

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: International consultancy to provide technical assistance for strengthening child protection social service workforce	Funding Code: 70% to DFAT funding – SC220126 (expired by 31 Dec 2024); 30% to Dutch funding – SC190568 (expired by 30/06/2024)	Type of engagement <input checked="" type="checkbox"/> Individual Consultant	Duty Station: Ha Noi, Viet Nam
Purpose of Activity/Assignment: The purpose of the consultancy is to provide technical assistance for strengthening child protection social service workforce, including development and delivery of training programmes on specialized child protection interventions (advanced training) for managers and frontline workers in the social welfare and education sectors.			
Scope of Work: UNICEF is supporting the government of Viet Nam to strengthen the social service workforce in Social Welfare, Education, and other related sectors. In 2019, UNICEF supported Ministry of Labor-Invalid and Social Affairs (MOLISA) to assess the existing roles, responsibilities, and training needs of social service workforces within social welfare sector through the review of laws, policies, reports, and existing training curricula, and conducting consultations and meetings with relevant counterparts at national level and local level. Based on the results of the assessment, during 2020 and 2021, UNICEF supported the development and roll-out of the in-service training programmes on foundational child protection knowledge and skills for managers and frontline workers. To address the needs of children to have special child protection services, especially for children victims of abuse and violence, exploited and trafficked children, UNICEF will support the Ministry of Labor-Invalid and Social Affairs (MOLISA), Ministry of Education and training (MOET), and Viet Nam Women Union (VWU), and leading universities in social work in Viet Nam to strengthen their capacity to provide child protection services in these sectors via development of guidelines for child protection workers in providing child protection services and training programmes on specialized child protection interventions including response to abused children, exploited and trafficked children. The international consultant will work closely with UNICEF, MOLISA, MOET, VWU, and selected universities to implement the following tasks: Task 1: To review the in-service training programmes on foundational child protection knowledge and skills for managers and frontline workers and conduct needs assessment for specialized (advanced) training programmes, including field visits to meet with local Child Protection committees. Task 2: To develop a multi-module training package including manuals and handbooks on specialized (advanced) child protection for social welfare (including VWU) and one package on child protection in school. The training package for social welfare should cover the key specialized skills in response to child abuse cases such as conducting harms assessment, crisis intervention, therapeutic intervention/treatment, family intervention & family preservation, skills in working with victims of sexual abuse, trauma-informed care etc. The training package for schools should focus on prevention and response to VAC in schools, anti-bullying, supporting children with special needs, child safeguarding etc.			

Task 3: To deliver TOT trainings for key officers and national trainers within the social welfare sector, including VWU.

Task 4: To deliver TOT trainings for key officers and national trainers within the education sector.

Task 5: To develop technical guidelines for child protection workers in providing child protection services.

Task 6: To support the development of the training curriculum and syllabus on child protection and social work courses as part of the Bachelor/Master programmes for key universities, including Ha Noi University of Education, University of Labour and Social Affairs, University of Public Health, University of Social Sciences and Humanities or Viet Nam Youth Academy.

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	Requesting Section/Issuing Office: Child Protection Section/UNICEF Viet Nam	Reasons why consultancy cannot be done by staff: Given the limited human resource of UNICEF and government counterparts (MOLISA, MOET, MOH, VWU, and universities) and the required technical skills, recruitment of an International Consultant with strong technical expertise on developing and delivering training programmes on specialized child protection interventions is needed to assist UNICEF Viet Nam and the government counterparts to do this work.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster			
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)			
If Extension, Justification for extension:			
Supervisor: <i>Le Hong Loan, Chief, Child Protection Section</i>	Start Date: 1 November 2023	End Date: 31 October 2024	

