**United Nations Children’s Fund (UNICEF)- Viet Nam**

**Terms of Reference**

**Individual Consultancy**

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| **Title** | Technical Assistance provided to improvement of capacity of DOLISA and related counterparts in Dien Bien, Kon Tum and Gia Lai in strengthening local child protection system |
| **Purpose** | Support provided to strengthening local child protection systems in Dien Bien, Kon Tum and Gia Lai |
| **Level**  | *VNM2*  |
| **Location**  | Home-based and in Dien Bien, Gia Lai and Kon Tum provinces |
| **Duration** | August 2019 – July 2020 |
| **Start Date** | 1 August 2019 |
| **Reporting to** | Child Protection Specialist (Child Welfare) |
| **WBS/PBA** **Funding Expiry Date** | SC189905 expired by 31 December 2021 |
| **Project and activity codes** | 5200/A0/05/883/003/003 – Act 15 - Dien Bien 2019 AWP5200/A0/05/883/003/002 – Act 15 - Kon Tum 2019 AWP5200/A0/05/883/003/001 - Act 13 - Gia Lai 2019 AWP |
| **General Ledger number** |  |

**Background**

The Ministry of Labour, Invalids and Social Affairs (MOLISA) estimated that 1.5 million children in Viet Nam are living special circumstances (children with disabilities, orphans, children living in institutions, children conflict with law), representing about 5.5 % of the total child population under 16 years of age. The violent discipline is wide spread at 68.4% of children aged 1-14 experienced with some forms of violence in the home. According to the National Child Labour Survey, 1.7 million children aged 5-17 are considered as child laborer’s.

There is no specific information of violence against children in Gia Lai, Kon Tum and Dien Bien, but the percentage of children aged 1-14 years in the Central Highlands subjected to at least one form of psychological or physical punishment by household members is recognized to be among the highest in Viet Nam (79.4 percent in contrast to the national average of 68.4 percent). Furthermore, the tradition of early marriage is still common amongst some population groups, especially young women.

The growing child protection issues are exacerbated by the absence of a strong and effective child welfare and protection system, in particular by the lack of trained social workers and services for prevention, support and protection of children from abuse, violence and exploitation. The existing services for prevention, early identification and intervention, referral to rehabilitative and specialized services and follow up are either not in place or are fragmented and unregulated. At sub-national level, social work and child protection services are provided by volunteers and untrained workers undertaking complex tasks without the necessary skills and training.

The Child Law 2016 has marked important efforts of the government in addressing the violence against children (VAC). The Child Law defines one part-time child protection worker in each commune, who takes key responsibility to address the violence against children. In addition, the Decree 56 defines child protection and case management systems to increase quality multi-sectoral intervention and response to child victims of abuse, violence.

As part of the Integrated Early Childhood Development Projects in Dien Bien, Gia Lai and Kon Tum provinces (2017-2021), UNICEF has supported the development and operation of local child protection systems with an aim to strengthen social service workforce, case management, and multi-sectoral child protection services in line with the Child Law and Decree.

For the reason, UNICEF needs to provide technical support to DOLISA and Child Protection Committees in Gia Lai, Kon Tum and Dien Bien in strengthening the local child protection system to address effectively the violence against children.

**Justification**

As UNICEF Child Protection staff does not have time to frequently travel to Dien Bien, Gia Lai and Kon Tum to provide technical assistance to DOLISA and Child Protection Committee members on strengthening local child protection systems, it is necessary to recruit a national consultant to provide training, coaching, mentoring, supervision and monitoring of progress of local child protection systems.

**Objectives**

The consultant is expected to provide technical assistance to DOLISAs and Child Protection Committees in Kon Tum, Gia Lai and Dien Bien to strengthen the local child protection system.

Specific objectives are:

1. To strengthen capacity of DOLISA and Child Protection Committees at three local levels in developing and operating local child protection systems (See indicators of success in the Annex);
2. To increase child protection services delivered by DOLISA staff, provincial and district social workers, and child protection workers (See indicators of success in the Annex).

