**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title**  **National Consultancy to provide coordination and technical assistance to strengthening child protection system in and out of emergency** | **Funding Code**  UK Embassy, GoJ – SC210618,  Tokyo Fund - SM240463, Thematic  WBS# 5200/A0/06/883/006/002 | **Type of engagement**  Consultant | **Duty Station:**  Ha Noi |
| **Purpose of Activity/Assignment:**  The consultancy aims to serve a two-fold purposes, namely 1) to providing technical support for the implementation of the child protection efforts during emergency relief and recovery, and 2) contribution to the long-term development of robust child protection systems. First, it will facilitate effective coordination of the Child Protection working group under the joint response plan – Typhoon Yagi and floods, to support, advise and advocate jointly with all relevant structures, for timely and standardized and harmonized prevention and response activities in children’s best interests, to establish links with and strengthen national and local child protection systems, and to promote actions that place children at the centre of the response. It will also facilitate capacity building on child protection and case management in emergency for local social welfare staff/social workers, frontline child protection and other workers for effective prevention and response to all forms of violence against children and promote their recovery and resilience in response to future climate change challenges. Second, the consultancy will provide technical assistance to relevant ministries and organizations in strengthening the sectoral and inter-sectoral interventions and institutional capacity in providing child protection services. | | | |
| **Scope of Work:**  Viet Nam, as a lower middle-income country since 2010, is at critical juncture in its development journey, especially under the New Sustainable Development Goals (SDGs) framework which provides a strengthened partnership platform for supporting Vietnam’s efforts towards achieving key national priorities. While child abuse and violence against girls and boys in Viet Nam are wide-spread, child protection system is still in its early development with very limited workforce and child protection services. UNICEF has been supporting the development of social work and child protection system, including via upstream advocacy and technical assistance to eliminate barriers and bottlenecks across sectors including in protection sector.  Emergency context  Since 6 September 2024, the Northen Mountain region of Viet Nam has been hit by the third storm number 3 - Typhoon Yagi. This is the strongest storm that hit Viet Nam in the last 30 years, which brought unprecedented heavy rains resulting in landslides and cascading floods. The Viet Nam Disaster Management Authority (VDMA) recorded that the Typhoon Yagi had killed 318 people, 26 people missing and destroyed hundred thousand of homes across north of country as of 28 September 2024. The Government of Viet Nam released a call for emergency relief and support.  On 16 September, the Inter Sector Coordination Group (ISCG) was activated by the Resident Coordinator, with an overall Protection sector (led by UN Women) inclusive of Child Protection Area of Responsibility (AoR) led by UNICEF and GBV AoR led by UNFPA. A Joint Response Plan was drawn up, inclusive of a Protection Sector plan targeting 146,000 people in need and identifying a set of priority responses across 2 phases: 1) 0-3 months immediate response activities and 2) up to 9 months – Transition to early recovery.  The Child Protection in Emergency (CPIE) working group works towards supporting government (Ministry on Labour, Invalids and Social Affairs (MOLISA), Ministry of Education and Training, and affected provinces’ capacity to:  1) provide efficient and timely humanitarian assistance for protection of girls and boys, and women from neglect, abuse, violence and exploitation, and promote children’s psychosocial well-being;  2) ensure child protection and prevention of Gender-Based Violence (GBV) are included in all related sectors as an essential aspect of emergency response;  3) identify needs and fill critical gaps; and  4) help improving child protection system to deliver quality and accountability of the collective response.  CPIE Working Group includes MOLISA, UNICEF, Save the Children, Catholic Relief Services, Child Fund, Plan International, and World Vision.  UNICEF works to support, advise and advocate with all relevant agencies for timely and standardized and harmonized prevention and response activities to protect children from all forms of violence, abuse, exploitation and neglect, to establish links with and strengthen national Child Protection systems, and to promote actions that place children at the centre of the response.  