

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<p>Title: Review of Socio-Economic Development Plans (SEDP) for the period 2021-2025 for the three provinces of Soc Trang, Bac Lieu and Ca Mau</p>	<p>Funding Code: GOJ NON-GRANT (RR)</p>	<p>Type of engagement</p> <p><input checked="" type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Individual Contractor Part-Time*</p> <p><input type="checkbox"/> Individual Contractor Full-Time *</p> <p>*Maximum end date 15 March 2025</p>	<p>Duty Station: Viet Nam</p>
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Purpose of Activity/Assignment:

- Review of the implementation of the environment and climate change pillars focusing on children, women and vulnerable groups in Socio-Economic Development Plans (SEDP) for the period 2021-2025 for the three provinces of Soc Trang, Bac Lieu and Ca Mau with recommendations to make annual and five-year SEDPs of these provinces more child-friendly, gender-responsive and climate resilient.

Scope of Work:

Viet Nam has, over the past 30 years, achieved remarkable socio-economic 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, including the lifting of over 45 million people out of poverty between 2002 and 2018. However, too many people have been left out of this rapid ascent into a modern, connected economy, while inequalities have persisted and in some parts of the population deepened - requiring specific, sustained investments to better deliver on the 2030 Sustainable Development Goals according to Viet Nam’s 2020 National Report.

Over the last decades the Government of Viet Nam has demonstrated its commitments to child rights and children’s wellbeing. Specifically, priorities for children are expressed through the 13th Party Congress’s Political Document, within the 2021-2030 Socio-economic Development Strategy, the 2021-2025 Socio-Economic Development Plan and three national targeted programs – on sustainable poverty reduction, new rural construction and economic development for ethnic minority and mountainous areas – and the National Action Program on Children for the period 2021-2030.

However, 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). In addition, 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. 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.

The aforementioned 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 rights 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.

The project "Child-Friendly Policies and Plans for the Period 2023-2026" between the Ministry of Planning and Investment (MPI) 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 2030 Sustainable Development Goals (SDGs), and national targeted programmes (NTPs). The Department of Science, Education, Natural Resources, and Environment (DSENRE) of MPI 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, DSENRE/MPI and UNICEF plan to recruit national consultants to support the DSENRE/MPI in conducting a midterm review of the environmental pillar in the annual and five-year socio-economic development plans (2021-2025) for three provinces: Soc Trang, Bac Lieu, and Ca Mau with a focus on children, women and vulnerable populations. This assignment has an overall objective of taking stock of the provincial plan implementation and formulating specific recommendations for the three provinces. It aims to better address children's and vulnerable population groups' well-being in the implementation of the environmental protection and climate change response pillars in their current plans, then ultimately informing the development of upcoming provincial 2026-2030 SEDPs with a focus on children.

Specific objectives include:

- a) Reviewing the implementation of the environmental protection and climate change response pillars in the 5-year Socio-Economic Development Plans for 2021-2025 and the annual plans for 2021-2024 of Soc Trang, Ca Mau, and Bac Lieu, with a focus on children, women and vulnerable groups.
- b) Providing specific recommendations to better implement the environmental protection and climate change adaptation pillars, with a heightened focus on children, women and vulnerable groups, in the 2025 Socio-Economic Development Plans and the 2026-2030 5-year SEDPs of Soc Trang, Ca Mau, and Bac Lieu.
- c) Providing technical support through consultations and sharing research results with the three provinces to effectively include the environmental protection and climate change response pillars, emphasizing children, women and vulnerable groups in the 3 provincial 2025 SEDPs and the 2026-2030 5-year SEDPs. The goal is to achieve related SDGs set by Viet Nam for 2025 and 2030 in these 3 provinces.

The method/approach: This activity will adopt an approach of document review, and qualitative methods i.e. stakeholders' consultation, interviews, and case study. The document review scope is confined to documents that reflect the development and implementation of the environmental protection and climate change response pillars in the 5-year SEDPs for 2021-2025 and the annual plans for 2021-2024 of Soc Trang, Ca Mau, and Bac Lieu provinces, with a focus on children and vulnerable groups. The documents for review may include, but not be limited to, guidelines, regulations, and operational arrangements for implementation of provincial SEDPs and their annual plans, and periodic reports.

Consultation with relevant stakeholders who were involved in the implementation of these development plans may take the form of workshops and interviews with relevant individuals, agencies, and local authorities. In each province, 1-2 case studies will be developed to illustrate how climate changes and extreme weather events suffered by children, women's and other vulnerable groups were addressed in the provincial 5-year SEDPs and annual plans, and in the implementation results, and how the SEDP could be strengthened to improve their well-being across multiple dimensions.

