

**United Nations Children’s Fund - Viet Nam**  
**TERMS OF REFERENCE**

<b>Title</b>	<i>Census, enumeration and survey of children living in residential care facilities in Viet Nam.</i>
<b>Purpose</b>	<i>To provide up-to-date statistics and information on children in residential care facilities in Viet Nam.</i>
<b>Location</b>	<i>63 provinces of Viet Nam</i>
<b>Duration</b>	<i>July 2023 – April 2024</i>
<b>Start Date</b>	<i>Tentatively end June 2023</i>
<b>Reporting to</b>	<i>Chief, Child Protection Section</i>

### **Background**

The wide recognition of the adverse impacts of institutionalization on developmental outcomes and children’s well-being has led many countries to undertake efforts to reduce the numbers of children living in institutional care. Accurate and reliable data of the numbers of children living in institutions is essential for countries to develop appropriate policies and services to meet the needs and rights of vulnerable children in line with the Convention on the Rights of the Child (CRC) and the national laws. In Viet Nam there is limited data on children who are provided with institutional care, such as in social protection centers across the country. The lack of data is obvious in various aspects such as the number of children living in residential care; the distribution of the children in residential care across Viet Nam; the health, nutrition, and learning situation of children in residential care, etc. Accurate and reliable data on the situation of children in residential care will provide the necessary information that is crucial for strengthening the national monitoring systems, improving services for the vulnerable children and their families and for developing and implementing child care systems reforms that promote family strengthening and reunification, and family-based alternative care options. The availability of accurate disaggregated data on children living in institutions can directly inform the government policy and practice in support of deinstitutionalization of children, by providing clear information on the characteristics of children placed institutions. The data can also then be used to assess gaps in information and service provision and identify appropriate interventions to prevent unnecessary child-family separation to reduce inappropriate placement of children in alternative care especially institutional care. Having accurate data on children in institutional care will allow stakeholders to see trends and changes over time on the situation of children in institutional care for appropriate actions.

To address the above data needs, the United Nations Children’s Fund (UNICEF) has developed, with inputs from an expert reference group, a standard protocol that aims to provide countries with clear guidance on recommended actions and steps for conducting an assessment of children in residential care as follows:

1. Conduct a census and mapping of all residential care facilities;
2. Conduct a thorough enumeration of child populations living in residential care facilities;

3. Conduct a survey to collect data on some selected measures/indicators of child well-being on a representative sample of children living in residential care facilities.

This systematic and scientific approach is designed to generate data that is comparable across locations and over time and aims to both generate baseline data that may link to administrative data systems as well as generate findings that will inform and shape processes facilitating care reform.

To provide up-to-date and reliable data on children living in residential care facilities in Viet Nam, UNICEF in collaboration with the Ministry of Labour, Invalids and Social Affairs (MOLISA), the General Statistical Office (GSO) is conducting a census, enumeration and a further sampling survey of children populations living in residential care facilities as per the UNICEF's protocol mentioned above. A Steering Committee/or Technical Working Group (TWG) will be established to oversee and assure the quality of this important undertaking. The SC/TWG is composed of, but not limited to, representatives from key departments of MOLISA including the Department of Children's Affairs (DCA), the Social Protection Department (SPD), the Institute for Labour Science and Social Affairs (ILLSA), GSO and UNICEF.

### **Justification**

This undertaking - which consists of a census and enumeration of all children living in public and non-public residential care facilities across Viet Nam, and a national survey to collect data on the children's well-being, requires specialized expertise and skills. These include the expertise and skills of designing and conducting population-based surveys, data collection and processing, data management, and organizational management, which warrant recruitment of **a specialized local institution**.

The selected local institution will work under the guidance and oversight of the Steering Committee/ TWG and technical guidance by UNICEF, MOLISA and GSO.

### **Purpose**

To provide statistics and information on children populations living in all residential care facilities in Viet Nam.

### **Specific objectives:**

#### **PHASE I: Census**

- Conduct a census and mapping of all residential care facilities across Viet Nam (both registered and unregistered);
- Conduct a thorough enumeration of child populations living in all residential care facilities.