In emergency relief and recovery efforts, building the capacity of local child protection workers is crucial to ensuring the effective protection of vulnerable children from the heightened risks of violence in the aftermath of the typhoon. These workers are on the front lines, directly engaging with children and families affected by crises, making it essential for them to be well-equipped with the knowledge and skills needed for gender-responsive child protection, case management, and referral processes. Building capacity for frontline workers on child protection, case management and referrals in emergency is an essential child protection intervention as part of the Joint Response Plan. It is also a key child protection intervention under the proposed UNICEF provincial emergencies Project Documents that are currently under-developed with the four provinces most affected by the typhoon, including Lao Cai, Dien Bien, Yen Bai, and Cao Bang.  Strengthening their capacity enables timely identification of child protection concerns, appropriate referrals to critical services, and comprehensive case management to support children’s recovery and resilience. Investing in the training and development of local workers ensures effective response as well as sustainability of child protection efforts and enhances the community’s ability to respond to future emergencies.  Child protection system strengthening  More broadly, Viet Nam is facing challenges in providing multi-sectoral child protection services and establishing professional workforce for child protection in welfare, education, and health sectors. There are no professional competency standards of child protection workers to provide and monitor the quality of service delivery. The sensitive and complicated issues of child abuse and violence are largely addressed by para-professional and untrained workers at the commune level. In addition, Viet Nam lacks an effective inter-sectoral mechanism to coordinate professionals in relevant sectors in handling a child protection case.  As part of the wider effort in strengthening the child protection system, UNICEF has advocated for and supported the government to strengthen the child protection workforce and promote the development of multi-sectoral child protection services, contributing to the implementation of National Programme on Prevention and Control of Violence Against Children, 2020-2025. UNICEF gives priority for improvement of child protection services and enhancing child protection workforce in the social welfare, health, and education sectors and mass organizations. The support is focused on the development of national policies, standards and inter-sectoral and sectoral mechanisms in handling VAC cases, and capacity development of social service workforce for child protection, and social work development to provide quality integrated child protection services both in and out of emergency contexts.  Within the above context, dedicated technical support is required to ensure effective coordination of child protection in emergency activities, enhanced capacity of local child protection workers to provide case management and referrals of children to relevant services under the UN Joint Response Plan and UNICEF Response Plan, as well as to provide technical support to foster sustainable child protection systems. The consultancy is required for a period of 20 months, from November, 2024 to June 2026.  **The CP coordination consultant is responsible for:**  **Part 1: Child Protection in Emergency**  **Task 1:** Providing coordination support to ensure a coordinated quality CP response and timely service delivery, in alignment with the Joint Response Plan; coordinate CP situation and response monitoring, including ensuring CP updates are integrated in the Joint Response Plan regular Sitreps, and adequate mechanisms are in place for children and caregivers’ participation in identifying and reporting child protection needs and concerns; analyse capacity and gaps in CP preparedness, prevention and response and coordinate joint capacity building planning and roll-out on CPiE, mental health and psycho social support (MHPSS), Gender based violence (GBV) risk mitigation with a view to strengthen CP system.  **Task 2:** Development of training materials, delivering trainings on child protection and case management, and provide coaching forlocal social welfare staff/social workers, frontline child protection workers/social work collaborators and Child Protection committees in provinces most affected by Typhoon Yagi, namely Cao bang, Dien Bien, Lao Cai, and Yen Bai.  **Part 2. Child Protection System Strengthening**  Technical support to the Ministry of Labor, Invalids and Social Affairs (MOLISA), Ministry of Education (MOET), Ministry of Health (MOH) and selected mass organizations/NGOs in strengthening the sectoral and inter-sectoral interventions and institutional capacity in providing child protection services and social work development.  **Task 3.** Provide technical advice and inputs to MOLISA and selected DOLISAs to develop national policy, guidelines, manuals, training materials, protocols, and enhance capacity in delivering integrated child protection services and child protection information management system.  **Task 4.