS. Schools in Viet Nam are publicly funded by state budget for their operation activities and thus, have the limited ability (or lack thereof) to pay for the heavy capital investment of the RTS systems upfront, which lead to lack of solar adoption by schools.

As such, UNICEF is partnering with Global Green Growth Institute (GGGI), an inter-governmental organization specialized in green growth, for a project called “Clean Energy for Climate-smart Schools in Viet Nam” to assess and develop options that would incentivize schools and the private sector to invest in RTS, catalyzed by public finance. We are conducting an assessment with various agencies and organizations, including MOET, some Departments of Education and Training (DOETs) and schools towards replicating the solar power model in the education sector in Viet Nam, with the desire to bring green benefits to more than 21.2 million school-age children and their communities, especially those living in remote areas where electric facilities are not sufficient. In addition, MOET, as a strategic governmental partner of UNICEF, committed to work closely with UNICEF to deliver best results for this initiative, which serves as evidence to guide appropriate activities for the next 5 years partnership (2022 – 2026) between MOET and UNICEF. Findings from the assessment will provide recommendations for the way forward in the education sector.

Purpose and objectives

The national consultancy aims to provide professional technical and operational assistance to UNICEF and MOET in assessing the potential of a climate-smart school model with RTS in the education sector for climate change mitigation and environment education. The selected consultant can make sub-contracts to other consultants and self-manage this team to submit required deliverables in a timely manner.

Specifically, the national consultant is expected to provide support to UNICEF and MOET on the followings:

1. To co-develop the final design of an online survey tool for RTS in schools on Google Form for MOET, DOETs, BOETs and schools in consultation with MOET;
2. To provide technical support and advice to MOET for implemetation of an online survey for RTS in schools in selected provinces, including field trips (if necessary);
3. To provide technical support and advice to MOET for giving comments and feedback to the report of clean energy for climate-smart schools in Viet Nam;
4. To provide technical support and advice to MOET and UNICEF for organizing the launch of the report.

Location of work

The consultant is expected to work at home with meetings either online or offline at UNICEF and MOET offices as necessary.

Specific tasks, deliverables and timeline

The consultant is required to work closely and collaboratively with UNICEF and MOET in all steps of the consultancy. The consultancy will primarily be home-based. Given changeable availability of government partners, this assignment necessarily allows a degree of flexibility to the timeframes to enable UNICEF to remain agile and responsive to the needs of MOET and related partners. It will involve a combination of home-based work and regular emails, phone calls, Teams/Zoom discussions with UNICEF and participation in relevant technical and advocacy meetings/workshops as required.

In consultation with UNICEF and MOET, the selected consultant will perform the following tasks:

No.	Tasks	Deliverables	Estimated working days	Tentative timeframe
1	Develop a detailed work plan for this assignment with proposed methodology, scope, scale of the assignment	The workplan for this assignment with proposed methodology is available (in English and Vietnamese) in consultation with MOET and approved by UNICEF	2 days	Sep 2021
2	To co-develop the final design of an online survey tool for RTS in schools for MOET, DOETs, BOETs and schools in consultation with MOET	The final design of an online survey tool on Google Form for MOET, DOETs, BOETs and schools is accepted (in English and Vietnamese), in consultation with MOET and approved by UNICEF	5 days	Sep 2021
3	To provide technical support and advice to MOET for implemetation of an online survey for RTS in schools in selected provinces including field trips (if necessary)	An official direction from MOET to selected provinces on completing the survey is available (in Vietnamese)	2 days	Sep – Oct 2021

No.	Tasks	Deliverables	Estimated working days	Tentative timeframe
	<ul style="list-style-type: none"> • Con Consult MOET and cordinate with relevant departments within MOET to implement the online survey for data collection • Follow up and support participants of the survey at all levels when needed for a smooth implementation 	An official direction from MOET to selected provinces on visiting schools for some field trips when necessary is available (in Vietnamese) and the submission of field trip reports (in English)		
4	<p>To provide technical support and advice to MOET for giving comments and feedback to the report of clean energy for climate-smart schools in Viet Nam</p> <ul style="list-style-type: none"> • Contribute to the process of report finalization with inputs, including coordination with relevant MOET departments for inputs 	MOET's final inputs and feedback in the draft report by UNICEF and GGGI (in English and Vietnamese) are accepted for finalization	10 days	Oct – Nov 2021
5	<p>To provide technical support and advice to MOET and UNICEF for organizing the launch of the report</p> <ul style="list-style-type: none"> • Develop workshop agenda and propose participants at national and sub-nation levels, in consultation with MOET • Coordinate with relevant MOET departments • Assisst in organizing the workshop 	A blended online and offline workshop to launch the report, delivered by UNICEF, GGGI and MOET, are organized and well-attended by relevant stakeholders	3 days	Nov 2021 – Feb 2022

