

TERMS OF REFERENCE

**Consultancy to develop a roadmap for scaling up early childhood education interventions
in Dien Bien and Gia Lai**

Summary

Title	Institutional contractor for developing a roadmap for scaling up early childhood education interventions in Dien Bien and Gia Lai
Purpose	To develop a roadmap for scaling up early childhood development interventions in Dien Bien and Gia Lai provinces
Location	Based in Ha Noi with fieldwork to Dien Bien and Gia Lai
Duration	6 months (December 2022 to May 2023)
Start Date	Tentatively end December 2022
Reporting to	Chief of Social Policy and Governance (SPG)

1. Background and Rationale

UNICEF Viet Nam supported Dien Bien, Gia Lai and Kon Tum provinces in rolling out the Integrated Early Childhood Development (IECD) Programme during 2017-2021. This programme aimed at greater integration and synergy across sectors to support integrated programming for children during their very early years and ensure that every child has access to the full-service package at the time they need. The programme was implemented in 27 selected communes of nine districts of these three provinces. The end-line evaluation of the IECD programme¹ confirmed its scalability and commitments of the local authorities to investing further into the programme for sustaining the results in UNICEF supported 27 communes and scaling up in the next phase.

In the new Country Programme between UNICEF and the Government of Viet Nam (2022-2026), UNICEF continues to work in Dien Bien and Gia Lai to implement the Child-friendly Programme across difference areas of child rights including nutrition, water, sanitation and hygiene (WASH), health, education, child protection and social protection. To follow up on the evaluation recommendations on sustainability, scalability and applicability, UNICEF made field visits to two provinces and exchanged views and perspectives with local leaders at different levels. As a result, Vice Chairpersons of Dien Bien and Gia Lai decided to make a comprehensive plan for each province, identifying solutions for sustaining and expanding good practices and interventions from the previous IECD programme in the 9 UNICEFs-supported communes that are not part of the new 2022-2026 Programme Cycle and scaling up to other locations. This will involve intensive consultations with all relevant departments and local authorities. UNICEF was requested to provide technical support in development of a detailed feasible and practical roadmap and costed plan for sustaining and scaling up of interventions with both financial and human resources from the previous cycle.

Rationale: It is crucial for UNICEF to support Dien Bien and Gia Lai in developing a roadmap and costed plan for sustaining and scaling up effective and impactful interventions from the previous cycle in these two provinces. This work requires intensive human resource with good networking and inter-sectoral knowledge and skills. Therefore, it would be crucial for UNICEF to recruit **qualified institution with local office in Viet Nam** to provide quality technical support to the whole assignment.

¹ UNICEF Viet Nam (2021). End Line Survey and Evaluation for the Integrated Early Childhood Development Programme of UNICEF Viet Nam (2017-2021)

2. Purpose

The main purpose of this exercise is to support Dien Bien and Gia Lai in developing a roadmap and costed plan with different scenarios for sustaining and scaling up IECD interventions that were proven effective and impactful from the previous programme cycle (2017-2021) with provincial own financial and human resources. This exercise aims at helping the two provinces to appropriately allocate/mobilize resources (both human and financial resources) for sustaining interventions that were supported by UNICEF in scaling up provincewide.

Following are specific objectives for the exercise to:

1. Review and identify effective and high impact interventions from the previous programme cycle;
2. Estimate costs of each effective and impactful intervention based on available and up to date financial cost norms applied by the Government at sub-national levels;
3. Identify potential funding sources, especially the three nationally targeted programmes - NTPs (new rural development, sustainable poverty reduction and socio-economic development for ethnic minority and mountainous areas); provincial matching funds and funding from other international organizations working in the areas.
4. Propose a gradual roadmap and costed plan for Dien Bien and Gia Lai with different financial options and scenarios for sustaining and scaling up effective and impactful IECD interventions provincewide.

3. Duration

This assignment will be implemented during December 2022 and May 2023, based in Hanoi with field trips to Dien Bien and Gia Lai.

