

REQUEST FOR PROPOSAL (RFP) FOR SERVICES

Ref: RFP/VIETNAM/2014/11
(EXTENSION OF SUBMISSION DEADLINE)

27 August 2014

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Development of National Report on Analysis of Children in Vietnam

"Taking a rights-based, equity-focused approach"

SEALED Proposals must be sent to:
UNITED NATIONS CHILDREN'S FUND
81A Tran Quoc Toan, Hanoi, Vietnam

And also be emailed to email address:
procurementvn@unicef.org

IMPORTANT – ESSENTIAL INFORMATION

The reference **RFP/VIETNAM/2014/11** must be shown on the envelope containing the Technical Proposal and on the envelope containing the Price Proposal, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

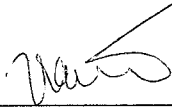
The Proposals **MUST** be received at the above address by latest **10:00 a.m** local time on **15 September 2014**.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF's requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

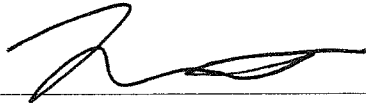
THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: (signed in hard copy)
Date: 27 August 2014



Bui Thu Trang/Supply Unit
(To be contacted for additional information. NOT FOR SENDING OFFERS)

APPROVED BY: (signed in hard copy)
Date: 27 August 2014



Hartmut

A. PROPOSAL FOR SERVICES FORM

THIS PAGE/FORM must be completed, signed and returned to UNICEF. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any Contract or Purchase Order resulting from this Request for Proposal (RFP) shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contract and any other Specific Terms and Conditions detailed in this RFP.

INFORMATION

Any request for information regarding this RFP must be forwarded by email to the attention of the person who prepared this document, with specific reference to the RFP Number.

DECLARATION

The Undersigned, having read the Terms and Conditions of RFP/VIETNAM/2014/11 set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: _____

Date: _____

Name & Title: _____

Company name: _____

Postal Address: _____

Tel. No.: _____

E-mail: _____

Validity of Offer: _____

(not less than 90 days)

Currency of Offer: VND _____

Please indicate after having read UNICEF Payment Terms which of the following Payment Terms are offered by you:

10 Days, 3.0% _____ 15 Day, 2.5% _____ 20 Days, 2.0% _____ 30 Days, Net _____

Other Trade Discounts: _____

B. PROCEDURES AND RULES

1. RFP RESPONSE FORMAT

All proposals (Technical and Financial) must be in English. The proposals must include, but not limited to the following components:

- 1.1. Proposal form for Services Form
- 1.2. UNICEF Supplier Profile form (with copy of business license and all required supporting documents). The Supplier Profile form can be downloaded at http://www.unicef.org/vietnam/about_1779.html
- 1.3. Operational and technical part of the Proposal, including documentations to demonstrate that the service provider meets all requirements:
 - Service providers' Cooperate profile/organogram/proof of sound financial status;
 - Service providers' detailed of experience on related projects (i.e. similar projects), including at least 03 references and a sample of past relevant work;
 - Detailed of the kind of background data that you can provide for context.
 - Composition of the service providers proposed team to carry out the work including a summary CV of each member.
 - Activity development including:
 - Phased approach, actions, proposed methodologies and deliverables to achieve required outputs.
 - Expected time inputs of service providers proposed team.
 - Report, materials and resources provided at the end of the consultancy.
 - Timeline of proposed actions and any other comments, commitments, etc. that the service provider wishes to make.

Costs shall not appear in any other part of this technical proposal.
- 1.4. Price schedule:

Please provided costs as detailed in 2.0 – RFP SERVICE DESCRIPTION. However we welcome other suggestions to best achieve our objections but provide any such costs options.

2. SUBMISSION OF PROPOSAL:

Please note the following mandatory requirements:

The service providers will be asked to submit the bid into separate sealed envelopes inside for a) the Technical Proposal and b) the Price Proposal

Proposals are submitted by post and should also be submitted electronically.

Candidates are required to submit, in one original and two copies, their proposals which should include:

- Max 10 pages of technical and financial proposal
- Qualifications and experience of the institutions
- CVs of the consultants in the team
- At least 3 references
- A sample of past relevant work

The electronic Technical and Price Proposals are submitted as separate documents in PDF format. Both proposals must be emailed to the address: procurementvn@unicef.org. Maximum size of email should be 5MB. Proposals can be submitted in several emails if

necessary.

The service providers must provide sufficient information in the proposals to address each area of the evaluation criteria, to ensure that the evaluation team can make a fair assessment of the agency based only on its proposals.

Information which the service provider considers proprietary, should be clearly marked “proprietary”, if any, next to the relevant part of the text, and UNICEF will then treat such information accordingly. **All information provided by the service provider will be treated as confidential and will be used for UNICEF internal assessment procedures.**

Deadlines for submission: Proposal MUST be received at the above address by latest **10:00 a.m local time on 15 September 2014**. Proposals for Services received after the stipulated date and time will be invalidated.

3. PROPOSAL EVALUATION

Following the submission of the proposals by service provider, evaluation will be conducted to assess the merits of each proposal by a special UNICEF evaluation team.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration.

Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

3.1. Technical evaluation criteria and relative points

Technical Criteria	Technical Sub-criteria	Maximum Points
Overall Response	Completeness of response	5
	Overall concord between TOR/RFP and proposal, including technical proposal and institution/company profile	5
Maximum Points for overall response		10
Company and Key Personnel	Reputation of the consulting institution and its quality assurance procedures	5
	Range and depth of experience of the consulting institution with similar projects	5
	Qualifications and experience of proposed team leader	10
	Qualifications and experience of proposed team members	10
Maximum Points for Company and Key Personnel		30
Proposed Methodology	Understanding of the TOR objectives in the proposal	5

and Approach	Proposed research design as per TOR objectives	20
	Innovative approaches proposed	5
Maximum Points for Proposed Methodology and Approach		30
TOTAL Maximum		70

3.2. Weighted ratio between the technical and the price criteria: (70:30)

The ratio between the technical and the financial proposal for this task is 70:30 respectively. Only those proposals that score 50 points on the technical proposal will be considered technically responsive, and their price proposals will be opened and evaluated. Proposals, which are considered technically non-compliant and non-responsive, will not be given further consideration. The final selection of the most responsive proposals will be based on the best overall, in terms of technical score and price score.

The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be **exclusive of all taxes** as UNICEF is a tax-exempt organization.

