

# Terms of Reference

## **Training and Consultation Workshops on Addressing Child Labor Risks in Coffee and Shrimp Supply Chains in highly risk-prone areas in Vietnam**

<b>Title</b>	Institutional consultancy for the training and consultation workshops on addressing Child Labor Risks in Coffee and Shrimp Supply Chains in highly risk-prone areas in Viet Nam
<b>Purpose</b>	The purpose of this assignment is to organize a series of training and consultation workshops for companies and their suppliers/subcontractors in the coffee and shrimp supply chains in Viet Nam. The workshops aim to: <ul style="list-style-type: none"><li>- Present the findings and recommendations from the recent child labor risk mapping study conducted in these agricultural production chains.</li><li>- Facilitate discussions and provide guidance on developing and implementing action plans to address the identified child labor risks.</li><li>- Strengthen capacity of companies and their suppliers to identify, prevent, and remediate child labor issues within their supply chains.</li></ul>
<b>Location</b>	Selected provinces (around 3) within crop farming and aquaculture supply chains, with prominent child labor risks
<b>Duration</b>	1.5 months
<b>Start Date</b>	End July or beginning August 2024 (tentatively)
<b>Reporting to</b>	Chief of Social Policy and Governance (SPG)
<b>Type of consultancy</b>	Institutional contract

### **1. Background**

As part of ongoing efforts to address child labor risks in Viet Nam's agricultural supply chains, UNICEF recently completed a child labor risk mapping exercise in the agricultural supply chains in Viet Nam. The risk mapping exercise involved extensive literature reviews, stakeholder interviews, and field-level data collection to map the stakeholders with risk profiles along some agriculture supply chains factored the agricultural critical exports. As Viet Nam has become a critical player in global agricultural supply chains, there is a pressing need to address the estimated 1 million children working in the country's agricultural sectors, with roughly 50 per cent engaging in hazardous work.

The study's primary focus is on mapping the risk factors and vulnerabilities within some agricultural supply chains in Viet Nam that can drive or enable child labor engagement. This supply chain risk mapping approach is a relevant and practical way to inform companies and industry stakeholders about the operational factors they need to address to mitigate child labor risks.

While the report acknowledges the potential negative consequences for children, the scope is oriented more towards the business entities and their supply chain dynamics, rather than a detailed analysis of the nuanced impacts on child well-being. This business-oriented perspective is important, as it can help drive interventions and remediation efforts within the targeted supply chains.

The report concentrates on the coffee and shrimp industries in Viet Nam, given the country's prominent global position as the world's second-largest coffee producer and a major shrimp exporter. These dynamic supply chain factors intersect with key drivers of risks in engaging child labor, including socioeconomic vulnerabilities, business practices, and certification schemes. The study indicates that lower tiers of these supply chains tend to have higher concentrations of these vulnerabilities.

Based on the scope and the findings from the child labor risk mapping, UNICEF now seeks an institutional consultancy to organize a series of training and consultation workshops targeting the companies and supplier networks within these agricultural supply chains. The goal is to build the capacity of stakeholders to identify, mitigate, and remediate risks in engaging child labor throughout the business operation, while also fostering greater collaboration and collective action across the value chains.

The training and consultation workshops will directly engage the companies and suppliers that could be, but not necessarily, involved as key informants during the initial risk mapping exercise. By working directly with these entities that have been identified as holding child labor risk profiles, UNICEF aims to drive tangible improvements in companies' policies and practices to protect vulnerable children.

## **2. Justification for Requesting an Institution**

- Organizing effective training and consultation workshops on a complex issue like child labor requires specialized expertise in facilitation, adult learning principles, and supply chain engagement.
- An institutional consultancy can assemble a team of experts with the necessary skills and experience to design and deliver high-quality workshops that meet the specific needs of the target companies and suppliers.
- The institutional consultancy can also leverage their existing networks and partnerships to engage with a wider range of stakeholders, ensuring broader participation and sustainability of the workshop outcomes.

## **3. Purposes and Objectives**

The purpose of this assignment is to organize a series of training and consultation workshops for companies and their suppliers/subcontractors in the robusta coffee, arabica coffee, and shrimp supply chains in Vietnam. The workshops aim to:

- Present the findings and recommendations from the recent child labor risk mapping study conducted in these sectors.
- Facilitate discussions and provide guidance on developing and implementing action plans to address the identified risks in engaging with child labor.
- Strengthen the capacity of companies and their suppliers to identify, prevent, and remediate child labor issues within their supply chains.

The key objectives of the workshops are:

- Increase awareness and understanding of the child labor risks identified in the mapping study among the participating companies and their suppliers.

- Facilitate the development of action plans by the companies and their suppliers to address the identified child labor risks.
- Enhance the capacity of the companies and their suppliers to implement effective due diligence, monitoring, and remediation measures to prevent and address child labor issues in their supply chains.