The mid-term review will answer the following key questions:

- How have the provincial socio-economic development plans and related policies, especially environmental and climate change policies, been developed over the past four years (2021-2024)?
- What is the implementation progress of the annual and five-year SEDPs (2021-2025)?
- How have issues affecting children, women and vulnerable groups been addressed in the implementation of SEDPs in general and in their pillar of environmental protection and climate change response?
- To what extent have children, women and vulnerable groups benefited from the implementation of SEDPs and the environmental protection and climate change response pillars in the SEDPs? What are the gaps and reasons including financial resources, capacity and public awareness available for the implementation? What is the role of national government/related ministries in supporting provinces?
- To what extent have children, women and vulnerable groups been involved in the implementation process of the SEDPs in general and the environmental protection and climate change response pillars in the SEDPs in particular? What are the gaps and reasons?
- What needs to be done to better address issues affecting children, women and vulnerable groups in the implementation of annual and five-year SEDPs and the environmental protection and climate change response pillars in particular?

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 with the following detailed information: <ul style="list-style-type: none"> • Methodology for task implementation. • Proposed list of reference documents, including selection criteria. • Planned implementation schedule (including product submission plan, anticipated field survey schedule) and list of key informants for field surveys. • Propose outlines for full reports and summaries for each province to the Department of Science, Education, Natural Resources, and Environment (DSENRE) and UNICEF. 	Available detailed workplan approved by UNICEF and DSENRE. Such a workplan is expected to describe the following information: <ul style="list-style-type: none"> • Methodology for undertaking the assignment. • Proposed list of reference documents. • Proposed topics for case studies and key contents. • Planned implementation schedule (including product submission plan, anticipated field survey schedule) and list of key informants for field surveys. • Proposed outlines for full reports and summaries for each province. 	15 Sept 2024 (5 days: 3 days for lead consultant and 02 days for a member consultant)	
2) Review of documents, including (but not limited to): <ul style="list-style-type: none"> • National-level Socio-Economic Development Strategy and Plans. • Implementation plans and reports of the 2021-2025 Socio-Economic Development Plans and annual plans (2021-2023) of Soc Trang, Ca Mau, and Bac Lieu provinces. 	A literature review report	5 Oct 2024 (18 days – 09 days for lead consultant and 09 days for a member consultant)	

<ul style="list-style-type: none"> • <u>Guidelines, regulations, and operational arrangements for the implementation.</u> 			
<p>3) Data and information collection:</p> <ul style="list-style-type: none"> • Consult with SPG/UNICEF 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 provinces of Soc Trang, Ca Mau, and Bac Lieu. 	<p>Raw data and information compiled from three provinces of Soc Trang, Ca Mau and Bac Lieu</p>	<p>05 Nov 2024 (39 days: 20 days for lead consultant and 19 days for a member consultant)</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 the environmental protection and climate change response pillars in the SEDPs for the five-year period 2021-2025 and the years 2021-2023 for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu, with a focus on children, women and vulnerable groups. • Provide specific recommendations to better implement the environmental protection and climate change response pillars, with greater emphasis on children, women and vulnerable groups in the Socio-Economic Development Plan for 2024 and 2025 and the five-year plan for the period 2026-2030 for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu. 	<p>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 the environmental protection and climate change response pillars in the Socio-Economic Development Plan for the five-year period 2021-2025 and the years 2021-2023, with a focus on children, women and vulnerable groups; and • Recommendations better implement the environmental protection and climate change response pillars, with greater emphasis on children, women and vulnerable groups in the Socio-Economic Development Plan for 2024 and 2025 and the 	<p>15 Dec 2024 (66 days: 36 days for lead consultant and 30 days for a member consultant)</p>	

	five-year plan for the period 2026-2030		
<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 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. 	Documentation of inputs and comments from all relevant stakeholders invited to provincial and inter-provincial consultations.	30 Dec 2024 (7 days : 04 days for lead consultant and 03 days for a member consultant)	
<p>6) Revision and finalization of the final reports on the review of the implementation of SEDP in general and the environmental protection and climate change response pillars in particular for the five-year period 2021-2025 and the years 2021-2023 for the three provinces of Sóc Trăng, Cà Mau, and Bạc Liêu, with a focus on children, women and vulnerable groups. The aim is to provide specific recommendations to better implement the environmental protection and climate change response pillars in the Socio-Economic Development Plan for 2024 and 2025, and especially 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>	Final full reports and summaries for three 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)	15 Jan 2025 (30 days : 15 days for lead consultant and 15 days for a member consultant)	
Total (165 working days)		165 days (87 days for the lead consultant and 78 days for the member consultant)	

Payment Schedule	
Payment #1: Upon completion of Work Assignment #1 and #2	

<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"/> 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 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 social/economic/development economics. At least 15 years of experience in the fields of 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 children/social issues/socio-economic/sustainable development or related fields. Have excellent skills and experience in writing reports on children/social issues/socio-economic/sustainable development or related fields. 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 social science, public policy or development economics Relevant work experience (40 points): <ul style="list-style-type: none"> At least 15 years of experience in the fields of 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 children/social issues/socio-economic/sustainable development or related fields. 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.</p> <p>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> <p>The project will not support cost for international travel, and other related expenses.</p> <p>Please clearly indicate currency of financial proposal (mandatory in VND for local vendors).</p>			

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>