

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Project Coordinator Climate-Smart Social Services Regional Programme Preparation		<input checked="" type="checkbox"/> Consultant	Ha Noi; Remote and travel to some selected provinces

Purpose of Activity/Assignment: This is a national consultancy for a National Project Coordinator, facilitating efficient coordination of the programme preparation phase in Viet Nam to contribute to the elaboration of the Climate-Smart Social Services Regional Programme (The Programme). The ideal candidate will possess extensive experience and knowledge in project coordination and climate-related initiatives, ensuring the achievement of project preparation objectives within the stipulated timeframe.

Scope of Work:

UNICEF East Asia Pacific Regional Office (EAPRO), in partnership with the Australian Committee for UNICEF, is developing a Regional Programme “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” for 14 countries in the region. The Programme aims to finance climate-smart social services as a new asset class in climate finance in line with the Intergovernmental Panel on Climate Change’s Shared Socio-Economic Pathways. A Concept Note is being elaborated and program preparation expected to start in November 2023. UNICEF Regional Office for East Asia and the Pacific is recruiting an international consulting firm to develop the Programme Proposal. In addition, to provide support for Viet Nam as among 14 countries in preparation of the detail program proposal, UNICEF is mobilizing a consultant National Project Coordinator to provide technical support and ensure an effective liaison and coordination between related agencies during the preparation. The key tasks are as below:

- Act as the primary point of contact between the government agencies, key sector stakeholders, UNICEF country office, and the international consulting firm.
- Lead in preparation and facilitation of meetings, discussions, and workshops among all parties, ensuring that programme preparation objectives are met, and consensus is reached.
- Take lead in development and maintaining of a database on a spreadsheet of project documents, reports, and correspondences as well as the project preparation budget.
- Provide inputs and gather comments from relevant stakeholders for the program preparation developed by international consultant firms.

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: 2023-2024	Requesting Section/Issuing Office: CSDE	Reasons why consultancy cannot be done by staff: Considering the heavy workload of UNICEF staff and the extensive scope of work entailing coordination, technical support for government in the program preparation, it is imperative to engage the services of an external consultant.
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Included in Annual/Rolling Workplan: Yes No, please justify:

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
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If Extension, Justification for extension:

Supervisor: WASH Specialist	Start Date: Nov 15 th , 2023	End Date: June 30, 2024
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Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated level of effort (days)
Task 1: Act as the primary point of contact between the government agencies, key sector stakeholders, UNICEF country office, and the international consulting firm.	Monthly reports on the Programme's preparation progress, challenges, and proposed solutions	6 monthly reports	18 days
Task 2: Lead in preparation and facilitation of meetings, discussions, and workshops among all parties, ensuring that programme preparation objectives are met, and consensus is reached.	Monthly workshops/meetings organised, detail agenda, workshop materials	Nov 2023- April 2024	24 days
Task 3: Take lead in development and maintaining of a database on a spreadsheet of project documents, reports, and correspondences as well as the project preparation budget.	Draft database or spreadsheet of information and documents that will be updated monthly Detail project budget estimate sheet developed and updated, finalized	Nov 2023 – April 2024	20 days
Task 4: Provide inputs and gather comments from relevant stakeholders for the program design developed by international consultant firms.	Comments for the program design Gather comments from relevant stakeholders	Dec 2023 – May 2024	8 days
Total			70 days

Estimated Consultancy fee (in USD)																			
Travel International (if applicable)	N/a																		
Travel Local (please include travel plan)	In total there are 3 trips required to Northern Mountains, Central Highland and Mekong River Delta for data collection, understanding current social service situation on the ground The duration is about 3-5 days per trip. Tentative trips are included in Annex 1																		
DSA (if applicable)																			
Total estimated consultancy costsⁱ																			
<p>Payment schedule: The payment for the consultancy will be in 2 instalments:</p> <ul style="list-style-type: none"> - Payment 1: 50% of the fee upon submission of 2nd monthly report along with draft of updated database or spreadsheet of information and documents with total of 35 working days used - Payment 2: 50% of the fee and travel cost upon submission of the final detailed project budget estimate sheet and the program design with comments from relevant stakeholders incorporated 																			
<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>Enter Disciplines</p> <ul style="list-style-type: none"> • An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields. • A minimum of 10 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions. 		<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Proven experience in liaising with government bodies, financiers, and consulting firms • Proven experience working in climate resilient WASH, other social sectors (health, education, nutrition, etc) is desirable • Strong knowledge of project management tools • Excellent communication, negotiation, and stakeholder management skills. • Proficient in Microsoft Office Suite and project management software. 																	
<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> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Maximum points</th> </tr> </thead> <tbody> <tr> <td>An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields.</td> <td>20</td> </tr> <tr> <td>A minimum of 10 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions.</td> <td>20</td> </tr> <tr> <td>Proven experience in liaising with government bodies, financiers, and consulting firms</td> <td>10</td> </tr> <tr> <td>Proven experience working in climate resilient WASH, other social sectors (health, education, nutrition, etc) is desirable</td> <td>10</td> </tr> <tr> <td>Strong knowledge of project management tools</td> <td>5</td> </tr> <tr> <td>Excellent communication, negotiation, and stakeholder management skills.</td> <td>5</td> </tr> <tr> <td>Proficient in Microsoft Office Suite and project management software.</td> <td>5</td> </tr> </tbody> </table>				Criteria	Maximum points	An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields.	20	A minimum of 10 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions.	20	Proven experience in liaising with government bodies, financiers, and consulting firms	10	Proven experience working in climate resilient WASH, other social sectors (health, education, nutrition, etc) is desirable	10	Strong knowledge of project management tools	5	Excellent communication, negotiation, and stakeholder management skills.	5	Proficient in Microsoft Office Suite and project management software.	5
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<p>B) Financial Proposal (e.g. maximum of 25 Points)</p> <ul style="list-style-type: none">• 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 50 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.	
<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>