#### **PHASE II: Survey**

- Conduct a survey of selected measures on the well-being of a representative sample of the children living in residential care facilities. The survey sample is designed to provide estimates for selected indicators on the well-being of the children at the national level and selected levels of disaggregation (to be decided at a later stage).

## Methodology and technical approach

This undertaking will follow the methodology and technical approach guided by UNICEF Protocol and Tools for a national census, enumeration and a national survey on children in residential care<sup>1</sup> which have been applied in some countries including Ghana. The UNICEF protocol outlines the recommended steps for gathering the data, relevant data collection tools and a comprehensive implementation package covering all aspects from design to dissemination of the findings. The utilization of a standard approach allows for data that is broadly comparable across locations and over time and generates findings that will contribute to raising awareness on the adverse impact of institutionalization both globally and nationally. The protocol can be adapted to the context of Viet Nam.

## Scope of work, Deliverables & Timeframe

**Scope of work:** The assignment will be implemented through two phases:

- **Phase I (the Census):** will be implemented with aims to collect data on the number, location and basic characteristics of all social protection centres (SPCs), both public and non-public, in Viet Nam as well as the number and basic characteristics of all children living in these facilities.
- **Phase II (the Survey):** to conduct a follow-up survey on a representative sample of the children identified in the SPCs mapped in phase I to collect data on selected indicators of children’s well-being (see attached the proposed list of indicators).

## Deliverables & Timeframe

In consultation with UNICEF, MOLISA, GSO, and the TWG, the contracted institution shall perform the following tasks to achieve related deliverables within the planned timeframe:

No	Task	Deliverables	Timeline
<b>I. PHASE I - CENSUS</b>			
<b>1.1</b>	<b>Task 1:</b> To adapt/customize the UNICEF standard protocol and tools to the national context and to develop the workplan for the Census on children in residential care. This includes relevant technical meetings and consultations with the TWG.	A plan for the Census on children in residential care developed and endorsed by the SC/TWG with customized protocol, data collection tools and agreed children indicators (all documents need to be in English and Vietnamese).	July – August 2023
<b>1.2</b>	<b>Task 2:</b> To update the list of social protection centres (SPC) with children in 63 provinces with key information (in collaboration with MOLISA)	A list of all SPCs with children (public and non-public) providing care to children in 63 provinces with key information.	August 2023
<b>1.3</b>	<b>Task 3:</b> Plan for and implement the	The census’s tools tested and	Sep – Oct 2023

<sup>1</sup> <https://data.unicef.org/resources/data-collection-protocol-on-children-in-residential-care/>

No	Task	Deliverables	Timeline
	training of the fieldwork teams for the Census. This includes pre-test/pilot in selected SPCs and update the data entry application.	finalised in English and Vietnamese. Training for fieldwork teams conducted and data entry application updated.	
1.4	<b>Task 4:</b> Conduct the census' field work in 63 provinces: collect data of SPCs and enumerate all children living in SPCs.	The census' field work in 63 provinces completed with a field work report in English and Vietnamese, highlighting difficulties and challenges and how they were overcome to ensure quality, including lessons learnt.	Nov – Dec 2023
<b>II. PHASE II: SURVEY</b>			
2.1	<b>Task 1:</b> Design the survey including a sampling strategy for selected indicators of the well-being of children living in residential care facilities mapped in Phase I, following UNICEF Protocol.	The survey design following the UNICEF Protocol completed in English and Vietnamese, and agreed by concerned stakeholders especially the TWG.	Dec 2023-Jan 2024
2.2	<b>Task 2:</b> Review, customize, pre-test, training survey teams and finalise the questionnaires for the Survey as per UNICEF's guidance for customization (including translation into Vietnamese).	The questionnaires for Phase II/Survey customized, pretested and finalized. Survey team trained.	Jan 2024
2.3	<b>Task 3:</b> Conduct sampling with support from UNICEF HQ's global sampling expert	The final list of samples consulted and approved.	Jan 2024
2.4	<b>Task 4:</b> Conduct the survey's field work.	The field work completed with a field work report in English and Vietnamese, highlighting difficulties and challenges encountered and how they were overcome to ensure quality, including lessons learnt.	Feb 2024
2.5	<b>Task 5:</b> Basic cleaning and editing of the datasets from both Phase 1 and 2	Final cleaned/edited micro data set for both Phase 1 and 2	Mar-Apr 2024