4. RFP TERMS AND CONDITIONS

4.1. PROPERTY OF UNICEF

This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators.

In submitting this proposal the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

4.2. RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal.

Specifically, UNICEF reserves the right to:

- contact any or all references supplied by the bidder(s);
- visit and inspect service provider premises;
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s) and with the proposed Project team/consultants;
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with most favourable service provider or service providers
- award contracts to more than one service provider for the statement of work defined herein.

4.3. VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of closing of this RFP and must be signed by an authorised representative of the institution. Bidders are requested to indicate

the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

4.4. CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

4.5. PAYMENT TERMS

Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include proposed stage payments.

5. PRICE SCHEDULE

The Service Provider is asked to prepare the Price Schedule in a separate envelop (and PDF document if submitting electronically) from the rest of the RFP response.

The Price Schedule must provide costs as detailed in the Annex I - Scope of Work and Terms of References. However, we welcome other suggestions to best achieve our objectives but provide any such costs as options.

IMPORTANT: The Service Provider is advised to break the price schedule into main parts relevant to the Scope of work.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

The currency of the proposal shall be in Vietnam Dong. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

ANNEX I – STATEMENT OF WORK AND TERMS OF REFERENCE

Development of National Report on Analysis of Children in Viet Nam

“Taking a rights-based, equity-focused approach”

Summary

Title	Institutional consultancy to develop the National Report on Analysis of Children in Viet Nam
Purpose	Development of National Report on Analysis of Children in Viet Nam
Expected fee	Three posts: 1) international consultant (P4 level) and two national consultants (NOC level)
Location	1) One International consultant: in Ha Noi (30 days), home-based (40 days); 2) Two national consultants : Ha Noi (70 days)
Duration	10 weeks (spread over the period August 2014 – May 2015)
Start Date	September 2014
Reporting to	Chief of Social Policy and Governance Program

Background

Viet Nam’s population was approximately 88.5 million (2011), making it the third most populous country in South-East Asia and the thirteenth most populous country in the world. Slightly less than 70 per cent of the population lives in rural areas, and children under 18 years account for about 29 per cent. Viet Nam is a multi-ethnic country with 54 ethnic groups, of which the Kinh people are the majority at 87 per cent. The Kinh people mainly inhabit the low land and deltas, whereas the majority of the other 53 ethnic groups are scattered over mountainous areas spreading from the north to the south. Viet Nam has achieved rapid economic success and remarkable social progress in just over two decades, reaching lower middle-income status in 2010 with a per capita gross domestic product (GDP) of \$1,749¹.

Viet Nam was the first country in Asia, and the second in the world, to ratify the Convention on the Rights of the Child (CRC) in 1990. In December 2013, Viet Nam’s President promulgated the Amended Constitution of the Socialist Republic of Viet Nam, which takes human rights into greater consideration and ensures equal development opportunities for all.

State budget spending in the social sector has prioritised both education and health. The share of budget dedicated to these two areas has risen steadily since 2010, reaching 4.5 per cent of GDP for the education sector, 1.6 per cent for health, while 2.7 per cent of budget was allocated to social security in 2012. The overall increase in social spending is still challenged by disparities across different districts and provinces.

The country has completed three MDGs; MDG1 to eradicate extreme poverty and hunger, MDG2 to achieve universal primary education and MDG3 to promote gender equality and

¹ GSO, 2012. To reach Middle income country status average GDP/capita has to exceed 1,000 USD/capita

empower women. The country has made significant progress in the remaining MDGs, MDG4 and MDG5 relative to child and maternal mortality are close to completion and the three other MDGs relative to HIV/AIDS, malaria and other diseases, environmental; sustainability and global partnerships have obtained positive progress². Despite significant MDG progress overall, numerous factors, especially poverty among ethnic minorities, are likely to slow down the achievement of the MDGs. Significant disparities persist across various children's outcomes according to ethnicity, geography, and wealth, most notably in the reduction of child mortality and maternal mortality between the Kinh majority and ethnic minorities.

Economic growth has been accompanied by rapid social change and persistent and emerging disparities, especially when it comes to ethnicity and income. Viet Nam's nearly 30 million children are not benefitting equally from this new prosperity and, as such, achieving the MDGs with equity is now the challenge. Urban poverty and the growing challenge of climate change are emerging challenges that can exacerbate existing inequities. Economic imbalances, gender inequality, disparities across ethnicity and geography are significant. Access to adequate water and sanitation, to health services, and to education, especially secondary education, are major issues, requiring a sophisticated institutional and policy response.

With middle-income status and greater overall wealth, it is critical to begin investing more in the social safety net and in reaching the poorest and most disadvantaged children. This will require more effective and child-sensitive policies, a legal framework based on child rights standards, and accurate data to support the inclusion of Viet Nam's children in this next phase of development.

The development of the national report on analysis of children in Viet Nam is expecting to be a comprehensive rights-based analysis to inform policy dialogue and child-focused policy advocacy in order to make clear point of view "investment for children is investment for sustainable development". The process of conducting this research will be linked to key national policy processes and dialogues in a way that it can provide specific policy recommendations and evidence for child rights advocacy by partners and stakeholders. The national report will be produced in close partnership with the government and through a participatory process which consists of extensive consultations at various report development stages, including development of the research plan, data collection, analysis and dissemination.

Purpose and Objective

Purpose: Development of national report is a process for assessing and analyzing the country situation, with respect to children's rights and development potential or critical issues. It serves to provide a holistic picture of children situation, increase understanding and to identify necessary action on issues affecting their realization.

Objective: By refocusing on prioritization for the best interest of the child and equity, the national report systematically examines patterns of inequities in the realization of children's rights, including understanding their immediate, underlying and structural causes with following main objectives:

² 2013 MDG Report

- i. To **improve the understanding** of decision-makers, partners and all other stakeholders of the current status of children's and women's rights in the country and the causes of shortfalls and inequities, as the basis for recommending actions, especially those directly related to the provincial socio-economic development planning, budgeting, implementation, monitoring and evaluation;
- ii. To **strengthen the national and sub national capacity** to monitor the situation of children and women, particularly vulnerable and disadvantaged groups and how their specific rights are being met;
- iii. To **provide practical recommendations** on how to improve the situation of children and women in the country under immediate, intermediate and long-term development processes.

