

# REQUEST FOR PROPOSAL (RFP) FOR SERVICES

Ref: RFP/VIETNAM/2015/03

15 April 2015

## UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

### Situation Analysis of Children's in Ho Chi Minh City

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

And should be emailed to email address (for back-up purposes):  
[procurementvn@unicef.org](mailto:procurementvn@unicef.org)

### IMPORTANT – ESSENTIAL INFORMATION

The reference **RFP/VIETNAM/2015/03** 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.

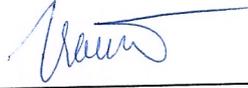
The Proposals **MUST** be received at the above address by latest **10:00 a.m** local time on:  
**29 April 2015.**

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.

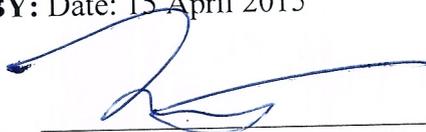
**THIS REQUEST FOR PROPOSAL HAS BEEN:**

**PREPARED BY:** Date: 15 April 2015



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

**APPROVED BY:** Date: 15 April 2015



\_\_\_\_\_  
Hartmut Pfortner/Chief of Operations

## 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/2014/16 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](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' Corporate 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](mailto: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 29 April 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
<b>Maximum Points for overall response</b>		<b>10</b>
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
<b>Maximum Points for Company and Key Personnel</b>		<b>30</b>
Proposed Methodology and Approach	Understanding of the TOR objectives in the proposal	5
	Proposed research design as per TOR objectives	20
	Innovative approaches proposed	5
<b>Maximum Points for Proposed Methodology and Approach</b>		<b>30</b>
<b>TOTAL Maximum</b>		<b>70</b>

### **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 over 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/FINANCIAL PROPOSAL

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

The Price Schedule/Financial Proposal 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/financial proposal into main parts relevant to the Scope of work and deliverables.**

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**

### **Term of Reference**

#### **Situation Analysis of Children’s in Ho Chi Minh City (HCMC)**

##### **1. Background**

The development of a Situation Analysis (SitAn) of Children’s Well Being is a key part of UNICEF’s international mandate for strengthening evidence-based policy planning and decision-making to promote human development and the fulfilment of children’s rights. It is a comprehensive assessment and analysis of child-relevant issues and concerns that provides recommendations and concrete suggestions for improving the situation of children.

A SitAn is typically conducted at the national level in countries where UNICEF works. In Viet Nam, however, in the context of strong fiscal and administrative decentralization, stark regional divergence of key challenges for children as well as significant data gaps and dispersion, particularly at the sub-national level, UNICEF has gone one step further, by commissioning provincial level SitAns in selected provinces. Since 2006, with support from UNICEF, five SitAns have been undertaken, including in Dien Bien, An Giang, Ninh Thuan, Kon Tum and Gia Lai to support evidence-based and participatory socio-economic development planning, aiming to make these plans more responsive to children’s issues.

In 2011, UNICEF Vietnam developed a cooperation program in conjunction with eight selected provinces including Ho Chi Minh City (HCMC) for the period of 2012-2016. One of objectives of the program is to provide additional support to the monitoring and evaluation of provincial policies and plans. Therefore, it is critical for all participating sectors to have access to a comprehensive analysis of the situation of children as well as child-focused policies, plans and budgets. In October 2013 UNICEF, in collaboration with authorities of HCMC organized a SitAn stakeholder consultation workshop, with the objectives of (i) providing an overview of the SitAn process including purpose and methodology; (ii) sharing lessons learned from SitAn experiences in other provinces, particularly from Ninh Thuan; (iii) consolidating inputs from key stakeholders on SitAn focus and design to ensure province specificity and maximize its use; and (iv) agreeing on next steps, timelines, roles and responsibilities. Particular emphasis was placed on involving children and consulting their views on priority issues to be addressed in the respective SitAn (*pls see detailed note attached*).

In the specific context of HCMC, the SitAn will be of great importance for identifying the gaps in child rights implementation and priorities for children to inform evidence-based planning and budgeting for children through the City’s socio-economic development plan (SEDP). It is also expected that the research will collect lessons learned and good practices of HCMC on child care and social protection for possible application/replication in other provinces in Viet Nam. Likewise the SitAn will lay the groundwork for HCMC’s application of the Child Friendly City approach in the coming years.

##### **2. Purpose, Objectives, Scope and Focus, Conceptual Framework**

**Purpose:** To provide a comprehensive analysis of the situation of girls and boys in HCMC with the aim of informing and enabling child sensitive, participatory and evidence based policy making, planning and budget allocations through SEDP and sectoral plan processes.

**Objective(s):**

- i. To **improve the stakeholder's understanding** of the current status of children's rights in the City and the causes of shortfalls and inequities, as the basis for recommending actions, especially those directly related to the City's socio-economic development planning, budgeting, implementation, monitoring and evaluation;
- ii. To **strengthen the local capacity** to monitor the situation of children, particularly vulnerable and disadvantaged groups and how their specific rights are being met;
- iii. To **provide practical recommendations** for improving the situation of children in the City with immediate, intermediate and long-term development processes.