** Provide technical advice and support to the Ministry of Education and Training to develop professional and service standards, technical guidelines, training materials and policies and sub-laws, for the implementation of child protection, counselling, and social work services in school systems.  **Task 5.** Provide technical advice and support to the Ministry of Health, to develop service standards, technical guidelines, training materials, policies and sub-laws for the implementation of child protection and social work services in hospitals and health system. Provide support to selected hospitals and international consultant(s) to develop the models of child protection unit/committees in hospitals, including technical advice and contributions for the development of the national guideline, training manuals, and development of proposals on establishment of child protection units/committees in selected hospitals in Viet Nam.  **Task 6.** Provide technical advice and support to the Viet Nam Women’s Union (VWU) to develop professional and service standards, technical guidelines, training materials and policies for providing child protection and social work services for women and children.  **Task 7.** Provide technical advice to line ministries in the development of relevant child protection policies, standards and guidelines for the implementation of the National Programme on Prevention and Control of VAC, 2021-2025, Child Protection related component in the National Plan of Action (NPA) for Children, 2021-2030 and related national policies.  **Task 8.**  Provide technical advice and inputs to MOLISA for the implementation of the National Programme on Social Work Development, 2021-2030, Decree on Social Work and related policies, including development of the related circulars, guidelines and standards on social work profession and practice, and training programmes for the social service workforce.  The consultant is expected to work in the office at the One UN office for meetings, discussions, consultations as needed, and home-based basis in Ha Noi, with regular visit to conduct field trips to the project provinces, including but not limited to Cao Bang, Dien Bien, Lao Cai, and Yen Bai.  ***Methodology***  The Consultant will be supervised by a Child Protection Specialist, UNICEF Viet Nam. The Chief of Child Protection will provide the overall leadership and guidance to the consultant. The Consultant will work on a regular basis with relevant UNICEF Sections, UN Agencies, as well partners in the Protection Sector and Child Protection Sector Working Group. | | | |

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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) |

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| **Budget Year:**  **2024-2025** | **Requesting Section/Issuing Office:**  **VCO/CP** | **Reasons why consultancy cannot be done by staff:**  *The consequences of Ragi typhoon are widespread with severe impacts people, especially women and children, causing serious environmental pollution and affecting people's health. There are many urgent tasks that need to be addressed promptly by UNICEF. Therefore, it is essential to mobilize expertise to support the UNICEF team and partners in this important task. Moreover, due to the high workload of the CP programme to rollout activities for both national and provincial levels, it is necessary to recruit a national consultant to support the coordination of the work of CP working group and provide technical support to the national and local implementing partners in building capacity on CP and case management. The goal is to provide children with the essential interventions required for protection, to save lives and to ensure the rights of all children, everywhere. In addition to the emergency work, there is a significant body of technical child protection tasks that requires dedicated time and expertise, which cannot be provided by UNICEF staff, who are already fully occupied with their regular duties.* |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | |

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| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement   Roster  **Single Source Selection**  (Emergency - Director’s approval) | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | |
| **Supervisor:** | **Start Date:** | **End Date:** |
| *Child Protection Specialist* | *25 Nov. 2024* | *30 June, 2026* |

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| **Work Assignments Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Estimated Budget** |
| **Part 1. Child Protection in Emergency**  **Task 1:** Provide support to ensure a coordinated quality CP response and timely service delivery, monitoring, and coordinate joint capacity building planning and roll-out on CPiE, MHPSS, GBV Risk mitigation with a view to strengthen CP system**:** |  |  |  |