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1. To review the in-service training programme on foundational child protection knowledge and skills for managers and frontline workers and conduct needs assessment for advanced training programmes, including field visits to meet with local Child Protection committees (home-	- A Training needs assessment report completed indicating the training needs of managers and frontline workers in social welfare and education sector.	30 Nov 2023	

based and in-country visit, 8 days)			
2. To develop a multi-module training package, including manuals and handbooks on specialized (advanced) child protection for social welfare (including VWU) and one package on child protection in school (home-based, 40 days)	<ul style="list-style-type: none"> - One multi-module training package, including training manuals and handbooks on specialized (advanced) child protection for social welfare developed. - One training package, including training manuals and handbooks on child protection in school developed. 	30 Jan 2024	
3. To deliver TOT training courses for key officers and national trainers within the social welfare sector, including VWU(in Viet Nam, 16 days)	- 03 TOT training courses delivered.	31 Mar 2024	
4. To deliver TOT training courses for key officers and national trainers within the education sector (in Viet Nam, 8 days)	- 02 TOT training courses delivered.	31 May 2024	
5. To develop technical guidelines for child protection workers in providing child protection services (home-based, 15 days)	- Technical guidelines for child protection workers in providing child protection services developed/reviewed.	30 Oct 2024	
6. To support the development of the training curriculum and syllabus of specialized child protection courses as part of the Bachelor/Master programmes for key universities, including Ha Noi University of Education, University of Labour and Social Affairs, Viet Nam Youth Academy, University of Public Health, University of Social Sciences and Humanities (home-based, 15 days)	- Technical inputs provided to support the development of the training curriculum and syllabus of specialized child protection courses as part of the Bachelor/Master programmes for key universities.	30 Oct 2024	
Total: 102 working days			

<p>Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Social Work, Child Rights, Child Protection, or related social science disciplines</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Advanced Degree in social work, child protection, or related social science disciplines; • At least 10 years of professional experience in the area of social work and specialized child protection; • Excellent knowledge on and understanding of the area of child welfare and child protection workforces and services, with international standards and best practice; • Practical experience in providing/managing specialized child protection services in different settings (social welfare, education) is desirable; • Very good training skills in the areas of social work and child protection and strong expertise in tertiary training development; • Knowledge of child protection and social work training development in Viet Nam and previous experience in working with Government in Viet Nam is an advantage; • Work experience with UNICEF or another UN agency is preferred. <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
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Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))	
A) Technical Evaluation (e.g. maximum 75 Points)	B) Financial Proposal (e.g. maximum of 25 Points)
Advanced Degree in social work, child protection, or related social science disciplines – 10 points	25 points
At least 10 years professional experience in the area of social work and specialized child protection – 10 points	
Excellent knowledge on and understanding of the area of child welfare and child protection workforces and services, with international standards and best practice – 15 points	
Practical experience in providing/managing specialized child protection services in different settings (social welfare, education) – 15 points	
Very good training skills in the areas of social work and child protection and strong expertise in tertiary training development – 10 points	
Knowledge of child protection and social work training development in Viet Nam and previous experience in working with Government in Viet Nam is an advantage – 10 points	
Work experience with UNICEF or another UN agency – 5 points	
The passing score for the technical assessment is 60 points.	

Payment Schedule linked to Deliverables

Payments	Deliverable	Proposed amount	Proposed date
1 st payment	Upon completion of deliverables 1 and 50% of deliverables 2	25% of consultancy fee and travel cost of first trip	30 Dec 2023
2 nd payment	Upon completion of 50% of deliverables 2 and 50% of deliverables 3	25% of consultancy fee and travel cost of 2 nd trip	30 Mar 2024
3 rd payment	Upon completion of 50% of deliverables 3, deliverables 4 and 50% of deliverables 5	25% of consultancy fee and travel cost of 3 rd trip	30 June 2024
Final payment	Upon completion of 50% of deliverables 5 and deliverables 6	25% of consultancy fee	30 Oct 2024
Total			

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Internet access required:

¹ 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 or individual contract 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 and Individual Contractors. Consultants and individual contractors 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 candidate 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

candidates 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. It 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](#) 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.