4. Scope and methodologies

Scope: This assignment will be based on the performance of the 2017-2021 IECD Programme to identify effective and impactful interventions in Dien Bien and Gia Lai provinces. It also provides an estimation and options for financing these interventions in all communes throughout both provinces. The exercise will look at possible funding sources in two provinces and propose a realistic costed plan to sustain the interventions from the previous cycle and gradually scale up them province-wide. A qualified institutional consultancy will be recruited to provide technical support to this exercise and will be working closely under technical guidance of UNICEF to facilitate consultations (at least two consultations in each province) with all relevant stakeholders in every stage of this assignment.

Methodologies: This exercise will employ both qualitative and quantitative methods. Specifically, it will involve data collection and desk reviews and analysis to identify effective and impactful interventions from 2017-21 IECD programme supported by UNICEF and estimate the costs for these interventions. In addition, this exercise will involve interviews with key informants at both national and sub-national levels, especially the sectors of health, agriculture and rural development. To the extent possible, the exercise will be done based on government cost norms (under regular and investment budget) for various interventions.

5. Tasks and deliverables

- **Task 1:** Review effective interventions from the previous programme cycle.
 - Review the IECD design, implementation and evaluation reports and documents.
 - Identify and finalize a list of effective and impactful interventions.
- **Task 2:** Estimate costs of each effective and impactful intervention based on available and most up-to-date cost norms applied by the Government at sub-national levels:
 - Work with all relevant counterparts to review sectoral plans and their associated budgets.
 - Estimate the costs for those interventions and costed plans for identified effective and impactful interventions based on the most up to date government cost norms.
- **Task 3:** Identify potential funding sources, especially three NTPs (new rural development, sustainable poverty reduction and socio-economic development for ethnic minority and mountainous areas):
 - Meet with provincial focal points from provincial departments of finance, planning and investment, committee for ethnic affairs, health, and agriculture and rural development to review regular budgeting processes and outcomes.
 - Explore how to effectively mobilize resources from sectoral plans and NTPs for sustaining and scaling up effective and impactful IECD interventions.
- **Task 4:** Propose a gradual roadmap each for Dien Bien and Gia Lai with different financial options and scenarios for scaling up identified IECD interventions province wide:
 - Based on the inputs and analysis from above-mentioned steps, draft a gradual roadmap and costed plan for Dien Bien and Gia Lai with different options and scenarios for scaling up effective and impactful IECD interventions in both provinces;
 - Consult different stakeholders on the draft plan, finalize and submit the final plan to leaders of provincial People’s Committees in both provinces; and
 - Develop a policy brief, a fact sheet and a presentation in power point format.

Task	Deliverables	No of days for lead consultant	No of days for team member	Tentative timelines
Task 1	Available list of effective and impactful interventions in Dien Bien and Gia Lai	10 days	5 days	31 Dec 2022
Task 2	Available costs for identified effective and impactful interventions in Dien Bien and Gia Lai	20 days	15 days	15 Feb 2023
Task 3	Identified windows of funding for effective and impactful IECD interventions	5 days	2 days	5 Mar 2023
Task 4	Available approved roadmaps for Dien Bien and Gia Lai with different options and scenarios for scaling up identified effective and impactful IECD interventions province wide (including a policy brief, a fact sheet and a presentation in power point format)	15 days	13 days	1 May 2023

Total		50 days	30 days	
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6. Management

The overall management will be undertaken by the Chiefs of Social Policy and Governance (SPG) and Child Survival, Development and Environment programmes at UNICEF Viet Nam while day-to-day advice and management will be facilitated by Social Policy and Governance and Nutrition Specialists from the two focal programmes.

7. Payment Schedule

Payment will be made based on satisfactory deliverables with below schedules:

- 1st payment upon submission of the deliverable# 1: 15%
- 2nd payment upon submission of the deliverable# 2: 40%
- Final payment upon submission of the remaining deliverables: 45%

8. Qualification

This assignment will require an institution which will be able to deploy at least one lead consultant and one team member the following criteria:

Requirements for the lead consultant

Qualifications and Experience

- Post graduate degree in economics, finance, social science or other related fields.
- Over 15 years of work experience in the field of local governance public finance management.
- Experience in leading and conducting research and advising the Government on local governance and/or public finance management with great team work and flexibility to capture and reflect the diverse views of different stakeholders including UNICEF and local authorities throughout the whole exercise.