Scope and focus:

The rights-based, children priority and equity-focused analysis must answer, inter alia, the following questions:

Situation:

1. What are the major national-wide socio-economic trends that have had impacts on child and maternal outcomes in the past 5 years? And in the next 5-10 years?
2. How do child and maternal outcomes and trends differ across population groups and regions? Which are the most deprived groups of children and women? Where are they located? What forms of deprivation and exclusion do these groups face? What are the determining factors that give rise to and perpetuate their exclusion?
3. What are the major issues and challenges facing children in Viet Nam today as well as in the coming 5 years? What are the underlying causes of inequalities including gender across population groups and regions?
4. What are the immediate, underlying and structural barriers and bottlenecks to child and maternal well-being and to accessing and utilizing basic social services and other critical resources?
5. How is the situation in Viet Nam different from other middle income country?
6. What emerging issues and risks (climate change, migration, urbanization, ethnicity, social protection,...) exist that are likely to affect the patterns of deprivation and exclusion, exacerbate or create barriers and bottlenecks?
7. State budget mechanism, social mobilization in-country, aid, loans, ODA, foreign direct and direct investment budget for children. Cost effectiveness? Any overlapping remains, lack of transparency?

Roles, Responsibilities and Capacities:

8. What existing social, institutional and political factors (e.g. social norms, institutional capacities at all levels of local government, accountability and coordination mechanisms, policy and legal frameworks) impede or could potentially support the creation of an enabling environment for the realization of children's rights?
9. Who is supposed to do something/act upon the identified issues, prioritization, challenges and disparities in at different levels?
8. What are the main 'drivers' of lacking priorities and inequity? Have the 'drivers' of inequity changed over time? If so, how has that been accomplished? If not, why not?
9. Does the policy environment proactively address children priorities, disparities and deprivations through legislation, policies and budgets? What gaps are there in policy response and in implementation? How are budgets mobilized, planned, allocated and

used in general and for children in particular in Viet Nam (both state budget and donor fund)? Are these done to address children's issues and priorities?

10. What are the existing capacities and capacity gaps of rights-holders in Viet Nam to claim their rights?
11. What are the existing capacities and capacity gaps of and of duty-bearers in Viet Nam to fulfill these claims?
12. What capacities exist at different levels to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are disadvantaged groups involved in such efforts and with what results?
13. What are the key issues and solutions recommended for key stakeholders at national and local levels, particularly local policy makers to take into account when developing, planning, implementing, monitoring and evaluation for the provincial policies, annual and 5- year SEDP and sectoral plans in order to address specific dimensions of children priority issues, inequity and pervasive vulnerabilities?

Conceptual Framework

The conceptual framework proposed for this research is based on the human rights based approach (HRBA) and it will focus on disparities in the realization of rights and/ or equity gaps in the realization of rights analysis. The exercise will adopt an analytical framework based on the Convention on the Rights of the Child (CRC) to assess a more-in-depth rights-based perspective analysis of the child. Specifically, the exercise will utilize the following 4 pillars of the CRC to guide the HRBA analysis:

- *Right to Health and Survival:* Infant, child and maternal mortality; Maternal, new-born and child health; Nutritional status of children; Children and HIV/AIDS; Children with disabilities; Environmental impact on maternal and child health, Water and sanitation issues affecting children.
- *Right to Education and Development:* Coverage of pre-school education; Access and quality of pre-school and basic education, Enrolment, attendance and drop outs in basic education; Performance and assessment in basic education; Inclusive education; Recreation and entertainment.
- *Right to a Protective Environment* against Abuse, Violence and Exploitation: Children at risk of, or subject to, all forms of abuse, violence, neglect, suicide and exploitation; Children without parental care and in institutions; Children in contact with the law; Child labour; children of migrants.
- *Right to Participation:* Child and youth participation mechanisms in community and institutional settings (inclusiveness - equities - and authenticity); Child and youth participation in family decision-making; At Risk Adolescents and positive citizenship (disabilities; HIV), special conditions (children in institutions, in contact with the law); others.

Methodology & institutional arrangement

Methodology: to achieve the above-mentioned objectives, the consultants are expected to

propose a research plan which includes detailed information on the conceptual framework, research design, methodology and tools, data analysis plan, timeline and supports needed. Furthermore, the consultants are expected to refer to the UNICEF Guidance on Conducting a Situation Analysis of Children's and Women's Rights – Taking a rights-based, equity-focused approach to Situation Analysis, March 2012 (Available upon request).

In close partnership between the Government of Viet Nam and UNICEF, the development of national report on analysis of children in Viet Nam will encompass an extensive desk review to collect and analyses secondary data on children in Viet Nam at both national and sub-national levels including available of MICS5 dataset. It will be supplemented with qualitative information obtained through consultations with relevant stakeholders, particularly children. A comprehensive analysis of the children's well-being in Viet Nam will reflect both child rights and equity perspectives by:

- ⇒ Systematically examining patterns of the **inequities and disparities** in the realization of children's rights paying particular attention to the situation of the rights of the most vulnerable and marginalized children; current practices on prioritization for children;
- ⇒ Understanding the causes of inequities by examining the major **barriers and bottlenecks to the fulfilment of the rights of all boy and girl children**, including in the policy, legal, and social -economic environments;
- ⇒ Assessing **the roles, responsibilities, and capacity gaps of duty bearers**; Providing **evidence-based recommendations** and concrete strategies for promoting prioritization and equity and reducing barriers and bottlenecks to the realization of child rights; and;
- ⇒ Supporting **national capacity development and the policy-making process** by involving a broad range of stakeholders in the process of development the national report on analysis of children in Viet Nam.

A participatory and inclusive methodological approach is highly expected. A full methodological proposal is expected as part of the Inception Report to be delivered by the consultants.

A proposed methodology of the exercise should consist of the following:

- Comprehensive review of existing data, evidence and research
- In-depth interviews with key informants
- Focus group discussion
- Observation through site visits
- Consultations, including consultation with children

The following are approaches and principles that will need to be considered prior to the finalized methodology of the research:

The Human-Rights Based Approach (HRBA) will be applied across each thematic area, with its three steps:

- Causality analysis including the analysis of immediate, underlying and root causes;
- Role pattern analysis, examining duty-bearers and right-holders;
- Capacity gap analysis, analyzing the capacity of all concerned duty bearers.

