

**TERMS OF REFERENCE**  
**Institutional or individual consultancy**  
**for UNICEF Viet Nam Country Office**

<b>Title</b>	Institutional or individual consultancy for follow-up support to accelerate enterprises' action plans on Child Labor, Young Workers Protection and Skills Development
<b>Purpose</b>	The service aims to assess the implementation progress of the action plans of 10 companies trained in October and November 2021 and to support them to realize their plans, with a focus on the lower-tier suppliers in their supply chains.
<b>Location</b>	Different provinces across Vietnam
<b>Duration</b>	04 months
<b>Start Date</b>	tentatively 20 December 2022
<b>Reporting to</b>	Chief of Social Policy and Governance

## 1. Background

### ***Child Rights and Business (CRB)***

Business impacts the lives of children in many ways and due to the unique rapid physical, mental, and emotional development of children, any existing or potential negative impact resulting from interventions by businesses can have an irreversible impact on them. Children are also stakeholders of business because they are family members of employees, young workers, consumers, members of the community and environment in which the business operates.

The National Action Plan (NAP) on the Implementation of the 2030 Agenda for Sustainable Development, approved by the Prime Minister on 10th May 2017, states that actions should be taken to leave no one behind and to reach those groups of population who live in the most difficult areas of the country with particular focus on children. The private sector and business have particular strengths and hold responsibilities to support the achievements of the SDGs, including innovation, responsiveness, efficiency and provision of specific skills and resources.

At present, the Government of Viet Nam is developing the National Action Plan on the Responsible Corporates and Human Rights. It marks the inter-disciplinary commitments to accelerate corporates' contributions to the advancement of human rights, in which child rights should be the centre.

Recently, the Committee on the Rights of the Child, in its Concluding Observations to Viet Nam's 5th and 6th reports, emphasized the importance of addressing the adverse impacts of businesses as well as called for business' accountability and responsibilities to withhold child rights.

### ***Child Labour and the Business Sector***

The business sector plays a critical role in addressing child labour, promoting protection and development for young workers.

In 2021 the number of children in child labour has risen to 160 million worldwide with 9 million additional children at risk due to the impact of COVID-19. In Viet Nam, more than 1 million children aged 5-17 are engaged in child labour, accounting for 5.4 per cent of the child population in this age group<sup>1</sup>. Notably, more than half perform hazardous work. The COVID-19 pandemic has had a major impact on youth over the past two years and has revealed new forms and patterns of child labor's vulnerability (e.g. in the supply chain, family production and business processes, micro and small businesses).

The findings of the evaluation commissioned by UNICEF on "Small and medium-sized enterprises (SMEs) and children's rights in Vietnam" (2021), confirm that child-related issues, such as child labor, are not business priorities, especially those are not a part of the global value chains or not necessarily employ the people under 18. Most of them have no related policies and regulations, for not being incentivized to meet the international standards or not specifically recruiting the minor workers of age 16-18. Only a limited number of companies have a basic policy for the employment of young workers.

In addition, the results of the research on Children's Rights and Business at work (VCCI-UNICEF 2019) shows that support for upskilling young workers still falls short. It is therefore important that companies become more aware of the benefits of a sustainable investment in human resources and position people as the center of business development itself.

To improve the protection of young workers, it is essential that companies pay more attention to providing decent working conditions, having zero tolerance for the harassment and exploitation of young workers and take measures to protect them from discrimination, violence and abuse at work, gender equality and equal opportunities, and more access to education and training.

## 2. Justification

Under the Project Cooperation Agreement and Programme Document between UNICEF and the Vietnam Chamber of Commerce and Industry (VCCI) on Children's Rights and Business Principles and in line with UNICEF Country Program Document 2022-2026, UNICEF and VCCI committed to achieve the following Output:

Result statement	Performance indicator/s	Baseline (2021)	Target (end 2022)	Means of verification
Output 1: Awareness raising and capacity building provided to business and	Number of businesses and business stakeholders engaged in UNICEF interventions	20	30	Business Sustainability/CSR reports, Management

<sup>1</sup> [Child Labour | UNICEF Viet Nam](#)

government on CRBP to be applied internally and externally with business partners, for supply chains, etc.	showing commitment to respect and respond to CRBP in their core business operations and policies			Commitment, Business Scale-up Action Plan; Report
	Number of businesses implementing the parenting programme	7	17	

In 2021, UNICEF and VCCI trained 21 facilitators from 12 enterprises and consulting firms, and their companies were committed to taking action, including internal policy reform and roll out training in their workplace and within their supply chain. The training was organized virtually due to the Covid-19 social distancing and travel restriction. What's more, the pandemic has also attacked and heavily affected the business sector, especially in the south of Vietnam including those participating in the training. Their main priority was to continue business operation and retain a health workforce, as a result, the committed action to tackle child labour and provide more protection and development for young workers have been put on hold.