**Scope and focus:**

As mentioned earlier, at the consultation workshop, a common understanding of the SitAn process and related roles/responsibilities among key stakeholders as well as of city-specific priority issues, was reached by participants including children representatives from HCMC. It was agreed that the rights-based, equity-focused SitAn supported by UNICEF must answer, inter alia, the following questions:

*Situation:*

1. What are the major national, regional and city-wide socio-economic trends that have had impacts on child and maternal outcomes in HCMC 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 & families in HCMC today as well as in the coming 5 years? What are the underlying causes of inequalities including gender across population groups and districts?
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 HCMC different from South East region, the country as a whole or other cities of neighboring countries?
6. What emerging issues and risks (climate change, working children/child labor, children living with and affected by HIV/AIDS, orphan and abandoned children, migration, social protection,.. ) exist that are likely to affect the patterns of deprivation and exclusion, exacerbate or create barriers and bottlenecks?

*Roles, Responsibilities and Capacities:*

7. What existing social, institutional and political factors (e.g. social norms, institutional capacities at all levels of local government, civil society organizations, NGOs, private sector, 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? Any good model/practice or lesson learnt on children care and social protection in HCMC can be shared with or replicated to other provinces?
8. Who is supposed to do something/act upon (duty-bearers) the identified issues, challenges and disparities in at different levels?
9. What are the main 'drivers' of inequity? Have the 'drivers' of inequity changed over time? If so, how has that been addressed? If not, why not?

10. Does the policy environment proactively address 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 in particular in HCMC to address children's issues and priorities (both state budget, private sector and donor fund)?
11. What are the existing capacities and capacity gaps of rights-holders in HCMC to claim their rights?
12. What are the existing capacities and capacity gaps of duty-bearers in HCMC to fulfill these claims?
13. What capacities exist at different local 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?
14. What are the key concerns and solutions recommended, for key stakeholders at national and local levels, particularly local policy makers, to take into account when developing, planning, budgeting, implementing, monitoring and evaluating provincial policies, annual and 5- year SEDP and sectoral plans with ability to address specific dimensions of inequity and pervasive vulnerabilities?

In reference to the results of the stakeholder consultation workshop organized in HCMC on 28 October 2013, the further details of agreed key issues that need to be analyzed in depth through the SitAn are consolidated in Annex 2.

### Conceptual Framework

The conceptual framework proposed for this SitAn is based on the human rights based approach (HRBA) and it will focus on disparities and equity gaps in the realization of rights. 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, adolescent 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; life skills for adolescent, 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, 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 adolescent participation mechanisms in community and institutional settings (inclusiveness - equities - and authenticity); Child and adolescent participation in family decision-making; the extent to which children and adolescents are included in decisions affecting them (disabilities; HIV/AIDS, children in institutions, in contact with the law);

### 3. Methodology and technical approach

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 support needed.

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; State of the world's children 2012 "Children in an urban world"; Child Friendly City Approach, building blocks and assessment tools (Available upon request).

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

#### ***4.1. Assessment of the manifestations of child rights shortfalls and inequities in child outcomes***

- a) Comprehensive review of existing data, evidence and research on children and women;
- b) In-depth assessment of the key social, cultural and economic issues affecting children and women;
- c) Qualitative assessment in selected districts engaging children, parents, service providers to capture the information on issues related to service demand, social norms and practices
- d) Compilation of information and data will seek to be carried out to the extent possible at disaggregated level (sex, age, area of residence, etc)

#### ***4.2. Analysis of the major causes of child rights shortfalls and inequities***

- a) Includes a causality analysis;
- b) Role-pattern analysis;
- c) Capacity-gap analysis and
- d) Enabling environment

The exercise for the development of the SitAn will be grouped in the following phases:

- Phase 1: Development and finalization of a detailed research plan, including conceptual framework, research design, methodology, tools, data analysis plan and timeframe of the SitAn (Inception report);
- Phase 2: Desk review of all accessible and available materials, including internal UNICEF and UN Viet Nam documents (annual work plans, annual reports, program documents, One Plan), relevant Government and provincial reports and budget figures. In addition, the consultants are expected to refer to and learn experience from very relevant documents including National SitAn, and provincial SitAns of Dien Bien, An Giang, Ninh Thuan and annexes of this TOR (SitAn key issue matrixes, Standard report outline);
- Phase 3: Data collection in the field, including consultations with relevant stakeholders, including but not limited to PPC, DOLISA, DOH, DOET, PCERWASS, DARD, DPI, PSO, local

- authorities, children<sup>1</sup>, local elected bodies, civil society organizations, community and NGOs, UNICEF program staff;
- Phase 4: Drafting of the report (English and Vietnamese);
  - Phase 5: Consultation with UNICEF and key stakeholders on the draft report;
  - Phase 6: Finalization of the report based on feedback received. Present the SitAn results in dissemination workshop

The following are approaches and principles that will need to be considered prior to the finalized methodology of the SitAn in HCMC.

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

- Causality analysis including the analysis of immediate, underlying and root causes;
- Role pattern analysis, examining duty-bearers and right-holders;
- Capacity gap analysis, analysing the capacity of all concerned duty bearers.
- Enabling environment (donors, partners, private sector...)

