

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: National consultant to support the development of an operational manual for child sensitive cash plus in Da Nang City.	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 (01 national consultant)	Duty Station: Viet Nam
Purpose of Activity/Assignment: The purpose of the assignment is to support the development of an operational manual for child sensitive cash plus intervention in Da Nang City			
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 rights in Viet Nam. Under the new Country Programme Document of 2022-2026, UNICEF Viet Nam Country Office</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

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. It's crucial to have an operation manual to guide the implementation of the cash plus model in selected districts of Da Nang City.

Purpose and Objectives

The overall objective of the consultancy is to develop an operational manual for child sensitive cash plus intervention, including the key steps with relevant stakeholders, expected outputs and the training materials to provide specific guidance to related stakeholders for effective implementation of the cash plus pilot intervention in Da Nang city.

Scope of Work

This assignment is expected to take place during the period of 4 months from March-June 2024, and will include traveling to Da Nang City for fieldwork.

The key contents for the manual include:

- Concrete guidance on the key steps of the intervention (e.g. identifying and registering beneficiaries, cash transfer in terms of amount, frequency, disbursement mechanism, service provider, distribution plan, cash plus plan), role and responsibilities of key stakeholders involved, and expected outputs
- Concrete guidance on governance/coordination/communications/quality assurance mechanisms of the intervention
- Concrete guidance on M&E (using products from M&E consultancy), reporting, IT management and feedback mechanisms
- Training materials for key stakeholders
- Key risks and mitigation measures
- Concrete guidance for wrapping up/follow-up plan at the end of the intervention

Specific expected outputs include:

The consultancy is expected to be delivered by one national consultant with technical expertise on cash assistance and cash plus.

- 1. Output 1: Inception report: This report needs to present a workplan to carry out the consultancy including methodology, tools for field mission, timeline, expected deliverables and the outline of operational manual.
- 2. Output 2: Draft Operational Manual. The draft Operational Manual needs to be sufficiently specific and detailed that it can be used by the intended users for the practical rolling out of different component of the child sensitive cash plus model including the cash transfer and case management.
- 3. Output 3: Workshop materials for the validation workshop, the delivery of the validation workshop itself and a workshop report that gives an overview of the feedbacks received during the validation workshop on the draft Operational Manual.
- 4. Output 4: Final Operational Manual which has incorporated the feedbacks received during the validation workshop and which has been discussed and agreed upon with UNICEF, MOLISA and Da Nang
- 5. Output 5: The preparation of training materials for the TOT for a core group of staff from DOLISA, SWC and localities of Da Nang on the use of the Operational Manual and the delivery of the TOT. A short training report needs to be prepared after the workshop with an assessment of the achievements of the TOT and recommendations for possible future training.

Methodology

To carry out the consultancy work, it is expected that the consultant will use the following methods: (1) document review of the relevant materials including the final concept note of the cash plus model, sample of operational manual from other countries, existing national guidance on case management and (2) conduct field mission to collect information and data through consultations and meetings with local stakeholders and (3) consultation with UNICEF Viet Nam country office (SPG and CP section), consultant recruited by CP section as well as MOLISA and relevant departments of Da Nang City.

Deliverables, payments and timelines

Activities	Deliverables	Timeframe	Corresponding payment
1. In consultation with UNICEF and related stakeholders to develop the inception report including workplan, methodology, tools, timeline, deliverables, and the outline of operational manual.	Inception report to be endorsed by UNICEF	8-15 March 2024 5 days	20% of total contract value
2. Conduct field mission for information and data collection and	Draft operational manual	15 Mar-14 Apr 2024 13 days	

development of draft operational manual			
3. Present draft manual at the validation workshop	Workshop materials for the validation workshop	15-18 Apr 2024 3 days	40% of total contract value
4. Finalization of the operational manual based on feedbacks of validation workshop	Final operational manual	20 Apr -10 May 2024 10 days	
5. Develop training materials and to conduct training to related stakeholders in Da Nang	Training on the use of the Operational Manual conducted	10 -20 May 2024 10 days	40% of total contract value
		Total: 41 days	

Travel

The consultant is expected to travel to Da Nang (tentatively 3 trips to Da Nang, including trip 1: 3 days for information and data collection and trip 2: 2 days for the validation meeting and trip 3: 3 days for the training). The consultant 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 is to be supervised by UNICEF Social Policy Officer under the overall guidance of Chief of Social Policy and Governance Section. The consultant will work in close collaboration with the colleagues from SPG and CP section, consultant from Child Protection (CP) Section and M&E/baseline consultant, and Da Nang DOLISA.

The consultant is responsible for directly coordinating and communicating with UNICEF and Da Nang on all matters related to this assignment. He/she will consolidate inputs from Child protection and M&E consultants for the content related to the case management, M&E and ensuring the overall quality assurance, deliverables within the deadlines and all coherence and logic of the Operations Manual and Guideline.

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](#)

Budget Year: 2024	Requesting Section/Issuing Office: Social Policy and Governance	Reasons why consultancy cannot be done by staff: The development of the Child sensitive cash plus operational manual requires high-level expertise and in-depth knowledge about cash transfer, and cash plus. As this requirement goes beyond the routine management work UNICEF staff and that of Da Nang City, it is necessary to recruit one 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 June 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>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - Over 10 years of experience in undertaking cutting-edge policy-level research on social protection with focus on children. - Proven experience in developing operational manual on delivery of cash transfer programme - Knowledge of UNICEF’s organizational positioning on universal social protection / child grant, cash plus, child sensitive and shock responsive, is an advantage - Knowledge of Viet Nam’s socio-economic context as well as social protection framework and reform process would be an asset. - Excellent written and communication skills in English.