To accelerate implementation and scale up of the program in the coming period, it is essential to touch base with the participating companies and provide relevant additional support as per their needs and gaps. As such, UNICEF requests **an institution or an individual (possibly a consultant team led by an individual known as the lead consultant,) all based in Viet Nam**, to carry out the onsite activities to sensitize the business leadership and provide coaching to the training participants. Subsequently, the contractor shall support the lower-tier suppliers in the direct line of the companies' supply chain, where possible. In addition, this assignment serves as an opportunity to further engage UNICEF's strategic partners, VCCI, in activities that foster enterprises' active integration of children's rights into their business practice. In turn, VCCI's ability is expected to be improved for their achieving the mission and sustaining themselves over time.

### 3. Objectives:

UNICEF Vietnam seeks **an institution or an individual with the possibility of a team of individual consultants, all based in Viet Nam**, to support the implementation and scale up of the action plans following the past training sessions in 2021. UNICEF will work closely with the selected institution/ individual (or consultant team) to ensure the technical assistance is well-delivered. Specific objectives are:

- I. Assess the implementation status of the action plans of the companies who joined the child labour and young worker training in 2021 organized by UNICEF and VCCI.
- II. Support the trainers and facilitators to build a conducive environment to transfer these skills to fellow co-workers in their workplace.
- III. Provide on-site need-based supports to at least 3 enterprises to accelerate their action.
- IV. Provide VCCI with relevant coaching to strengthen their ability to exert positive and sustainable impacts on child rights and business agenda in the long run.

### 4. Duration and venue

Identified tasks will be implemented in 04 months, from mid December 2022 tentatively to mid April 2023 with the possible extension to early April, in 6 provinces and cities which are Hanoi, Ho Chi Minh City, Dong Nai province (Trang Bom district, Bien Hoa city), Ben Tre province (Chau Thanh district), Tien Giang province (Tan Phuoc district), and Binh Duong province (Thuan An city).

## 5. Tasks

### Task 1:

Consult with UNICEF and VCCI to develop a detailed workplan with expected results, steps, resource persons, methodology and time schedule. The workplan should also include interventions to improve VCCI's in-house capacity (VCCI Head quarter and VCCI branch in HCMC) to support enterprises in related topics.

### Task 2:

Conduct a rapid assessment: on the implementation progress of companies' action plans, identify advantages and obstacles, analyze their needs for external support to realize their commitments. Identify those companies who are willing to support capacity building for the lower-tier suppliers in their supply chains.

### Task 3:

Upon the assessment findings, develop and deliver on-site activities together with the facilitators of the firms in **at least 5 companies**. On-site activities may include, but not limited to, coaching the VCCI's staff and the firm trainers to refresh and strengthen their knowledge and skills, supporting the enterprise management board in building and/or improving the internal policies addressing 1) Child labour prevention and remediation; 2) Young worker protection and 3) Skill development for young workers, or provide training for the firm workers on the related topics.

### Task 4:

In consultation and with support of those trained companies, provide similar trainings (**at least 3 trainings**) to the lower-tier suppliers across the companies' chain for scaling-up the program where relevant. The training facilitators could include VCCI's and enterprises' trainers where possible.

### Task 5:

Provide coaching for VCCI's staff (VCCI Head quarter and VCCI branch in HCMC) for them to be capable to deliver trainings and supports to enterprises.

### Task 6:

Complete the final report that includes the training summary and evaluation as well as relevant recommendations and proposed workplan for the agenda with the companies and VCCI.

## Deliverables and timelines

Task	Deliverables	Estimate no. of working days	Tentative Timeline
1.	- Detailed workplan in consultation with VCCI and UNICEF (contract to start late November 2022)	05	Week 3, December 2022
2.	- Rapid assessment report (maximum 20 pages) - Meeting minutes - Updated list of participants and participating companies with contact details.	10	Week 2, January 2023
3.	- On-site support plan for 5 companies in consultation with VCCI and UNICEF, including coaching plan for VCCI - Materials, presentations prepared for the meetings/trainings in the companies - Field trip reports	7	January – February 2023
4.	- 3 trainings delivered for 3 enterprises - Training materials, coaching reports - Action plans / commitments of low-tier enterprises - Field trip reports	18	February – mid March 2023
5.	- An analysis on VCCI's capability, including the recommendations to improve their capability (maximum 5 pages)	5	Week 4, March 2023
6.	- Final report including the training report, on-site support report, with observations and recommendations for VCCI and UNICEF to follow up.	5	Week 2, Apr 2023

**All deliverables in the form of documents should be submitted in English.**

## 6. Management

The overall management of the work package will lie with the Chief of Social Policy and Governance (SPG) at UNICEF Viet Nam while day-to-day advice and management will be undertaken by the Social Policy Officer and Partnerships Officer.