*Gender Equality Analysis* shall be mainstreamed in the SitAn 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. This approach intends to help in setting up a monitoring system, through 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);

*Review the 09 building blocks* as a baseline for developing a Child Friendly city: (1) Children's participation (2) A child friendly legal framework (3) A city wide children's rights strategy (4) A children's rights unit or coordinating mechanism (5) Child impact assessment and evaluation (6) A children's budget (7) A regular state of the city's children report (8) Making children's rights known (9) Independent advocacy for children (see the details in annex)

*Child Participation*: Children and youth participation especially for the most vulnerable children should be focused in whole process of SitAn in HCMC development. UNICEF, identified consultant and HCMC authority should develop, define and implement the detailed plan for promotion of child participation. As a good lesson learnt from Lao Cai SitAn, the UNICEF tool for assessing the Child Friendly Community (CfC) should be used for capturing the children's perspectives and ideas in a participatory approach.

*Governmental ownership* is necessary to build consensus on the analytical results, including the use of internationally recognized data and standards. Involvement of the government, civil

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<sup>1</sup> Note: During the SitAn exercise, consultations with children will be organized and outcomes of consultations should be incorporated into the SitAn. Consultation with children will facilitate a better understanding of the problems children daily face and can help getting their perspectives on underlying causes and the impact of some of these problems on their lives and development. Data collected in consultations with children will be reflected in draft report. More specific on ethical and principles guidelines for reporting on children referred in annex 1 of this TOR.

society and other key stakeholders throughout the SitAn process is a pre-requisite for its acceptance in policy and strategy formulation, budget allocation, program implementation, monitoring and evaluation. Stakeholder involvement should be strategically planned and managed throughout the process. Stakeholder mapping and analysis should be made for identifying the level and scope of their involvement in whole process of SitAn. It may 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 people.

**4. Activities, Task, deliverables & timeframe (detail plan of each province attached in annex 6)**

	<b>Activities and Tasks</b>	<b>Expected outputs and deliverables</b>	<b>Timeframe (indicative)</b>
1	Develop and finalize the detailed research plan, including conceptual framework, stakeholder analysis, research design, methodology, tools, data analysis plan and timeframe of the SitAn (Inception Report).	Detailed research plan, including conceptual framework, stakeholder analysis, research design, methodology, tools, data analysis plan and timeframe of the SitAn, (in both English and Vietnamese) completed and endorsed by UNICEF and HCMC's partner(s)	5 days for Team leader and 5 days for team members <sup>2</sup>
2	Conduct desk review of all accessible and available materials, data sources	Data and information collected for analyzing and orienting fieldworks	5 days for Team leader and 5 days for team members
3	Collect primary and secondary data / information from provinces (fieldworks in HCMC) and data mining from existing data / information sources including stakeholder's consultations.	Primary and secondary data / information collected	10 days for Team leader and 20 days for team members
4	Conduct data analysis and produce draft reports	Draft summary and full report (in both English and Vietnamese) completed and available for comments and review by UNICEF and HCMC	12 days for team leader and 12 days for team members
5	Conduct consultation/validation of the draft reports with key stakeholders in HCMC (including children)	Consultation /validation workshops conducted and comments documented and consolidated	2 days for team leader & 2 days for team members
6	Finalize and submit the report.	Final version of full, summary	4 days for

<sup>2</sup> Expected with two team members

Activities and Tasks	Expected outputs and deliverables	Timeframe (indicative)
Consultant team is requested to prepare and make the SitAn presentation in the dissemination workshop.	reports, presentation (in both English and Vietnamese) completed and endorsed by both UNICEF and city authority	team leader and 4 days for team members
<b>TOTAL</b>		<b>38 days for team leader and 47 days for team members</b>

1. **Deliverables, timeframe and payment schedule (detail plan of each province attached in annex 6)**

**Deliverables and timeframe:**

Key tasks and Time / Month	1	2	3	4	5	6	7	8	9	10
<u>Task 1:</u> Develop and finalize the detailed research plan for HCMC SitAn <i>Output: A detailed research plan, including conceptual framework, stakeholder analysis, research design, methodology, tools, data analysis plan and timeframe of the SitAn, (in both English and Vietnamese) completed and endorsed by UNICEF and HCMC partner(s);</i>	→									
<u>Task 2:</u> Conduct desk review of all accessible and available materials related to HCMC; <i>Output: report with quickly feedback available</i>		→								
<u>Task 3:</u> Collect primary and secondary data / information consecutively from HCMC (fieldworks in HCMC with support from local team) and data mining from central existing data / information sources including stakeholder consultations with (children participation, civil society organizations, NGOs/INGOs) <i>Output: Report with quickly feedback on data set available; field work report</i>				→						
<u>Task 4:</u> Conduct data/information analysis and produce draft reports <i>Output: Draft of summary and full report for Ho Chi Minh city (in English and Vietnamese) available</i>							→			
<u>Task 5:</u> Conduct consecutively consultation/validation of the draft reports with key stakeholders (including children) in									→	

the city <i>Output: Draft report validated by both UNICEF and HCMC</i>										
Task 6: Finalize and submit final report. Attend the dissemination workshop and present the SitAn's key findings <i>Output: Full and summary reports, presentations and abstracts of HCMC SitAn available (in both English and Vietnamese)</i>										→

**Suggested payment schedule:**

First payment of 10% of total amount will be made upon the completion of research plan (inception report); 30% upon delivering draft reports; 30% upon completion of consultation of draft reports and 30% after the approval the final reports.

**2. Management**

The assignment will be undertaken under the supervision of the Chief of Social Policy and Governance Program (SPG) of UNICEF Viet Nam with technical support from PM&E, SPG and in collaboration with the UNICEF HCMC Sub Office and other program sections.