- Analysis of the enabling environment: examination of the strengths and weakness of institutional arrangement/its management coordination mechanism, social norms, social polities, legislative and budgetary system

Gender Equality Analysis shall be mainstreamed in the report with special focus on presenting the gender disparities as affecting full realization of children's rights;

Bottleneck/barrier analysis in relation to improved outcomes for children in line with the UNICEF Monitoring Results for Equity System (MoRES) approach will be considered. This approach intends to help in setting up a monitoring system, though pre-defined determinant analyses for the key barriers and bottlenecks to the realization of child rights for all children. The MoRES conceptual framework provides a platform for effective planning, strategic programming, decentralized monitoring, and managing results to achieve desired outcomes for the most disadvantaged children. It aims to accelerate progress towards the Millennium Development Goals (MDGs);

National ownership is necessary to build consensus on the analytical results, including the use of internationally recognized data and standards. Involvement of the government, civil society and other key stakeholders throughout the report development process is a pre-requisite for its acceptance in policy and strategy formulation, budget allocation, programme implementation, monitoring and evaluation. Stakeholder involvement should be strategically planned and managed throughout the process. Key stakeholders to this process will include: key local government agencies at different levels; elected bodies; relevant civil society organizations, including mass organizations, NGOs, professional associations; international development partners; policy analysis, research and development institutions; the private sector; the media and most importantly children and young persons.

Institutional arrangements:

To ensure a participatory approach and gain the widest possible knowledge of issues facing children, the development of national report will be conducted by consultant team with the active participation of implementing partners, and the various stakeholders through Advisory Board and Technical Committee.

Steering Committee: An inter-sectoral Steering Committee led by MOLISA and comprising of members from GACA including the Ministry of Planning and Investment, Ministry of Foreign Affairs, Ministry of Finance and UNICEF should be established to oversee the entire report development process. The Steering Committee overall roles and responsibilities are as follows:

- Overall oversight and approval of the work plan for development of the national report on analysis of children in Viet Nam;
- Formation and evaluation of the performance of Technical Committee (covering different aspects of the situation analysis), approve ToRs of the Committee, MoU, including clear deliverables and reporting lines, deadlines and responsibilities.
- Representation and participation in strategic milestone events. This will involve critical reviews and decisions to approve deliverables including the research conceptual framework and validation of the final draft report.

Technical Committee: An inter-sectoral technical committee led by MOLISA and comprising

of experts from relevant line ministries including the Ministry of Planning and Investment (MPI), Ministry of Foreign Affairs (MOFA), Ministry of Finance (MOF), the Ministry of Education and Training (MOET), the Ministry of Health (MOH), the General Statistics Office (GSO), Ministry of Justice (MOJ) and UNICEF should be established to implement the analysis. The technical committee overall roles and responsibilities are as follows:

- Together with UNICEF, develop TOR of research, management mechanism, MoU, work-plan, draft report and submit to Steering Committee for approval;
- Facilitate and provide the technical support to the consultant team;
- Timely provision and validation of respective sector's technical references and inputs for drafting and finalizing the products;
- In collaboration with other to implement the research Work Plan;
- Timely identification of and response to critical capacity needs throughout the entire process;

Stakeholder involvement: Stakeholder involvement will be strategically planned and managed throughout the process. Main stakeholders include various groups: key line ministries and government agencies at the national and sub national levels; the National Assembly and other representative bodies; relevant civil society organizations, including NGOs, professional associations, women's groups, youth organizations and other social partners; international cooperation partners; policy, research and development institutions; the media; children and young people; vulnerable groups including the poor, indigenous and ethnic minority peoples, people with disabilities and migrants.

Specific Tasks and Deliverables

To conduct this exercise UNICEF in collaboration with MOLISA will contract with the institution those having at least 03 individual consultants – composited as a team - who have outstanding expertise and experience in this field of work. The institution's team should comprise of an international team leader who will facilitate and guide the entire exercise process supported by two national experts.

The key tasks and deliverables will be under the responsibility of the team leader who should manage the entire SitAn process and discussions with UNICEF, MOLISA, Advisory Board, Technical Committee, including the development of the conceptual and analytical framework and writing of the final report.

The following table is the proposed key tasks and deliverables of consultant team (** the detailed task, responsibility and roles of each consultant is attached in annex 4*)

Ref	Key Tasks	Deliverables	Timelines
1	Meeting with technical committee and (or) advisory board to review the work plan, technical, administration requirements, timetable and deliverables schedule.	Minutes endorsed by UNICEF	By Wk 1
2	Collect and review available publications on children in Viet Nam (relevant to the scope & breadth of the national policies, national reports, research/study reports, statistical data including MICS5.etc...), and identify key gaps in the information base.	Summary of publications relevant for the national report	By Wk 2
3	Prepare a final and agreed on conceptual and analytical framework for development the national report based on this ToR	Conceptual and analytical framework	By Wk 3
4	Review all relevant data sources and prepare a inception report	Draft and final	By Wk 4

	which summarizes	inception report	
	(i) methodology;		
	(ii) availability of data sources, clustered by thematic focus areas;		
	(iii) information gap analysis; and,		
	(iv) schedule of activities and timeline		
5	Undertake key component analyses (as outlined in the HRB approach) and additional research and analysis as required – (including qualitative research, causality analysis, role pattern and capacity gap analysis, bottleneck and analysis of disparities/deprivations), and produce research papers, according to methodology agreed in conceptual and analysis framework; undertake the field works if required	-Analytical papers; Sub-national research and analysis -Policy mapping paper (including legal, administrative and budgetary issues)	By Wk 6
6	Produce complete draft report in both English and Vietnamese	Draft report available for review by Advisory Board and Technical Committee and UNICEF	By Wk 8
7	Validate the situation analysis findings through participatory causality analysis, role pattern analysis and capacity gap analysis with a cross section of stakeholders	Workshop validation reports	By Wk 9
8	Produce final report of the situation analysis, integrating inputs from the validation workshop and comments on the first draft, with accompanying background papers according to an agreed format	Final SitAn report and background papers	By Wk 09
9	Prepare materials for dissemination workshop and facilitate the workshop	Dissemination Workshop	By Wk 10
	Produce a series of policy briefs and summary situation analysis report with main findings	-Series of policy briefs based on report and background papers -Key findings report	By Wk 10

Management and Reporting

The assignment will be undertaken under the supervision of the Chief of Social Policy and Governance Programme (SPG) of UNICEF Viet Nam. The Social Policy and Governance Officer and M&E Specialist in the UNICEF office will be the primary contact for the consultants. Additional guidance and technical inputs will be provided by the senior management in the office, Advisory Board and Technical Committee. The consultant will provide an update on the weekly basis with regards to progress, challenges being encountered, support required or proposed solutions.