| **1a.**   * At least two meetings of Child Protection Working Group convened and facilitated in Q4 2024; * Update of service mapping tools, referral pathways, and revision as required of case management guidance (SOPs) and IMS; * Ensure CPiE key messaging within Protection cluster information dissemination. * Develop measurement and monitoring framework against Joint Response Plan and joint IMS. * Ensure adequate mechanisms are in place for children and caregivers to participate in identifying and report child protection needs and concerns. * Ensure timely and quality quantitative and qualitative CP updates are integrated in the Joint Response Plan regular Sitreps. | * Meeting organized; PPT and meeting minutes * Service mapping tools adapted * CPiE key messaging disseminated * Monitoring framework against JRP available * Inputs provided to UNICEF and UN Sitreps. | 15 Jan2025 | 20 days |
| **1b.**   * At least two meetings of Child Protection Working Group convened and facilitated in Q1 2025; * Coordinate and oversee interagency Child Protection assessments of concerns, gaps and capacities; * Ensure timely and quality quantitative and qualitative CP updates are integrated in the Joint Response Plan regular Sitreps. * Coordinate joint capacity building planning and roll-out on CPiE, MHPSS, GBV Risk mitigation. | * Meeting organized * PPT and meeting minutes * Inputs provided to Sitreps. | 15 Apr 2025 | 7 days |
| **1c.**   * At least two meetings of Child Protection Working Group convened and facilitated in Q2 2025 * Ensure timely and quality quantitative and qualitative CP updates are integrated in the Joint Response Plan regular Sitreps, and final report * Analyse capacity and gaps in CP preparedness, prevention and response | * Meeting organized * PPT and meeting minutes * Inputs provided to Sitreps and final report * Gaps identified and recommendations available for strengthened CPiE | 10 Jun 2025 | 12 days |
| **Task 2:** Development of training materials and delivering training courses on foundational and child protection and case management forlocal social welfare staff/social workers, child protection workers/social work collaborators |  |  |  |
| **2a.**   * Adaptation of training materials on foundational child protection (2 days) * Delivering 9 trainings (foundational CP) in Yen Bai (6 trainings) and Lao Cai (3 trainings) (2 days each training) | * Ppt, class works, including case studies, pre- and post-training test * 9 foundational CP trainings facilitated | 15 Jan2025 | 20 days |
| **2b.**   * Adaptation of training materials on CP and case management (2 days) * Delivering 12 trainings (foundational CP) in Yen Bai (6 trainings), Dien Bien (3 trainings), and Cao Bang (3 trainings) (2 days each training) * Delivering 9 trainings (CP and case management) in Lao Cai (3 trainings), Dien Bien (3 trainings), and Cao Bang (3 trainings) (2 days each training) * Provide coaching for case managers and child protection committee members (2 days \* 4 provinces) | * Ppt, class works, including case studies, pre- and post-training test * 12 foundational CP trainings and 9 advanced CP and case management trainings facilitated * Case management coaching provided | 15 Apr 2025 | 52 days |
| **2c.** Provide coaching and supervision for case managers (4 days \* 4 provinces) | Case management coaching provided | 10 Jun 2025 | 16 days |
| **Part 2.** Technical support to the Ministry of Labor, Invalids and Social Affairs (MOLISA), Ministry of Education (MOET), Ministry of Health (MOH) and selected mass organizations/NGOs in strengthening the sectoral and inter-sectoral interventions and institutional capacity in providing child protection services and social work development. |  |  |  |
| **Task 3.** Provide technical advice and inputs to MOLISA and selected DOLISAs to develop national policy, guidelines, manuals, training materials, protocols, and enhance capacity in delivering integrated child protection services and child protection information management system | * Guidelines, training manuals, protocols to establish the models to deliver integrated child protection services in selected provinces developed * Review report of national existing procedures, forms and roles mapping for localization of the digital case management system (Primero) | 30 Sep 2025 | 30 days |
| **Task 4.** Provide technical advice and support to the Ministry of Education and Training to develop professional and service standards, technical guidelines, training materials and policies and sub-laws, for the implementation of child protection, counselling, and social work services in school systems. | * Guidelines, professional and services standards, and relevant policies and sub-laws developed to guide the establishment and implementation of child protection, counselling, and social work services in school systems * Technical assistance and coaching provided to selected schools in modelling the social work/counselling services | 30 Sep 2025 | 18 days |