The consulting institution will work extensively with UNICEF, HCMC key stakeholders, MoLISA, GSO and MPI and its respective departments in order to maximize their technical expertise and available information sources. Within UNICEF, the work will be done in close collaboration with the responsible technical staff in SPG, PM&E, UNICEF HCMC sub-office and all technical programs.

For making sure the children issues comprehensively analyzed with adequately data sources and information in such complexity urbanization context like HCMC, a local advisory team should be established to provide the technical support for consultant team and UNICEF during the field work and validation of draft report. The advisory team will be composited by local key experts who specialized on: children statistics/data (PSO); child friendly SEDP (DPI); child protection (DoLISA); Research and Development Institute.

The consulting institution is expected to work independently, with consultation and support from UNICEF and HCMC advisory team when appropriate. Besides home-based work, the consultants are expected to spend the time to conduct fieldwork and participating the consultation workshops in HCMC. SPG and SCU will provide support to liaise with local authorities for necessary arrangements to facilitate the fieldwork and consultation workshops.

**Dissemination & utilization:** For widen use of SitAn report 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 city's planning, monitoring and evaluation of SEDP and sectoral plans, UNICEF in collaboration with national and sub national level will organize the workshop for launching the SitAn report at HCMC in appropriate time. The report will be disseminated extensively through the local and national media coverage and the virtual launching the SitAn on the portal of the city website would be expectedly taken by high level leader of both Government partner and UNICEF;

### 3. Qualifications and experience required:

In order to fully achieve research objectives, UNICEF is looking for a consulting institution with a team that includes an international team leader and other two national team members - one of them resident in HCMC is an asset. The team members are expected to have the following experiences and qualifications:

#### **International Team leader:**

- Must hold at least Master's Degree in social science field with 7 to 10 years' working experience;
- Extensive work experience on production of analytical research reports for different international development agencies preferably UN system in the field of social development
- Extensive in-country experience and familiarity with socio-economic and human development, issues especially of urban development area in Viet Nam is an asset;
- Experience with the work and approaches of international organizations in Viet Nam, with that of UNICEF Viet Nam is an asset;
- Experience in working with children and child participation in the research/study
- Experience with participatory research methods in Viet Nam;
- Good knowledge on human's rights / children's rights including the human rights based approach in urban area;
- Experience conducting situation analysis of development situation using HRBAP in Viet Nam an asset ;
- Demonstrate a good understanding of the UNICEF Guidance on Conducting a Situation Analysis of Children's and Women's Rights;
- Excellent analytical and writing skills in English.

#### **The consultancy team members** should have different and complementary profiles:

- Must hold a Master's Degree in any social science field;
- Proven experience on data collection and processing, and production of analytical research reports for different international development agencies preferably UN system in the field of social development;
- Experience with the work and approaches of international organizations in Viet Nam;
- Experience with participatory research methods in Viet Nam and in HCMC in particularly;
- Good knowledge and experience in public financial management;
- Experience or familiarity with human's rights / children's rights including the human rights based approach to programing;
- Familiar with children issues in HCMC urbanization context
- Demonstrate a good understanding of the UNICEF Guidance on Conducting a Situation Analysis of Children's and Women's Rights;
- Excellent analytical and writing skills in Vietnamese and English.

#### 4. Estimation Budget

Budget is expected to be allocated as below:

Budget ( <i>indicative</i> )	Quantity	Unit price (US\$)	Value (US\$)
<b>Consultancy fee</b>			
International team leader	38		
Team member # 1 (Children protection Specialist)	25		
Team member # 2(Social development Specialist)	22		
<b>02 Local research assistants</b>	20 (2 per. X 10 days)		
<b>Trip to HCMC</b>			
Return air ticket (3 persons x 2 return tickets)	6		
Domestic transportation (10 days in city)	10		
DSA (10 nights in each province, including data collection and consultation trips)	30 (3 pers x 10 nights)		
Miscellaneous including communication fees			
<b>TOTAL</b>			

Proposed rates are based on international consultants' fee ranges (daily and monthly). Fees for local travel and DSA will be based on EU-UN cost norms.

Potential consultancy teams are requested to submit their offers with clear indications of estimated costs for works in HCMC.

Actual amount to be contracted will be fixed upon assessing proposals and follow-up negotiations technically and financially.

Payments to the consultant will be made according to presentation of satisfactory deliverables.

#### List of annexes:

Annex 1: Ethical and Principle guidelines for the reporting on children and young people under 18 years old

Annex 2: Key issue matrix of HCMC

Annex 3: Tentative outlines of Provincial SitAn report

Annex 4: Building blocks for developing a Child Friendly City

Annex 5: List of references and background documents

**Annex 1: Ethical and Principle guidelines for the reporting on children and young people under 18 years old**

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 program 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.

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.