No.	Tasks	Deliverables	Estimated working days	Tentative timeframe
Total			22 days	Sep 2021 – Feb 2022

Management and reporting

The national consultant will be supervised by the Chief of Education in UNICEF. The Chief of Education is responsible for providing overall technical guidance and approving intermediate and final products, with support from the Education Specialist and the Adolescent Development Officer. The UNICEF Education Section will support MOET in the organization of the technical meetings and validation.

Performance indicators for evaluation

Timeliness, inclusion of and response to UNICEF, MOET comments, quality of services will be rendered. The performance evaluation is conducted upon the completion of deliverables according to timeline as mentioned above.

Qualification/Specialized knowledge and experience

The consultant should have the following qualifications to effectively carry out the proposed tasks:

Qualifications and Experience

- An advanced university degree in one of the following fields is required: education, public policy, environmental and/or social sciences;
- At least 10 years professional experience in strengthening education, including education management and policy, budgeting at government level, private sector engagement, scientific research and/or child welfare, or other relevant areas.

Knowledge and Skills

- Excellent knowledge and skills in survey design and data collection, sciences, technology, climate change and environment;
- Strong coordination skills at national and sub-national levels;
- Good writing and communication skills.

Competencies

- Working experience and familiarity with UNICEF's vision, mission and programming on education or with another UN agency is preferable;
- Experience in working with Governments.

Languages

- Fluency in written and spoken English is required;

Payment Schedule linked to Deliverables

Payments	No of days	Deliverables	Proposed date
1 st payment	15 days	<i>Deliverables 1, 2 and 3</i>	Oct 2021
	<i>50% is made upon Deliverables 1, 2 and 3</i>		
2 nd payment - Final	15 days	<i>Deliverables 4 and 5</i>	
	<i>50% is made upon deliverables 4 and 5</i>		Feb 2022
Total			

Assessment criteria

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

Evaluation aspect	Scoring weight
Technical Evaluation (70%)	100
<ul style="list-style-type: none">• An advanced university degree in one of the following fields is required: education, public policy, environmental and/or social sciences	15
<ul style="list-style-type: none">• At least 10 years professional experience in strengthening education, including education management and policy, budgeting at government level, private sector engagement, scientific research and/or child welfare, or other relevant areas	20

<ul style="list-style-type: none"> • Excellent knowledge and skills in survey design and data collection, sciences, technology, climate change and environment 	20
<ul style="list-style-type: none"> • Strong coordination skills at national and sub-national levels 	20
<ul style="list-style-type: none"> • Working experience with the government and familiarity with UNICEF's vision, mission and programming on education or with another UN agency is preferable; 	10
<ul style="list-style-type: none"> • Strong writing capacity and communication skills in both English and Vietnamese. 	15
Financial evaluation (30%)	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).

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](#)

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/> **before 6 September 2021.**

- a. Letter of interest and confirmation of availability;
- b. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
- c. Performance evaluation reports or references of similar consultancy assignments (if available);
- d. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment;
- e. CV/P11 form ([UN Personal History Form](#)).

General Conditions: Procedures and Logistics

The following general conditions shall apply. The consultant shall:

- Be provided with DSA for UNICEF-required travel.
- Be paid on deliverables.
- 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. Signed contract copy or written agreement must be received by the office **before Travel Authorisation 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 (1) the Health statement for consultants/Individual contractor and a copy of appropriate health insurance, including Medical Evacuation, and (2) General conditions of Contracts for the Services of Consultants/Individual Contractors prior to taking up the assignment.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.
- The consultants are to follow Confidentiality and Non-Disclosure Agreement.