## 7. Qualification

This assignment is open for both **institutions and individual consultants** based in Vietnam.

For institutional bidders:

- A reputable organization/institution specialized in child labour issues and supports for minor workers with 8-10 years' international experience in providing capacity building and training for enterprises.
- Demonstrated experience in children's rights in business, child labour prevention and remediation, young worker protection and employability skill development.
- Since those companies are based in the south of Vietnam, a Ho Chi Minh based institution is preferable.

The Lead expert should have:

- Masters' degree in social development, social work, management or related field.
- At least 10 years of professional experience dealing children's rights at workplace focus on labour, child labour, young worker, and skill development
- Demonstrated capacity to develop practical training guidelines and programs, experience in providing/conducting training and developing training material/guidelines as well as documentation, reporting and evaluation of training programs.
- Strong experience working with businesses/enterprises and good understanding of businesses context in Vietnam
- Fluent in English and excellent report writing, presentation and communication skills.
- Work experience with UNICEF or another UN agency is preferred.

For individual bidders:

The Individual Consultant should have:

- Advanced university degree in social development, social work, management or related field.
- At least 8 years of professional experience dealing children's rights at workplace focus on labour, child labour, young worker, and skill development
- Demonstrated capacity to develop practical training guidelines and programs, experience in providing/conducting training and developing training material/guidelines as well as documentation, reporting and evaluation of training programs.
- Strong experience working with businesses/enterprises and good understanding of businesses context in Vietnam
- Fluent in English and excellent report writing, presentation and communication skills.
- Work experience with UNICEF or the UN system is preferred.
- Ability to recruit team member(s) under his/her management and quality control to deliver the expected results with high quality with the tight deadlines.

In case the individual consultant finds it necessary to mobilize additional manpower to carry out this assignment, he/she is deemed as the Lead Consultant. The lead consultant shall be solely responsible for identifying and recruiting the team members, including support for quality assurance of deliverables.

## 9. Payment Schedule

Payment for the assignment will be made based on achievement of the following deliverables based on the schedule below:

- 1st payment upon submission of Tasks 1 and 2: 20%
- 2nd payment upon submission of Tasks 3 and 4: 40%
- Final payment upon completion of all remaining tasks: 40%

The Company or Individuals (possibly the Lead Consultant in case of consultant team) shall be responsible for all expenses incurred throughout the term of this assignment, including, but not limited to, travel across the provinces and accommodation (if any).

#### 10. Performance indicators for evaluation

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- Technical Qualification: 70 %
- Financial Proposal: 30 %

First, the Technical Proposals will be evaluated. Technical Proposals receiving 70% of obtainable points or higher, will be considered technically responsive and the Financial Proposal will be opened. Proposals which are considered not technically compliant and non-responsive, will not be given further consideration.

Item	Technical Evaluation Criteria	Max Obtainable Points
1	<b>Overall Response</b> <ul style="list-style-type: none"> <li>• The understanding of the assignment and the alignment of the proposal submitted with the ToR</li> </ul>	20
1.1	Completeness of response	10
1.2	Overall concord between TOR/needs and proposal	10
2	<ul style="list-style-type: none"> <li>• <b>Organization and Key Personnel</b></li> </ul>	30
2.1	Range and depth of <u>organizational or personal</u> experience with similar projects in Child Labour and Young workers	10
2.2	Samples of previous work in the same topics	10
2.3	Key personnel: relevant experience and qualifications of the proposed team for the assignment which includes training facilitation and internal policy advice and reform.	10
3	<ul style="list-style-type: none"> <li>• <b>Proposed Methodology and Approach</b></li> </ul>	20

3.1	Work plan showing methodology, detail methods, project implementation strategies. All are in line with the project's framework.	5
3.2	Technologies used - compatibility with UNICEF	5
3.3	Project management, monitoring and quality assurance process	5
3.4	Instructional strategies	5
• <b>Total Technical Score</b>		<b>70</b>
• <b>Total Financial Score</b>		<b>30</b>
• <b>SUMMARY OF TECHNICAL &amp; FINANCIAL SCORE</b>		<b>100</b>

\*Minimum technical score: 70% of 70 points = 49 points

Financial Evaluation: Only those financial proposals for bidders which have been technically accepted according to the above criteria will be opened. The Financial proposal will be weighted based on the clarity and appropriateness.

The Contract shall be awarded to applicant obtaining the highest combined technical and financial scores.

## 8. Submission of Proposals

Technical Proposals must include the following documents::

1. Letter of Interest (cover letter)
2. A brief profile of the institution or individual CVs with relevant experience and track records;
3. A technical proposal describing how the assignment will be carried out;
4. A financial proposal for all-inclusive detailed costs involved. *All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization. Quotation must be in Viet Nam Dong (VND).*
5. Curriculum Vitae of the team members.

All Proposals must be in English, signed and stamped by the Proposers and in pdf. format.