## 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:
  - 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.

Annex 2:

PREPARATION OF SitAn IN HCMC

Consolidated matrix of key problems/issues that need to be analyzed in depth through SitAn process

(Resulted from stakeholder consultation workshop in HCMC on 28 Oct. 2013)

Program Section	Key problems/issues
SPG	<ol style="list-style-type: none"> <li>1. Where are the <b>vulnerable</b> groups especially children (in terms of geography, urbanisation status, migration, ethnicity etc) and what are their needs in term of health, education, water/sanitation, social protection and participation;</li> <li>2. Status of <b>SEDP</b> (balance between economic and social issues), sectoral plan, programming and budgeting prioritized for children and women, especially vulnerable groups (migrants, urban poor, street children, children with disability, children living with HIV/AIDS, children conflict with law, ethnic minority groups (provincial and social sector budget allocations and expenditures – progressive financing?); linkage between long term City Development Strategy, investment, SEDP, sector plans , and realization of children rights (health, education, protection etc);</li> <li>3. How good and challenging of urban planning could help reduce vulnerability and disparity?</li> <li>4. Funding allocation for <b>social protection</b> policies to the community; any cash transfer experiences and lessons learnt?</li> <li>5. <b>Institutional arrangements</b> for social protection especially for disadvantage group;</li> <li>6. <b>Mechanisms</b> to coordinate, monitor and evaluate effectiveness and adequacy of policies and programmes related to children and social protection ;</li> <li>7. Child and citizen <b>participation</b> mechanism and implementation;</li> <li>8. Issue of availability, gap and accuracy of children’s <b>data</b> at city and district levels and the use of data and evidence for policy development, implementation, monitoring and evaluation.</li> </ol>
CSD	<p><b>Nutrition &amp; MNCH:</b></p> <ol style="list-style-type: none"> <li>1. The issues of mental related diseases, children with disabilities there and their access to health, nutrition and water and hygienic sanitation services</li> <li>2. Availability and quality of local <b>data</b> on health and nutrition (disaggregated data by district, gender, ethnicity, wealth quintile and social protection) and practices of using the data for local planning and investment (new-born, PMTCT, diarrhoea, pneumonia, TT and birth dose Hep B).</li> <li>3. Maternal and child <b>under nutrition</b>, the disparity of it between the groups of different social-economic classes. Access of mothers and children to basic MNCH, nutrition and WASH services; understanding the iodine nutrition status; Focus on overweight and obesity in general and on disparity in under weigh and stunting among children of disadvantage groups (migrant population)</li> <li>4. Status of <b>child feeding practices</b> with focus on EBF and BCC activities for development of behavior change communication plans</li> <li>5. Status of coverage of <b>health insurance cards</b> and their use by mothers and child care givers for under-6 children, especially for migrated children.</li> <li>6. Current status of <b>primary healthcare MNCH services</b> (newborn, PMTCT, diarrhoea, pneumonia, child immunization )</li> <li>7. Status of the implementation network for delivery of <b>integrated nutrition and MNCH services</b> for most vulnerable groups. The status of integration and collaboration between public and private facilities; any integrated intervention for malnutrition and obesity?</li> </ol>

	<p>8. <b>Expenditure</b> on healthcare in general and for MNCH in particular. Funding mechanisms for primary healthcare and provision of MNCH services for the most vulnerable pregnant women and children. Review the current spending on curative versus public health interventions, especially MCH and reorient spending towards cost effectiveness, and reallocate guided by profile of disease burden and different health needs of different populations. This is aimed at increasing allocative efficiency towards cost effective interventions especially for prevention and health promotion</p> <p>9. Provincial <b>coordination</b> and institutions for planning and implementation of local health sector plan</p> <p>10. Implementation of <b>national targeting programmes</b> for health, nutrition and water and hygienic sanitation</p> <p>11. Support of other international <b>agencies and non-governmental organizations</b> in the city and its coordination mechanism</p> <p>12. Local <b>capacity</b> in data analysis and planning of health sector</p> <p>13. How is the situation of the health private sectors in HCMC?</p> <p>14. Situation of child injuries</p> <p>15. Situation of abortion among adolescent</p> <p><b>WASH:</b></p> <p>16. Geographical <b>disparities</b> in WASH coverage within city, within district and within communes; Other WASH partners present in the province; any barriers of most disadvantage groups accessing to clean water;</p> <p>17. Existing <b>social norms and beliefs</b> among various population groups which stop people from applying healthy WASH practices; Current practice of household water treatment and storage for drinking – irrespective of the sources of water;</p> <p>18. Existing mechanisms and policies to prioritize water &amp; sanitation related <b>investments</b> in remote and vulnerable communities;</p> <p>19. Counterparts' <b>capacity for advocacy</b> for more investments in the province;</p> <p>20. Implementation of WASH <b>promotion</b> programs/projects and emergency preparedness;</p> <p>21. Counterparts' capacity for <b>C4D to raise demand</b> for hygienic sanitation, hand washing with soap, household water treatment and storage; and</p> <p>22. Application of existing <b>RWSS M &amp; E</b> to collect quality data for evidence based policy making.</p>
<p><b>Education</b></p>	<p><b>Education for most vulnerable children at pre-primary, primary and secondary education</b></p> <ol style="list-style-type: none"> <li>1. Status of enrolment rate</li> <li>2. Dropout situation and reason</li> <li>3. School completion rate</li> <li>4. Quality education for most vulnerable children including relevant curriculum, teaching materials, methodologies, capacity of teachers</li> <li>5. Quantity and quality of preschool classes including public, private and family group</li> <li>6. Status of enrolment rate of preschool education especially children under 3 year old</li> <li>7. Quality of preschool education including full day schooling, nutrition and child health care; availability of preschool classes in the village; capacity of preschool teachers</li> <li>8. Quality of primary and secondary education including relevant curriculum, teaching methodologies, participatory and capacity of teachers and full day schooling</li> <li>9. Implementation status of school healthcare programme, analyse the school psychology; extra-curriculum, especially life skill training and child participation in the school.</li> </ol> <p><b>Children with disabilities</b></p> <ol style="list-style-type: none"> <li>10. Situation and number of CWD with disaggregated data in gender, ethnicity, district and education levels</li> </ol>