Dissemination and utilization of report

For widen use of national report on analysis of children in Viet Nam and its findings in planning and monitoring across sectors as well as leveraging the support of other stakeholders and development partners to address children's priorities in PME of SEDP and sector plans at both national and sub national level, MOLISA and UNICEF in collaboration with national advisory board, technical committee and consultant team will organize the workshop for launching the national report. The report will be disseminated extensively through the local and national media coverage and the virtual launching the national report on the portal of the MOLISA and other related line ministry's website would be expectedly taken by high level leaders of both Government partner and UNICEF;

Expected consultant's background and Experience

In order to fully achieve research objectives, the assignment is expected to be undertaken by 1 international and 2 national consultants to work together to produce a human-rights based, equity-focused, gender-sensitive and child-centred SitAn. The following experience and qualifications are expected:

- 1) International consultant (P5/P4 level) will act as the team leader and provide managerial and technical oversight to whole processes, in close consultation with the UNICEF country office, Advisory Board and Technical Committee. The international consultant is expected to be in country for a total of 50 days and work from home for the remainder of the period. The required background and experience for the international consultant is as follows:
 - Advanced degree in the social sciences (sociology, anthropology, development studies), Economics/Statistics or related fields relevant for the assignment
 - At least 10 years of research and other relevant professional experience
 - Excellent facilitation and coordination skills
 - In-depth knowledge of children's rights, including CRC, CEDAW and other international legal instruments the Convention on the Rights of the Child (CRC), Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), World Fit for Children (WFFC), and the Millennium Development Goals (MDGs)
 - Knowledge and Demonstrated experience with Human Rights Based Approach to Programming (HRBAP)
 - Institutional knowledge of the UN and UNICEF
 - Proven experience in writing analytical papers on children and gender issues, SitAn in particular is an asset
 - Familiarity with Viet Nam current national development priorities and challenges
 - Fluency in speaking and writing English
 - The consultant will be asked to submit 2 samples of previous similar work produced and at least 3 references.
- 2) National consultant specialised on child protection field (NOC level) will act as resource person and assist the international consultant in gathering information, facilitating meetings and consultations, implement SitAn processes under the guidance and supervision of the international consultant. The national consultant is expected to be locally-based. The national consultants' backgrounds and experience is expected to meet the following qualifications:
 - Master's degree in the social sciences (sociology, anthropology, child protection, education, development studies), Economics/Statistics or related fields relevant for the assignment, preferable on child protection areas;
 - At least 5 years of research and other relevant professional experience
 - In-depth knowledge of child rights including the Convention on the Rights of the Child (CRC), Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), World Fit for Children (WFFC), and the Millennium Development Goals (MDGs)

- Institutional knowledge of the UN, UNICEF and Government structure/system
 - Excellent facilitation and coordination skills
 - Knowledge and Demonstrated experience with Human Rights Based Approach to Programming (HRBAP)
 - Proven experience in writing analytical papers on children, education and gender issues;
 - Fluency in speaking and writing English.
 - The consultant will be asked to submit 2 samples of previous similar work produced and at least 3 references.
- 3) National consultants specialised on health and nutrition (NOC level) will act as resource person and assist the international consultant in gathering information, facilitating meetings and consultations, implement SitAn processes under the guidance and supervision of the international consultant. The national consultant is expected to be locally-based. The national consultants' backgrounds and experience is expected to meet the following qualifications:
- Master's degree in the social sciences (sociology, anthropology, health/nutrition, education, development studies), Economics/Statistics or related fields relevant for the assignment, preferable on health/nutrition areas;
 - At least 5 years of research and other relevant professional experience
 - In-depth knowledge of child rights including the Convention on the Rights of the Child (CRC), Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), World Fit for Children (WFFC), and the Millennium Development Goals (MDGs)
 - Institutional knowledge of the UN, UNICEF and Government structure/system
 - Excellent facilitation and coordination skills
 - Knowledge and Demonstrated experience with Human Rights Based Approach to Programming (HRBAP)
 - Proven experience in writing analytical papers on health/nutrition, education and gender issues;
 - Fluency in speaking and writing English.
 - The consultant will be asked to submit 2 samples of previous similar work produced and at least 3 references.

The specific competencies and qualifications required of all consultants are as follows:

- Good knowledge of the recent developments in the area of human rights in general and of children's rights in particular in Viet Nam.
- Strong team-work skills
- Strong analytical skills and proficiency in writing in English.
- Ability to deliver quality reports/analysis and results in line with established deadlines.
- Experience of having participated previously in a UNICEF Situation Analysis will be a major advantage

Interested and eligible candidates should forward 1) a cover letter "The cover should indicate relevant experience, availability and daily rate" 2) Resume, 3) Personal History (P11) form, 4) two samples of previous similar work and 5) three references to human resource unit – UNICEF Hanoi- Viet Nam

Annex 1:

Ethical Issues:

All interviewees, including children, should be informed about the objectives of the evaluation and how findings will be used; they also should be informed that collected data and any statement about the programme will be kept confidential and respondents will not be named or identified in the reports with regard to their statements.

All interviewees should agree without coercion to take part in the evaluation and be given the option to withdraw or not to participate at any time during the process.

All gathered data should be confidential and names of individuals deleted from the data and replaced by codes in the evaluation notes.

Ownership of all data/information/findings gathered, databases and analysis prepared for the evaluation lies with UNICEF. The use of the data/information/findings for publication or any other presentation or sharing can only be made after agreement with UNICEF.

General Conditions:

- The international consultant will work from the UNICEF office in Viet Nam for a total of 50 days. S/he will work from home for the remainder of the consultancy period. The national consultant will work from the UNICEF office in Hanoi – Viet Nam.
- UNICEF will provide the office space for consultant team. Both international and national consultant are required to use their own computer/lap tops with UNICEF authorized network access.
- Plan for schedule of payment. The final payment to a consultant is dependent on the completion of deliverables as well as hand-over notes and submission of a consultancy PER. Consultants, can be paid either a lump sum, or on a daily or monthly basis. This consultancy will be paid based on deliverables that have been submitted or provided during each month. Consultants will not be paid during days off and while on sick leave.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorization is issued.**
- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.

- Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed to beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

Annex 2: Principle guidelines for the ethical reporting on children and young people under 18 years old

Principle guidelines for the ethical reporting on children and young people under 18 years old

Children and young people have all the rights of adults. In addition, they have the right to be protected from harm. Reporting on children and young people carries this added dimension and restriction, especially in the current era when it is near-impossible to limit a story's reach. This document is meant to support the best intentions of ethical reporters – serving the public's interest for truth without compromising the rights of children.

In some instances the act of reporting on children places them or other children at risk of retribution or stigmatization. When in doubt, the reporter must err on the side of caution and the right of the child to be protected from harm. Because these situations are not always clear-cut, reporters are encouraged to consult with UNICEF staff or others in determining the best interests of the child.

I. Principles

1. The dignity and rights of every child are to be respected in every circumstance.
2. In interviewing and reporting on children, special attention is to be paid to each child's right to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from harm and retribution, including the potential of harm and retribution.
3. The best interests of each child are to be protected over any other consideration, including over advocacy for children's issues and the promotion of child rights.
4. When trying to determine the best interests of a child, the child's right to have their views taken into account are to be given due weight in accordance with their age and maturity.
5. Those closest to the child's situation and best able to assess it are to be consulted about the political, social and cultural ramifications of any reportage.
6. Do not publish a story or an image which might put the child, siblings or peers at risk even when identities are changed, obscured or not used.

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II. Guidelines for interviewing children

1. Do no harm to any child; avoid questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from traumatic events.
2. Do not discriminate in choosing children to interview because of sex, race, age, religion, status, educational background or physical abilities.
3. No staging: Do not ask children to tell a story or take an action that is not part of their own history.
4. Ensure that the child or guardian knows they are talking with a reporter. Explain the purpose of the interview and its intended use.
5. Obtain permission from the child and his or her guardian for all interviews, videotaping and, when possible, for documentary photographs. When possible and appropriate, this permission should be in writing. Permission must be obtained in circumstances that ensure that the child and guardian are not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally. This is usually only ensured if the permission is obtained in the child's language and if the decision is made in consultation with an adult the child trusts.
6. Pay attention to where and how the child is interviewed. Limit the number of interviewers and photographers. Try to make certain that children are comfortable and able to tell their story without outside pressure, including from the interviewer. In film, video and radio interviews, consider what the choice of visual or audio background might imply about the child and her or his life and story. Ensure that the child would not be endangered or adversely affected by showing their home, community or general whereabouts.

III. Guidelines for reporting on children

1. Do not further stigmatize any child; avoid categorizations or descriptions that expose a child to negative reprisals - including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.
2. Provide an accurate context for the child's story or image.
3. Change the name and obscure the visual identity of any child who is identified as:
Field stories for Global Web Page 3 of 33
 - a. A current or former child combatant, whether or not they are accused of violence or atrocities,
 - b. A victim of sexual abuse or exploitation,
 - c. a perpetrator of physical or sexual abuse,
 - d. HIV positive, living with AIDS or has died from AIDS, unless the child, a parent or a guardian gives fully informed consent,
 - e. Charged or convicted of a crime

4. In certain cases, using a child's identity – their name and/or recognizable image – is in the child's best interests. **However, when the child's identity is used, they must still be protected against harm and supported through any stigmatization or reprisals.**

Some examples of these special cases are:

- a. When a child initiates contact with the reporter, wanting to exercise their right to freedom of expression and their right to have their opinion heard.
 - b. When a child is part of a sustained programme of activism or social mobilization and wants to be so identified.
 - c. When a child is engaged in a psychosocial programme and claiming their name and identity is part of their healthy development
5. Confirm the accuracy of what the child has to say, either with other children or an adult, preferably with both.
6. When in doubt about whether a child is at risk, report on the general situation for children rather than on an individual child, no matter how newsworthy the story.

Use of UNICEF materials

All of UNICEF materials are protected by copyright, including text, photographs, images and videotapes. Permission to reproduce any UNICEF material must be requested from the originating UNICEF office, and will be only be granted on the condition that the principles and guidelines in this document are adhered to.

Sources: The Convention on the Rights of the Child; Child Rights and the Media: Guidelines for Journalists, International Federation of Journalists; Media and Children in Need of Special Protection, (internal document), UNICEF Division of Communication; Second International Consultation on HIV/AIDS and Human Rights, United Nations Secretary-General.

Annex 3: Recommended outline of National report on analysis of children in Viet Nam

Cover page
 Acknowledgments
 Preface
 List of Contents
 List of Table, Maps, Boxes and Figures
 List of acronyms and abbreviation
 Executive Summary

CHAPTER 1. INTRODUCTION

- 1.1. Research objectives
- 1.2. Analytical framework and research methodology
- 1.3. Fieldwork locations and research participants
- 1.4. Research limitations

CHAPTER 2. THE NATIONAL DEVELOPMENT CONTEXT

- 2.1. Geographical setting
- 2.2. Demographic characteristics and trends
- 2.3. Political system
- 2.4. Vietnamese culture, religion and ethnic minority
- 2.5. Gender equality and empowerment of women
- 2.6. Community/Children participation
- 2.6. Environment, natural disaster and climate change
- 2.7. The aid environment
- 2.8. Progress toward MDGs

CHAPTER 3: NATIONAL GOVERNANCE AND INSTITUTIONAL ARRANGMENT

- 3.1 Multi-sector policies, programmes that promote and protect child rights and ensure children's well-being
 - 3.1.1 Socio-Economic Development Plans
 - 3.1.2 Social protection policies (including poverty reduction policies)
 - 3.1.3 National Programme of Actions for Children
- 3.2 Policy-making, planning, budgeting, monitoring and evaluation mechanisms
 - 3.2.1 Links between policy, planning and budgeting
 - 3.2.2 Decentralization in planning and budgeting
 - 3.2.3 Fiscal trends and budget allocations (National revenues, budget and social sector expenditures)
- 3.3 Roles and capacities of key duty-bearers
 - 3.3.1 The roles and capacities of the Communist Party
 - 3.3.2 The roles and capacities of the National Assembly and People's Council
 - 3.3.3 The roles and capacities of Central government
 - 3.3.4 The roles and capacities of line ministries and local government
 - 3.3.5 The roles and capacities of the judiciary
 - 3.3.6 The roles and capacities of State and non-State service providers for children

- 3.3.7 The roles and capacities of civil society organizations, mass organizations and the media
- 3.3.8 The roles and capacities of ODA and INGO partners
- 3.4 Management, coordination, monitoring, reporting and evaluation mechanisms
- 3.5 Monitoring child rights
- Key findings