#### **4. Methodology and technical approach**

- **Participatory, Inclusive (in terms of gender, equity/disability aspects) and Collaborative Approach:**

The training and consultation workshops should follow a highly interactive and participatory format with adult learning principles, fostering open dialogue and collective problem-solving among the participating companies, and suppliers. This collaborative approach will be crucial for shared understanding, and collective ownership of the child labor mitigation strategies.

- **Tailored Content and Delivery:**

The consultation content and delivery should be carefully tailored to each agricultural supply chain's unique contexts and needs (robusta coffee, arabica coffee, shrimp). While there may be some common themes and frameworks, the specific risks, challenges, and potential solutions will vary across these sectors. The institution should be familiarized with the mapping report mentioned above and they should work closely with UNICEF and the participating companies to design a curriculum that resonates and is actionable for each value chain.

- **Capacity Building Modules:**

The workshops should include a mix of training modules and consultation sessions covering topics such as:

- Overview of child labor laws, regulations, and definitions in Viet Nam
- Identification of risks of engaging with child labor in identified agricultural chains (coffee and shrimp)
- Development of robust monitoring, reporting, prevention and remediation systems addressing the child labor which can be integrated into business policies and practices

- **Field-level Engagement:**

The institution is advised to facilitate field-level engagement and site visits to supplier operations. This will allow participants to apply the learnings in a practical setting and identify context-specific solutions.

#### **5. Tasks, deliverables and timeframe**

##### **Locations:**

Key Regions for Coffee Supply Chain:

- Dak Lak/Gia Lai provinces - These are major Robusta coffee producing regions in the Central highlands of Vietnam, accounting for a significant portion of the country's Robusta coffee production.
- Son La province - A key Arabica coffee producing region in the northwestern part of Vietnam.

Key Region for Shrimp Supply Chain:

- Ca Mau/ Soc Trang province - The key shrimp farming regions in Vietnam. Rationale for Selecting these Locations:

These regions represent the central hubs of production and activity for the coffee and shrimp supply chains highlighted in the mapping report. Focusing the follow-up risk mapping efforts in these major production centers would allow for a more impactful intervention on the child labor dynamics within the key nodes of these agricultural value chains in Vietnam.

### **Tasks and Deliverables**

Tasks	Deliverables		Tentative Timeframes
	Output	Format	
1. Develop the workshop curriculum and materials based on the findings and recommendations of the child labor risk mapping study.	Workshop curriculum and facilitation materials approved by UNICEF	Soft copy; Word (editable) and PDF format	22nd – 31st July (9 days)
2. Identify and engage with the target companies and their suppliers/subcontractors in the robusta coffee, arabica coffee, and shrimp supply chains.	List of participating companies and suppliers, with their contact details	Mark-down table in worksheet	22nd – 31st July (concurrently conducted with task 1)
3. Organize and facilitate a series of training and consultation workshops in key production hubs for at least 6 companies across the coffee and shrimp supply chains, engaging with at least 24 of their suppliers/subcontractors.	Workshop reports, including participant feedback and action plans developed and approved by UNICEF	<ul style="list-style-type: none"> <li>- Action plans / commitments of low-tier enterprises</li> <li>- Activity reports that include the workshop proceedings, key learnings, and recommended next steps for continued engagement and support.</li> </ul>	1st – 31st August (30 days)

## **6. Management**

The Chief of the Social Policy and Governance Section will provide strategic oversight of the assignment, by providing guidance to the Social Policy Partnerships Officer.

The Partnerships Officer will directly supervise the assignment, and will provide technical guidance, monitor deliverables and supervise the institution. The Partnership Officer will maintain direct communication and liaison with the institution, while coordinating the review and quality assurance within UNICEF.

All intermediate and final products will be reviewed and endorsed by the Partnership Officer and shared with the Chief of Social Policy and Governance for final approval and processing of payments.

The institution will be fully responsible for coordinating with stakeholders for the field missions, data collection, validation workshops and dissemination activities. UNICEF can support by providing access to contacts and connection in the Government and the private sector, including the Viet Nam Chamber of Commerce and Industry (VCCI). As UNICEF has an existing partnership agreement with the VCCI, UNICEF will coordinate and facilitate contact between VCCI and the institution to ensure timely support and inputs to the institution.