	<p>11. Number and quality of trained teachers on inclusive education for CWD</p> <p>12. Any social barriers for CWD to access to quality education in mainstream schools of pre-primary, primary and secondary education levels</p> <p><b>Children affected by emergency and natural disaster</b></p> <p>13. Implications of natural disaster and emergency to children and education</p> <p>14. Availability of systematic and comprehensive interventions on Education in Emergency</p> <p><b>Children affected by HIV/AIDS</b></p> <p>15. Situation and number of CABA with disaggregated by gender, ethnicity, district and education levels</p> <p>16. Any social barriers for CABA to access to quality education in mainstream schools of pre-primary, primary and secondary education levels</p> <p><b>Migrant Children</b></p> <p>17. Situation and number of migrant children in school disaggregated by public, semi-public, private</p> <p>18. Any social barriers for migrant children to access to quality education in public mainstream schools of pre-primary, primary and secondary education levels</p>
<p><b>Child Protection</b></p>	<p>1. Analyse the child protection system of the city</p> <p>2. Birth <b>registration</b>, especially among migration group and children in child care locations (public and non-public settings)</p> <p>3. Child <b>trafficking and Commercial sexual exploitation of children (CSEC)</b></p> <p>4. Children deprived of parental care and children in <b>institutions</b></p> <p>5. <b>Children living with and affected by HIV/AIDS</b></p> <p>6. Working children and Child <b>labour</b> (including children living and working on the street)</p> <p>7. <b>Adoption, Orphan children, and Child abandonment</b></p> <p>8. <b>Migration</b></p> <p>9. Children with <b>disabilities</b>: number, available services and their accessibility to services, and problems faced?</p> <p>10. <b>Substance abuse</b> among parents and children (should be adolescents)</p> <p>11. Existence of other <b>alternative care</b> models in the city</p> <p>12. Children and adolescents (below 18 years) in <b>contact with the law</b> (alleged offenders, victims and witnesses)</p> <p>13. Current <b>reporting system</b> for abuse and exploitation and current information system on child protection</p> <p>14. Overview all kind of child protection <b>services available</b> (public and private) that could be overlap with item 15</p> <p>15. Number of <b>social work centers</b>, social houses, shelters, (or all kind of child care centers/locations since there are several in the city like warm shelters, open houses, social protection organizations for vulnerable children etc.), community consultation site, school consultation, service provider network. Their functions including service? Target group? and staff's capacity.</p> <p>16. Number of districts and communes with community-based <b>child protection system</b> in place; analyze its personnel and service structure, operation and coordination; supplement analysis of sectoral collaboration between Public Security, Social/child protection, mass organization, education and NGO network</p>
<p><b>General issue</b></p>	<p>1. Implication of <b>climate change and disasters</b>, disaster and climate risk, including child vulnerability (can utilize concept of multidimensional child poverty), natural hazards and current capacity, <b>emergency and preparedness</b>.</p>

	<ol style="list-style-type: none"> <li>2. Identification of <b>cultural practices</b> (social and cultural norms) with a focus on the EM and (or) migration communities across the sectors of CSD, Education, CP that impacts demand, access, use, participation, etc</li> <li>3. Exploration of <b>existing communication practices</b> used to promote children's rights through existing media and community platforms and networks of mass organizations, religious groups, etc</li> <li>4. Communication and community <b>mobilization strategies</b> used to empower communities (role of civil society organisations) to claim their rights (specific to women and children's issues)</li> <li>5. What are good models/practices of children care and protection in HCMC so that other provinces can learn from?</li> <li>6. How migrations contribute to the development of HCMC?</li> <li>7. Socialisation issue, participation of private sector in social protection activities. What are non-state business companies are making the affects to the life of women and child migrant? Paying more attention of their contribution in term of jobs, child friendly products or services</li> </ol>
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Annex 3:

**Current Provincial SitAn outline (for reference)**

Executive Summary and Main Recommendations

Major findings of the study

Main recommendations for the provincial SEDP and sector plans in 2011-2015

1. Introduction
  - 1.1 Research objectives and questions
  - 1.2 Analytical framework and research methodology
  - 1.3 Fieldwork locations and research participants
  - 1.4 Research limitations
  
2. Development context
  - 2.1 Demographic characteristics and trends
  - 2.2 Urban Poverty status and trends
  - 2.3 Climate change and environmental vulnerability
  
3. Governance and Institutional Context
  - 3.1 Provincial budget and social sector expenditures
  - 3.2 Socio-Economic Development Plan (2006-2010)
  - 3.3 National/ Provincial (Target) Sectoral Programs
  - 3.4 Funding for social protection policies
  - 3.5 Institutional arrangements for child rights implementation
  - 3.6 Plan of Action for Children
  
4. Child Health and Survival
  - 4.1 Access to quality healthcare for children
  - 4.2 Child health insurance including migrant
  - 4.3 Reproductive healthcare
  - 4.4 PMTCT and children
  - 4.5 Maternal and child nutrition and under-nutrition
  - 4.6 Water supply and environmental sanitation
  - 4.7 Child injury prevention
  