## Management and Reporting

The Chief of the Child Protection Section will provide technical advice, guidance and supervision of this consultancy. The Child Protection Specialist/Alternative Care will provide technical inputs and day-to-day work and support, providing available reference resources, facilitate the communication between the contracted institution and relevant stakeholders.

The contracted institution needs to work closely in collaboration with MOLISA, GSO and the SC/TWG in order to obtain sufficient guidance and support on technical decisions and processes of the National Census.

### 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:

About 03 months

- 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):

About six months

- More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

### Qualification and Experience required

Interested institutions should have the following experience and relevant qualification of team members to effectively carry out the proposed tasks i.e.:

*Experience:*

- Proven minimum of 10-year experience in coordinating, conducting and/or managing large-scaled surveys;
- Proven experience in facilitating and managing multi-stakeholders at national and sub-national levels;

- Proven knowledge in international standards and practices on data management and reporting, especially on children’s issues;
- Working experience and familiarity with UN/UNICEF vision, mission and programming on child protection is preferable.

*Qualification of team members:*

- Advanced degree in Demography, Statistics, Social Sciences, Public Health, Epidemiology or any other related technical field is required.
- The proposed team leader should have at least 10-year experience in coordinating big scale studies and surveys.
- There should be team members who are qualified on the data processing side both in terms of data entry applications (i.e., CSPro) and conducting the data processing, editing/cleaning and analysis.

### Evaluation process and methods

*Weighted ratio between the technical and the financial proposals: 70:30*

Only those proposals that score 70% 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 70 points is allocated to the technical component and 30 points for the price component, with a maximum possible total score of 100 points.

In making the final decision, UNICEF considers both technical and financial aspects. The evaluation panel first reviews the technical aspect of the offer, followed by the review of the financial offer of the technically compliant vendors.

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:

- Technical proposal

Criteria		Points
<b>1</b>	<b>Company/Team Information</b>	5
1.1	Legal Structure (Registration and taxes)/Work History	
1.2	Years of expertise and experience - Working experience and familiarity with UN/UNICEF vision, mission and programming on child protection is preferable	
1.4	Financial values of previous consultancies	
<b>2</b>	<b>Technical Expertise</b>	30
2.1	Relevance of the approach to meet the specific objectives and reach the specific target audience - Relevance in facilitating and managing multi-stakeholders at national and sub-national levels	
2.2	Present/prior experience working with high profile customers (name of clients and project engagements)	

2.3	Technical expertise (relevance of services):	
<b>3</b>	<b>Personnel</b>	30
3.1	Management position and technical competencies (CV): Proven minimum of 10-year experience in coordinating, conducting and/or managing big scale studies and surveys	
3.2	Profile and CV of key staff/team members assigned to this project	
<b>4</b>	<b>Innovative and Creative portfolio</b>	5
4.1	Samples of innovative research methodologies in emergency/epidemic contexts	
4.2	Samples with demonstrated experience in socio-economic research, studies and analysis	
	<b>Total</b>	<b>70</b>

#### b) Financial Proposal

The Financial Proposal should be broken down for each component of the proposed work as listed in the above task.

All prices/rates quoted must be in Vietnam Dong and exclusive of all taxes as UNICEF is a tax-exempted organization.

Financial Proposals must be submitted separately to Technical Proposals

Both Technical and Financial Proposals must be presented in pdf. format, duly signed and sealed by the authorized representatives of the Proposers.

**Women-owned companies are encouraged to bid. Preference will be given to equally technically qualified women-owned companies**