**Specific Tasks**

In consultation with UNICEF, MOLISA and DOLISA, the consultant shall perform the following tasks:

**Task 1:** Develop a training manual on supervision of operation of local child protection systems for DOLISA staff and Child Protection Committees at provincial, district and commune levels (18 working days)

**Task 2:** Facilitate two-day training by using the training manual in the three provinces (2 working days/province x 3 provinces = 6 days)

**Task 3:** Develop a practice manual to provide skills in implementing case management and child protection services delivery for DOLISA staff, social workers and child protection workers (8 days)

**Task 4**: Facilitate two-day training by using the practice manual in the three provinces (2 working days/province x 3 provinces = 6 days)

**Task 5:** Facilitate three-day training on case management for DOLISA staff, social workers and child protection workers in Dien Bien (3 days)

**Task 6:** Provide quarterly coaching to DOLISAs andChild Protection Committees to strengthen supervision of operation of local child protection systems (8 working days/province x 3 provinces = 24 days)

**Task 7:** Provide on the job training to DOLISA staff, social workers and child protection workers to increase quality child protection services delivery including counseling, case management, communication and child protection services (28 working days/province x 3 provinces = 84 days)

**Methodology and deliverables**

The consultant is required to work closely with UNICEF, MOLISA Department of Children’s Affairs, and DOLISAs to get technical guidance and exchange information on the implementation of the consultancy. The consultant is encouraged to co-work with local child protection officers to implement the consultancy.

| **No** | **Task** | **Deliverable** | **Time length** | **Tentative Dates** |
| --- | --- | --- | --- | --- |
|  | **Task 1:** Develop a training manual on supervision of local child protection systems | 01 training manual developed  | July-Aug | 18 days |
|  | **Task 2:** Facilitate two-day trainings by using the training manual on supervision of local child protection systems in the three provinces | 03 trainings conducted in Gia Lai, Kon Tum and Dien Bien | Aug | 6 days |
|  | **Task 3:** Develop a practice manual to provide skills in implementing case management and child protection service delivery | 01 practice manual developed | Sept | 8 days |
|  | **Task 4:** Facilitate two-day trainings by using the practice manual in the three provinces | 03 trainings conducted in Gia Lai, Kon Tum and Dien Bien | Sept - Oct | 6 days |
|  | **Task 5:** Facilitate three-day training on case management in Dien Bien | 01 training conducted in Dien Bien | Sept - Oct | 3 days |
|  | **Task 6:** Provide quarterly coaching to DOLISAs andChild Protection Committees to strengthen supervision of local child protection systems  | 2019-2020 plan of strengthening local child protection systems developed to consolidate commune, district and provincial child protection activities; Annual and quarterly reports of progress of local child protection systems developed  | July 19 – July 20 | 24 days |
|  | **Task 7:** Provide on the job training to DOLISAs, social workers and child protection workers to increase quality child protection services delivery  | # of trained DOLISA staff, social workers and child protection workers who are able to deliver quality child protection services  | July 19 – July 20 | 84 days |
|  |  | **Total**  |  | **149 days** |

**Reporting**

The Chief of the Child Protection Section will be responsible for providing overall technical guidance and advices.

The responsible Child Protection Specialist will supervise, provide available reference resources, facilitate the communication between the consultant and relevant stakeholders, providing technical inputs and day-to-day support to this consultancy.

**Performance indicators for evaluation**

Timeliness, inclusion of and response to UNICEF and DOLISAs comments, quality of services 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:

* Advanced Degree in social work and/or related field;
* At least 5-year experience in working with the Governments and Organizations in improving social work;
* At least 10-year experience in developing and facilitating training programme in social work;
* Excellent knowledge on and understanding of the roles and functions of social workers and social work services in various fields;
* Strong knowledge on the community-based child protection system
* Good working experience and familiarity with UNICEF vision, mission and programming on child protection;
* Knowledge of the social work situation in Viet Nam is desirable;
* Good written, communication skills and computer skills;

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.

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| **Evaluation aspect** | **Scoring weight** |
| **Technical Evaluation (70%)** | **70%** |
| * Advanced Degree in social work and/or related field;
 | 10% |
| * At least 5 year experience in research and study on relevant areas such as social work, sociology, child protection, child welfare
 | 20% |
| * At least 5 working with the Governments and Organizations in development of social work and child protection as an asset
 | 15% |
| * Good working experience and familiarity with UNICEF vision, mission and programming on child protection;
 | 15% |
| * Excellent English writing and communication skills.
 | 10% |
| **Financial evaluation (30%)** | **30%** |

**General Conditions: Procedures and Logistics**

The following general conditions shall apply. The consultant shall:

* Be provided with DSA for UNICEF-required travel

**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 the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.