5. Child Education and Development
  - 5.1 Children's viewpoints on rights to education
  - 5.2 Preschool and early childhood education
  - 5.3 Primary and secondary schooling
  - 5.4 Quality of education and learning
  - 5.5 Ethnic minority schooling
  - 5.6 Factors influencing educational attainment and completion
  
6. Child Protection
  - 6.1 Children's concerns about the rights to protection from abuse, exploitation, violence and neglect
  - 6.2 Basic provisions for child rights to protection
  - 6.3 Birth registration. Early marriage
  - 6.4 Children in need of special protection/in special circumstances

- 6.5 Working children and child labour
- 6.6 Trafficking of women and children/Commercial sexual exploitation
- 6.7 Children affected by HIV and AIDS; children deprived of parental care, children in institutions care
- 6.8 Child abuse and violence at school and Family environment (including divorce rates, domestic violence, substance abuse of parents)
- 6.9 Children in contact with the law, to include alleged offenders and victims and witnesses.
- 6.10 Children with disabilities
- 6.11 Development of the social work profession and child protection system
  
- 7. Children's Participation
  - 7.1 Defining children's participation
  - 7.2 Children's viewpoints on rights to participation
  - 7.3 Gender and participation
  - 7.4 Recreation and out-of-school learning opportunities for children
  - 7.5 Information, public education and communication activities

Annexes

Including national, provincial and district data tables

**Building blocks for developing a Child Friendly City**

<p><b>1. CHILDREN’S PARTICIPATION:</b> promoting children’s active involvement in issues that affect them; listening to their views and taking them into consideration in decision-making processes</p> <ul style="list-style-type: none"> <li>• Is the principle of article 12 of the Convention reflected throughout city government at all levels?</li> <li>• Is respect for the views of the child promoted to the public and in particular to parents?</li> <li>• Is respect for the views of the child built into initial and in-service training for all those working with and for children?</li> <li>• Are children meaningfully and without discrimination consulted on all matters affecting them?</li> <li>• Are “specialist” groups of children consulted and involved in “specialist” issues? (children in care on care issues; children in trouble on juvenile justice issues and so on)</li> <li>• Are there arrangements to ensure consideration of the perspective of babies and very young children?</li> <li>• Do children have a right to be heard in any administrative or judicial proceedings affecting them?</li> </ul>
<p><b>2. A CHILD-FRIENDLY LEGAL FRAMEWORK:</b> ensuring legislation, regulatory frameworks and procedures which consistently promote and protect the rights of all children</p> <ul style="list-style-type: none"> <li>• Has there been a rigorous national review of legislation affecting children to ensure it respects the CRC?</li> <li>• Has there been a rigorous local-level consideration of how national legislation affects children?</li> <li>• Have local authorities reviewed all legislation under their control to ensure it respects the CRC?</li> <li>• Have these reviews included an independent element and have children themselves been consulted and involved?</li> <li>• In particular, are the four general principles of the CRC appropriately reflected in legislation affecting children in the city: <ul style="list-style-type: none"> <li>○ All rights to be recognized for each child without discrimination on any ground (appropriate antidiscrimination legislation and affirmative action for disadvantaged children).</li> <li>○ The best interests of the child to be a primary consideration in all actions concerning children.</li> <li>○ The right to life and to maximum survival and development.</li> <li>○ Respect for the child’s views, including the right to be heard in any administrative or judicial proceedings affecting the child.</li> </ul> </li> <li>• Has there been a city-wide review to ensure that children – including children in difficult circumstances – have access to advice, advocacy and complaint procedures to ensure remedies for breaches of their rights?</li> </ul>
<p><b>3. A CITY-WIDE CHILDREN’S RIGHTS STRATEGY:</b> developing a detailed, comprehensive strategy or agenda for building a Child Friendly City, based on the Convention</p> <ul style="list-style-type: none"> <li>• Is there a state-wide children’s rights strategy, promoting full implementation of the Convention?</li> <li>• Is the State developing a National Plan of Action as proposed in <i>A World Fit for Children</i>?</li> <li>• Are local authorities developing a children’s rights strategy focused on creating a Child Friendly City?</li> <li>• In developing the Strategy, has there been widespread consultation to engage children and young people, NGOs and all those working with and for children in its preparation?</li> <li>• Is the Strategy based on the whole of the Convention, thus covering children’s economic, social and cultural rights as well as civil and political rights?</li> <li>• Does the Strategy cover all children in the city, with special attention to children who may be socially excluded or marginalized?</li> </ul>

- Is the Strategy and the process of developing it given high priority by local authorities – for example, being adopted and promoted by the Mayor and local government assembly?
- Is the Strategy integrated with other local and national planning mechanisms, including any national children’s rights strategies or national plans for children, to ensure it is not marginalized?
- Does the Strategy include specific priorities and time-limited goals, relevant to all aspects of city children’s lives?
- Does the Strategy set out a decentralized process for implementation?
- Is the process of preparing the Strategy and the Strategy itself well-disseminated throughout all levels of the local governance system, to children, their families and communities and all those living and working with or for them?
- Is the Strategy kept under effective review?

**4. A CHILDREN’S RIGHTS UNIT OR COORDINATING MECHANISM:** developing permanent structures in local government to ensure priority consideration of children’s perspective

- Is there an identifiable department, unit or coordinating mechanism within city government responsible for:
  - promoting the Child Friendly City?
  - ensuring co-ordination of policy affecting children?
  - drafting and following through the Children’s Strategy?
- Has it been given the authority of the Mayor/Leader of local Government?
- Does it maintain direct contact with children and ensure that children’s views are respected in its work and in the work of all government across the city?