CHAPTER 4. RIGHT TO HEALTH, NUTRITION, WATER SUPPLY AND SANITATION

- 4.1. Current situation and causality analysis
- 4.2. Legal and policy framework
- 4.3. Key findings and recommendations

CHAPTER 5. RIGHT TO EDUCATION AND DEVELOPMENT

- 5.1. Current situation and causality analysis
- 5.2. Legal and policy framework
- 5.3. Key findings and recommendations

CHAPTER 6. RIGHT TO BE PROTECTED AND CARED

- 6.1. Current situation and causality analysis
- 6.2. Legal and policy framework
- 6.3. Key findings and recommendations

CHAPTER 7: CROSS SECTORAL AND EMERGING ISSUES

CHAPTER 8: CONCLUSION AND RECOMMENDATIONS

ANNEXES

Annex 4

DETAILED TASK, RESPONSIBILITY/ROLES OF EACH CONSULTANT

Key Tasks	International Consultant	Local Health/Nutrition Consultant	Local Child Protection Consultant
Meeting with technical committee and (or) advisory board to review the work plan, technical, administration requirements, timetable and deliverables schedule.	Take led in overall coordination and supervision of consultant team; In coordination with UNICEF& MOLISA to finalize the draft materials & docs. for the meeting; consolidation and finalize the minutes.	Under supervision and guidance of international consultant. Provision of technical inputs/comment for finalization of draft materials; Take notes and drafting the minutes	Under supervision and guidance of international consultant. Provision of technical inputs/comment for finalization of draft materials; Take notes and drafting the minutes
Collect and review available publications on children in Viet Nam (relevant to the scope & breadth of the national policies, national reports, research/study reports, statistical data including MICS5.etc...), and identify key gaps in the information base.	Technical review, produce the inputs as well as consolidate the inputs/comments from local consultants for finalization of summary relevant publications	Technical review as well as draft the summary of health/nutrition, education relevant publications	Technical review as well as draft the summary of child protection, child's rights relevant publications
Prepare a final and agreed on conceptual and analytical framework for development the national report based on this ToR	Take led and technical coordinate with other local consultants and technical committee's members for development & finalization of conceptual & analytical framework	Timely contribute the technical inputs on health/nutrition, education areas for development & finalization of conceptual & analytical framework	Timely contribute the technical inputs on child protection area for development & finalization of conceptual & analytical framework.
Review all relevant data sources and prepare a inception report which summarizes (v) methodology; (vi) availability of data sources, clustered by thematic focus areas; (vii) information gap analysis; and, (viii) schedule of activities and timeline	Technical review of relevant data sources; Organize the discussion session/meetings (if necessary); arrange and consolidate the technical inputs and finalize the inception report under agreed format and outline	Support for setting up the technical meetings, workshop with respective partners/stakeholders; Timely contribute the technical inputs on health/nutrition, education under agreed inception report format and outline.	Support for setting up the technical meetings, workshop with respective partners/stakeholders; Timely contribute the technical inputs on child protection under agreed inception report format and outline
Undertake key component analyses (as outlined in the HRB approach) and additional research and analysis as required – (including qualitative research, causality analysis, role pattern and capacity gap analysis, bottleneck and analysis of disparities/deprivations), and produce research papers, according to methodology agreed in conceptual and analysis framework; undertake the field works if required Produce complete draft report in both English and Vietnamese	Undertake the technical analyze of specific areas through desk reviews, consultation meetings, workshops, interviews; monitoring and consolidation of the inputs submitted by local consultants for producing the analytical paper and policy mapping/analysis Draft the report as well as coordinate the technical	Undertake the technical analyze of health/nutrition, education areas through desk reviews, consultation meetings, workshops, interviews; Support for setting up the technical meetings, workshop with respective partners/stakeholders Draft the relevant technical part of report	Undertake the technical analyze of health/nutrition, education areas through desk reviews, consultation meetings, workshops, interviews; Support for setting up the technical meetings, workshop with respective partners/stakeholders Draft the relevant technical part of report

Validate the situation analysis findings through participatory causality analysis, role pattern analysis and capacity gap analysis with a cross section of stakeholders	inputs for producing the draft report in English and submit to Advisory Board and Technical Committee for reviewing.	and timely provide the input for completing the draft report; support for translate the report into Vietnamese.	and timely provide the input for completing the draft report; support for translate the report into Vietnamese.
Produce final report of the situation analysis, integrating inputs from the validation workshop and comments on the first draft, with accompanying background papers according to an agreed format	Take led in responding to the comment/inputs from Technical Committee and UNICEF; validating the draft report through different technical forums, consultation meetings, workshops	Responsible to responding to the respective technical comment/inputs; support for validating the draft report and translation the draft into Vietnamese	Responsible to responding to the respective technical comment/inputs; support for validating the draft report and translation the draft into Vietnamese
Prepare materials for dissemination workshop and facilitate the workshop	Take led in finalization of draft report in consultation with Advisory board and Technical committee	Provision of technical inputs and support for finalization of report;	Provision of technical inputs and support for finalization of report;
Produce a series of policy briefs and summary situation analysis report with main findings	In consultation with UNICEF, Advisory board and Technical committee for preparation of materials Take led in drafting and finalizing the series of policy briefs and summary situation analysis report with main findings.	Technical support for preparation of materials and organization of dissemination workshop Provide the technical support for development and finalization of series policy briefs and summary situation analysis report with main findings including translation into Vietnamese.	Technical support for preparation of materials and organization of dissemination workshop Provide the technical support for development and finalization of series policy briefs and summary situation analysis report with main findings including translation into Vietnamese.

Annex 5: List of reference publications and materials *(subject to be updated)*

Ethnic monitory situation analysis, 2012

Urban poverty in assessment in Hanoi and Ho Chi Minh city, 2010

Nutrition profile 2012

Out of school children study - MOET

An Analysis of Equity in Immunization Outcomes in Viet Nam: Using National Data & Sub-national Data from four Provinces (Lao Cai, Kon Tum, Ninh Thuan, Dien Bien)

Dien Bien Province People's Committee/UNICEF 2012 *An Analysis of the Situation of Children in Dien Bien Province*, United Nations Children's Fund, Ha Noi.

An Giang Province People's Committee/UNICEF 2012 *An Analysis of the Situation of Children in An Giang Province*, United Nations Children's Fund, Ha Noi.

Ninh Thuan Province People's Committee/UNICEF 2012 *An Analysis of the Situation of Children in Ninh Thuan Province*, United Nations Children's Fund, Ha Noi.