| **Task 5.** Provide technical advice and support to the Ministry of Health, to develop service standards, technical guidelines, training materials, policies and sub-laws for the implementation of child protection and social work services in hospitals and health system. Provide support to selected hospitals and international consultant(s) to develop the models of child protection unit/committees in hospitals, including technical advice and contributions for the development of the national guideline, training manuals, and development of proposals on establishment of child protection units/committees in selected hospitals in Viet Nam. | * Guidelines, professional and services standards, and relevant policies and sub-laws developed to guide the establishment and implementation of child protection and social work services in hospitals and health system * National guidelines on establishment of child protection units/committees in selected hospitals developed * Technical assistance and coaching provided to selected hospitals in piloting the child protection committee/unit models | 30 Dec 2025 | 30 days |
| **Task 6.** Provide technical advice and support to the Viet Nam Women’s Union (VWU) to develop professional and service standards, technical guidelines, training materials and policies for providing child protection and social work services provided by the VWU. | * Professional and service standards, technical guidelines, training materials and policies for providing child protection and social work services provided by the VWU developed | 30 Mar 2026 | 10 days |
| **Task 7.** Provide technical advice to line ministries in the development of relevant child protection policies, standards and guidelines for the implementation of the National Programme on Prevention and Control of VAC, 2021-2025, Child Protection related component in the National Plan of Action (NPA) for Children, 2021-2030 | Implementation guidelines, policies, and sub-laws developed/amended with clear reflection of UNICEF’s technical inputs | 30 Jun 2026 | 15 days |
| **Task 8.**  Provide technical advice and inputs to MOLISA for the implementation of the National Programme on Social Work Development, 2021-2030, Decree on Social Work and related policies, including development of the related circulars, guidelines and standards on social work profession and practice and training programmes. | Technical inputs provided | 30 Jun 2026 | 15 days |

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| **Payment schedule**  **Deliverables: 1a, 2a**  **Sub-total: $9,473.6** | 1st payment upon satisfactory submission of deliverables for Tasks 1a, 2a  40 days  20% of travel cost and DSA lumpsum |
| **Deliverables: 1b, 2b**  **Sub-total: $13,083.6** | 2nd payment upon satisfactory submission of deliverables for Tasks 1b, 2b  59 days  20% of travel cost and DSA lumpsum |
| **Deliverables: 1c, 2c**  **Sub-total: $7,193.6** | 3rd payment upon satisfactory submission of deliverables for Tasks 1c, 2c  28 days  20% of travel cost and DSA lumpsum: |
| **Deliverables: 3, 4**  **Sub-total: $10,993.6** | 4th payment upon satisfactory submission of deliverables for Tasks 3 and 4  48 days  20% of travel cost and DSA lumpsum: |
| **Deliverables: 5**  **Sub-total: $7,573.6** | 5th payment upon satisfactory submission of deliverables for Task 5  30 days  20% of travel cost and DSA lumpsum: |
| **Deliverables: 6, 7, 8**  **Sub-total: $7,600** | Final payment upon satisfactory submission of deliverables for Task 6, 7 and 8  40 days |
| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** |
| Bachelors  Masters  PhD  Other  Advanced degree in social studies (including social work, child welfare/child protection, international development or a related field) | * + Minimum of 10 years practical experience in child protection programming, and experience in leading/coordinating inter-agency processes.   + Solid experience in strengthening the child protection workforce, including case management capacity building.   + Experience in working with international NGOs/UN Agencies an asset (experience in effectively dealing with international staff, government officials and other NGOs staff and ability to work with a broad spectrum of people).   + Experience in child protection in emergency and setting up and maintaining information management systems an asset.   + Fluency in English and VietNamese. |
| \*Minimum requirements to consider candidates for competitive process | \*Listed requirements will be used for technical evaluation in the competitive process |
| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (e.g. maximum 75 Points)   * Educational background: 20 * Relevant work experience: 55 * Minimum of 10 years practical experience in child protection programming, and experience in leading/coordinating inter-agency processes . (15 points) * Solid experience in strengthening the child protection workforce, including case management capacity building. (20 points) * Experience in effectively working with international staff, government officials and other NGOs staff and ability to work with a broad spectrum of people). (10 points) * Experience in child protection in emergency and setting up and maintaining information management systems an asset. (5 points) * Fluency in English and VietNamese (5 points)     B) Financial Proposal (e.g. maximum of 25 Points)  *The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among technical qualified candidates who have attained a minimum 50-point 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.* | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.