**7. Qualifications and experience required:**

This assignment will require an institution which can assign a team of researchers with multi-disciplinary academic background and research experience, with details as follows:

Project Team Members (expectedly not exceeding 3 members)

- At least 1 personnel holding a post-graduate degree in social science, economics or equivalent fields;
- At least 10 years of experience in organizing and facilitating multi-stakeholder workshops on social compliance and supply chain sustainability issues, particularly related to child labor.
- At least 1 personnel holding a strong technical expertise in agricultural business and child rights, including child labour and exploitation in the private business sector, with a proven track record
- Team members should have a good understanding of a supply chains in Viet Nam, preferably with a strong competency in the child labor challenges and good practices.
- Team members must have a strong facilitation and adult training skills, with the ability to adapt the content and approach to the needs of the participating companies and suppliers.
- Excellent communication and reporting skills in English and Vietnamese.

**8. Estimated budget (lumpsum contract)**

<b>Deliverables</b>	<b>Estimated days of working</b>	<b>Payment schedules</b>
Deliverable 1 & 2	15	40%
Deliverable 3	30	60%

The training and consultation workshops will engage at least 6 companies and 24 of their suppliers/subcontractors, as mentioned in the TOR.

The selected institution is expected to quote an all-inclusive budget to cover all tasks and deliverables as specified under Section 5.

## **9. Structure of proposal**

### 9.1 Introduction:

- Briefly introduce your organization or consulting team.
- Provide an overview of your expertise and experience in capacity-building programs, particularly in the context of children's rights, agricultural industry, and responsible business compliance.
- Express your interest in the assignment.
- Sample(s) of similar work your institution has produced

### 9.2 Understanding of the Assignment:

- Demonstrate a clear understanding of the objectives, scope, and requirements outlined in the TOR.
- Highlight your knowledge of regulation and best practices related to children's rights in business, ESG, and human rights due diligence, particularly in the topic of child labor prevention and mitigation.

### 9.3 Methodology:

- Describe your proposed methodology for conducting the assignment.
- Detail your plan for conducting the series of training and consultation workshops at the companies and their suppliers.

### 9.4 Team and Expertise:

- Introduce the key members of your team who will be involved in the assignment.
- Highlight their relevant expertise and experience in designing and delivering capacity-building programs, particularly in the context of children's rights, ESG, and sustainability.
- Emphasize any previous work or partnerships with UNICEF or other relevant organizations.

### 9.5 Timeline and Deliverables:

- Provide a proposed timeline for the different stages of the assignment
- Clearly outline the deliverables, such as the training materials and reports

### 9.6 Budget:

Interested institutions are recommended to utilize the attached financial breakdown template for their financial proposal in Vietnam Dong (VND).



Financial Proposal  
template

## 9.7 Annexes:

Include any supporting documents, such as CVs of key team members, examples of previous relevant work, or references.

It's important to tailor the structure and content of the proposal to highlight your organization's strengths, expertise, and alignment with the specific requirements of the TOR.

## 10. Technical evaluation criteria and relative points

Technical Criteria	Technical Sub-criteria	Maximum Points
Overall Response	Completeness of response	5
	Overall concord between RFP requirements and proposal	5
Maximum Points for overall response		10
Company and Key Personnel	Reputation of Organization and Staff (Competence / Reliability)	5
	Quality assurance procedures, warranty	5
	Range and depth of experience with similar projects: <ul style="list-style-type: none"> <li>- Number and size of similar projects</li> <li>- Type of clients, including UNICEF, UN agencies, IFIs</li> <li>- Client references</li> </ul>	10
	Key personnel: <ul style="list-style-type: none"> <li>- Proposed team structure and size, including project management</li> <li>- Relevant experience, qualifications and position with firm</li> </ul>	10
Maximum Points for Company and Key Personnel		30
Proposed Methodology and Approach	Training methodology and workplan is relevant and complies with UNICEF standards	15
	Project approach to management, monitoring and quality assurance process meets UNICEF research standards	10
	Effective engagement with suppliers of hard-to-reach tiers	5
Maximum Points for Proposed Methodology and Approach		30
TOTAL Maximum		70

### **Weighted ratio between the technical and the price criteria: 70:30**

First, the Technical Proposals will be evaluated. Technical Proposals receiving 70% of obtainable points (**49 pts**) or higher, will be considered technically qualified and the Financial Proposals will be opened. Proposals which are considered not technically compliant and non-responsive, will not be given further consideration.

The maximum number of points (30 pts) shall be allotted to the lowest Financial Proposal that is opened/evaluated and compared among those technically qualified candidates. Other Financial Proposals will receive points in inverse proportion to the lowest price.

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.

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

Financial proposal should be all-inclusive lump-sum cost including consultancy fee, cost for the team's travelling to the field, cost of organizing workshops and other related expenses. The lump-sum should be divided across the deliverables of the project.

The project will not support cost for international travel, and other related expenses.

Please clearly indicate currency of financial proposal (mandatory in VND for national institutions).

UNICEF applies EU-UN cost norms for local consultancy.

Proposals must be duly signed and stamped, in pdf. files.

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