Knowledge and Skills

- Understanding of public finance for children or children's rights is an advantage.
- Excellent analytical & research skills in the area of local governance public finance management.

Communication

- Excellent communication and writing skills (in both Vietnamese and English).

Requirements for the team member

Qualifications and Experience

- Post graduate degree in economics, finance, social science or other related fields.
- Over 10 years of work experience in the field of local governance public finance management.
- Experience in conducting research and advising the Government on local governance and/or public finance management with great team work and flexibility to capture and reflect the diverse views of different stakeholders including UNICEF and local authorities throughout the whole exercise.

Knowledge and Skills

- Understanding of public finance for children or children's rights is an advantage.
- Good analytical & research skills in the area of local governance public finance management.

Communication

- Good communication and writing skills (in both Vietnamese and English).

9. Structure of the Technical Proposal

Interested institutions are required to submit a detailed technical proposal including the following:

1. Credentials document outlining the expertise of the company, detailing general and specific experience with similar clients and assignments, including the samples (e.g., reports, materials, products) of past relevant works.
2. Details of the proposed team for the assignment including the following information:
 - Title/Designation of each team member on the project
 - Past experience in working on similar project and assignments – List similar projects they worked on and their roles on the project.
 - The team needs to include different members who have background and working experience in the following key fields: economic analysis, public health research/study or social studies, etc.
3. Provide a brief summary of the approach which the agency would take to meet the specific objectives and deliverables outlined above.
 - *Submissions must be made in English.*
 - *No price information should be contained in the technical proposal.*
 - *Any submissions made outside of the allotted time frame or without adequate information will be automatically disqualified.*

1. Evaluation process and methods

Weighted ratio between the technical and the price criteria: (80:20)

Given the complexity and strong requirement of the assignment, the ratio between the technical and the financial proposal for this task is 80:20 respectively. Only those proposals that score 60% of technical points on the technical proposal will be shortlisted.

Each technical proposal will be assessed first on its technical merits and subsequently on its price. A maximum of 80 points is allocated to the technical component and 20 points for the price component, with a maximum possible total score of 100 points.

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract. UNICEF will set up an evaluation panel composed of technical UNICEF staff.

The proposals will be evaluated against the following two elements:

a) Technical Proposal

Criteria		Points
1	Company Information	10
1.1	Legal Structure (Registration and taxes)	
1.2	Years of expertise and experience	
1.4	Financial capacities (Statement on consolidated sales and revenue in the past 5 years)	
2	Technical Expertise	30
2.1	Relevance of the approach to meet the specific objectives and reach the specific target audience	

2.2	Present/prior similar experience working with high profile customers (name of clients and project engagements)	
2.3	Technical services	
3	Personnel	30
3.1	Management position and technical competences (CV)	
3.2	Number of key staff assigned to the project management	
4	Innovative and Creative Approach	10
4.1	Samples of adaptive and flexible research methodologies and approaches in Vietnamese local context (sub-national level)	
4.2	Samples with demonstrated experience in financial and economic research, studies, and analysis	
	Total	80

b) Financial Proposal

The Financial Proposal should be broken down for each component of the proposed work. Please make sure to have separate line items in price proposal for the following:

- Strategy and planning
- Creative Conception and Execution
- Field visit, consultation - data collection
- Designing and development process and options
- Consultation and finalization of the products

Mandatories

- All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.
- Financial Proposals must be submitted separately to Technical Proposals
- The total amount of points allocated for the price component is 20. (The maximum number of points will be allotted to the lowest price proposal of the technically qualified proposals).
- UNICEF will award the contract to the vendor whose response is of high quality and meets the specific objectives.