Central Population and Housing Census Steering Committee (2010) *The 2009 Viet Nam Population and Housing Census: Completed Results*. Statistical Publishing House, Ha Noi and update report in 2014.

GSO – UNICEF (2011), *Multiple Indicator Cluster Survey* (MISC 2011) & MICS5 dataset

General Statistics Office (2012) *Results of the Survey on Household Living Standards*. Statistical Publishing

House, Ha Noi

UNICEF and GSO, *Multidimensional child poverty analysis*, forthcoming General Statistics Office (2009, 2010, 2012) *Statistical Yearbook of Viet Nam 2012*. Statistical Publishing House, Ha Noi.

General Statistics Office (2011) *Statistical Handbook of Viet Nam 2012*. Statistical Publishing House, Ha Noi.

General Statistics Office (2011) *Population and Family Planning Survey 1/4/2010: Major Results*. General Statistics Office, Ministry of Planning and Investment, Ha Noi.

General Statistics Office (2011) *Education in Viet Nam: An Analysis of Key Indicators (Viet Nam Population and Housing Census 2009)*. Statistical Publishing House, Ha Noi.

General Statistics Office (2011) *Sex Ratio at Birth in Viet Nam: new evidence on patterns trends and differentials*. Statistical Publishing House, Ha Noi

Ministry of Education and Training (2010) *Education and Training Statistics for the School Year 2012*.

Ministry of Health (2011) *Health Statistics Yearbook 2012 & 2013*. Planning and Finance Department, Ministry of Health, Ha Noi

Resolution No.55/CT-TW of the Party Central Committee on strengthening local party leadership for the care, protection and education of children. Report No.21 BC/TG (20/11/2010)

UN General Assembly, Human Rights Council (2011), *Report of the Independent Expert on minority issues*, Gay McDougall, Mission to Viet Nam (5-15 July 2010), A/HRC/16/45/Add.2

UNFPA (2009) *Recent Change in Sex Ratio at Birth in Viet Nam; a review of evidence*. United Nations Population Fund, Hanoi.

UNICEF (2009) *UNICEF and the Children of Viet Nam*. United Nations Children's Fund, Ha Noi.

UNICEF/Government of Viet Nam (2010) *An Analysis of the Situation of Children in Viet Nam*, UNICEF, Ha Noi

UNICEF Ethnic Minority Strategy, 2012

World Bank (2010) *The Social Dimensions of Adaptation to Climate Change in Viet Nam*. Development and Climate Change Discussion Paper No.17, World Bank, Washington DC.

Ministry of Labour, Invalids and Social Affairs (2009) *Children's Indicators in Viet Nam 2008-2009*. Labour and Social Affairs Publishing House, Ha Noi.

Decision 936/QD-TTg dated 18 July 2012 for Approval of master plan for socio-economic development in central highland till 2020

Bob Baulch et al. (2010), *Ethnic minority poverty in Vietnam*, working paper No. 169

MOET, UNICEF and UNESCO (2008), *The transition of ethnic minority girls from primary to secondary education*, Ha Noi, Viet Nam

MOH, Maternal and new-born death reduction programme - Centre for population and rural health study (2009), *A survey on the status of maternal and new-born deaths in 14 programme provinces*, Final Report, Ha Noi, Viet Nam

Joint Health Annual Review 2013

MoH and UNICEF (2010), *Study on Access to Care, Treatment, and Support for Children and Women with HIV and AIDS among Communities with Higher Numbers of Ethnic Minority People in Dien Bien, Kon Tum, An Giang provinces*, Ha Noi, Viet Nam

MOH (2007), *HIV and Syphilis prevalence and risk behaviour to HIV infection among some ethnic minority group in Viet Nam*, Ha Noi, Viet Nam

MOH (2010), *Injury related mortality statistic report for 2008*, Ha Noi, Viet Nam

Nguyen Thi Thu Phuong and Bob Baulch (2007), *A Review of Ethnic Minority Policies and Programs in Vietnam*, Working paper

Related Provincial and District reports and statistical data/information on socio-economic development; budget and finance allocations/expenditures; poverty reduction; health/nutrition/watsan; education; child protection; ethnic minority;

ANNEX II - UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

A. ACCEPTANCE OF PURCHASE ORDER

The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNICEF unless agreed to in writing by a duly authorized official of UNICEF.

B. PAYMENT

1. UNICEF shall, on fulfillment of the Delivery Terms, unless otherwise specified in the Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the customary shipping documents specified in the Purchase Order.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in by such payment terms.
3. Unless authorized by UNICEF, a separate invoice must be submitted in respect of this Purchase Order. Each invoice shall indicate the identification number of the corresponding Purchase Order.
4. The prices shown in the Purchase Order or Contract may not be increased except by express written agreement of UNICEF.

C. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides, inter-alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

D. EXPORT LICENCES

Notwithstanding any INCOTERM used in the Purchase Order, the Supplier shall obtain any export licenses required for the goods.

E. RISK OF LOSS

Notwithstanding any INCOTERMS used in the Purchase Order, risk of loss, injury or damage to the goods shall be borne by the Supplier until physical delivery of the goods to the consignee has been completed in accordance with the Purchase Order.

F. FITNESS OF GOODS/PACKING

The Supplier warrants that the goods, including adequate packing, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

G. INSPECTION

1. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance not conforming to the Purchase Order; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.
2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

H. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNICEF of the goods sold under the Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall pursuant to this warranty, indemnify, defend and hold UNICEF and the United Nations, harmless from any actions or claims brought against



UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to fulfill its obligation under the terms and conditions of the Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.
2. Refuse to accept delivery of all or part of the goods.
3. Terminate the Purchase Order without any liability for termination charges or any other liability of any kind of UNICEF.

J. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNICEF to determine the most expeditious means for delivering the goods and (ii) use and expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNICEF.

K. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may without prejudice to any other rights or remedies, terminate the Purchase Order or Contract by giving the Supplier written notice of termination.

L. USE OF UNICEF NAME AND EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF or United Nations for any purpose.

M. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that the Supplier is furnishing goods or services to UNICEF without specific permission of UNICEF in each instance.

N. SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

O. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the UN, including its subsidiary organs.

P. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child including Article 32 of the Convention which, inter-alia, requires that a child shall be protected from performing any work that is likely to be hazardous or

interferes with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Q. MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the Supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the Supplier.

Rev.1-1 February 1997