**5. CHILD IMPACT ASSESSMENT AND EVALUATION:** ensuring that there is a systematic process to assess the impact of law, policy and practice on children – in advance, during and after implementation.

- Is there a process to ensure that the impact, on children generally and on particular groups of children, of proposals for new law, policy or practice which significantly affect children in the city is considered?
- Is child impact assessment carried out early enough to influence decision-making?
- Is there regular evaluation of the actual impact on children of aspects of city government?
- Do these processes of assessment and evaluation take account of the situation of all children including disadvantaged and marginalized groups?
- Do these processes involve children?
- Are there in addition independent processes of child impact assessment and evaluation?

**6. A CHILDREN’S BUDGET:** ensuring adequate resource commitment and budget analysis for children

- Is city government able to identify whether its children are receiving a fair share of resources, in services in which the distribution is administered nationally?
- Are the overall city budget and the elements within it analysed adequately to reveal the proportion spent on children?
- Is the city budget process transparent and does it involve consultation with children?
- Is a Children’s Budget prepared and disseminated to indicate resources committed to children in all aspects of city government?

**7. A REGULAR STATE OF THE CITY’S CHILDREN REPORT:** ensuring sufficient monitoring and data collection on the state of children and their rights

- Is sufficient statistical and other information about children in the city collected to assess progress towards building a Child Friendly City?
- Is there a “State of the City’s Children Report”? If so –
  - Does it document the lives of all children, birth to 18?
  - Does it provide disaggregated information to assess discrimination against particular groups of children?

<ul style="list-style-type: none"> <li>○ Is the report published and disseminated in ways which make it accessible to– key policy-makers? children and those working with and for children?</li> <li>○ Does the report document gaps in available statistics and information?</li> <li>○ Is the report used effectively to inform policy development?</li> </ul>
<p><b>8. MAKING CHILDREN’S RIGHTS KNOWN:</b> ensuring awareness of children’s rights among adults and children</p>
<ul style="list-style-type: none"> <li>• Has the city developed a strategy to ensure knowledge of and respect for children’s human rights among children and adults?</li> <li>• Have city leaders, politicians and key officials received training concerning children’s human rights?</li> <li>• Is teaching about human rights and the Convention on the Rights of the Child integrated into the school curriculum at all levels?</li> <li>• Does initial and in-service training for all those who work with and for children include teaching about and promotion of respect for the human rights of children?</li> <li>• Are there regular evaluations of the state of knowledge of children’s rights among adults and children?</li> </ul>
<p><b>9. INDEPENDENT ADVOCACY FOR CHILDREN:</b> supporting non-governmental organizations and developing independent human rights institutions - children’s ombud people or commissioners for children - to promote children’s rights</p>
<ul style="list-style-type: none"> <li>• Has the city government developed a partnership with a broad and appropriate range of nongovernmental organisations?</li> <li>• Are NGOs given appropriate non-controlling support and access to influence decision-making?</li> <li>• Are child- and youth-led non-governmental organisations encouraged and supported?</li> <li>• Has the city established/lobbied for the establishment of an independent human rights institution for children – a children’s ombudsman or children’s rights commissioner?</li> </ul>

**Annex 5: List of references and background documents**

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.

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

HCMC Statistic Report 2013

Child Friendly City – UNICEF. <http://childfriendlycities.org/>

## Useful Links and Resources

### UNICEF

1. Reaching Marginalized Children and their Families
2. UNICEF Guidelines for Undertaking a Communication for Development (C4D) Situation Analysis
3. Guidance Note on Promotion of Participation of Children and Young People
4. Handbook on Legislative Reform: Realizing Children's Rights, UNICEF, 2008
5. Summary: Integrating Legislative Reform into the Programming Process
6. Conducting an emergency-risk informed Sitan: Risk assessment and critical questions.
7. Conducting an Assessment of Essential Commodities
8. Advocacy Toolkit, UNICEF 2010
9. Q & A document on Equity UNICEF, 2010
10. Promoting Gender Equality: An Equity-Focused Approach to Programming
11. Assessing Social and Cultural Factors and Bottlenecks Related to UNICEF's Strategic Result Areas. October 2011 (in draft form). C4D Unit, DPP
12. Adapting a systems approach to child protection: key concepts and considerations. UNICEF/U. of Chicago, UNHCR, Save the Children, 2010.
13. State of the world's children – "children in an urban world- UNICEF 2012. <http://www.unicef.org/sowc2012/>

### UN Agencies

14. Guidelines for conducting a Country Analysis
15. UNDG Guidance on Conducting a Capacity Assessment
16. Mainstreaming Environmental Sustainability in Country Analysis and the UNDAF
17. Including the rights of persons with disabilities in UN programming at country level. A guidance note for UNCTs and Implementing Partners

**Other Institutions**

18. Equity in development: Why it is important and how to achieve it. Harry Jones (ODI, 2009)
19. Tools for Institutional, Political, Social Analysis of Policy Reform (World Bank, 2007)
20. Child Rights Situation Analysis, Save the Children, 2008
21. Independent Budget Analysis (World Bank)
22. Capturing the political? The role of political analysis in the multi-disciplining of development studies. Sam Hickey. GPRG/ESRC

**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 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

