

REQUEST FOR PROPOSAL (RFP) FOR SERVICES

Ref: RFP/VIETNAM/2015/04
(Extension of submission of proposals)

6 May 2015

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Formative research to inform Communication for Development (C4D) Plan to reduce stigma and discrimination against children affected by HIV/AIDS in and out of school, in Ho Chi Minh City (HCMC).

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

IMPORTANT – ESSENTIAL INFORMATION

The reference **RFP/VIETNAM/2015/04** 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:
18 May 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.

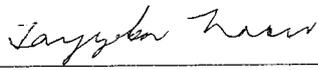
THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: Date: 6 May 2015



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

APPROVED BY: Date: 6 May 2015



Tayyeba Nasir/p.p.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/2015/04** 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' 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. 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 18 May 2015**. 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	2
	Overall concord between TOR/RFP requirements and proposal, including technical, company profile and financial proposal	3
Maximum Points for overall response		5
Company and Key Personnel	Reputation of Organization and Staff (Competence / Reliability)	5
	Litigation and Arbitration history	5
	Quality assurance procedures	5
	Range and depth of experience with similar projects: <ul style="list-style-type: none"> - Number of customers - Size of projects - Number of staff per project - Client references 	5
Maximum Points for Company and Key Personnel		20
Proposed Methodology and Approach	Understanding of the TOR and its objectives as reflected in the overall proposal	5
	Research design as per TOR objectives	20
	Innovative approaches proposed	10
	Clarity demonstrated between research findings and implications for C4D plan	10
Maximum Points for Proposed Methodology and Approach		45
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 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

Summary

Title	Formative research to inform Communication for Development (C4D) Plan to reduce stigma and discrimination against children affected by HIV/AIDS in and out of school, in HCMC.
Purpose	<ol style="list-style-type: none"> 1. To understand children affected by HIV/AIDS experience of stigma and discrimination within their families, community and schools. 2. To recommend C4D Plan to reduce stigma and discrimination against children affected by HIV/AIDS in school in HCMC
Location	Ho Chi Minh city (HCMC), Viet Nam
Duration	45 working days
Start Date	May, 2015
Reporting to	Head of C4D unit, UNICEF Vietnam
WBS/PBA Expiry Date	HCMC 2015-2016MYWP/Education Programme Output/Act11- OPF-SC130255 and/or Thematic-SC149905
Project and activity codes	Edu- HCMC-Activity 11Conduct HIV survey/research and support the implementation of C4D activities to reduce stigma discrimination towards children affected by HIV/AIDS ²

Background

According to the estimates and projections of HIV, there were an estimated 256,000 people living with HIV (PLHIV) in Viet Nam as of 2014. It was estimated that the HIV prevalence among general population would be 0.26% in 2014¹. The number of HIV cases newly reported to the Ministry of Health decreased rapidly between 2007 and 2009 and held steady at about 14,000 reports per year from 2010 to 2013. AIDS case reports and related mortality have also remained fairly steady since 2009. These case report numbers are consistent with declining HIV prevalence among key populations at highest risk of transmission (people who inject drugs (PWID), men who have sex with men (MSM) and female sex workers (FSW))². While the number of new cases has declined, it is still very difficult to reach the target of 50% reduction in new HIV infections by 2015, as committed to as part of the Political Declaration on HIV AIDS of the UN General Assembly in 2011.

Data on case reporting by geographical areas shows that HIV cases are concentrated in the Northern, Mekong River Delta and South East provinces. Provinces with a high number of HIV infections are North West mountainous provinces and mountainous districts of Nghe An and Thanh Hoa provinces. The HIV epidemic in the two big cities of Hanoi and Ho Chi Minh (HCMC), has become complicated and difficult to manage². The proportion of female HIV cases among all cases reported has been steadily increasing. The majority of PLHIV reported in 2013 are between the ages of 20-39, with this age demographic accounting for 79%².

Viet Nam has continued the excellent progress to stabilize the HIV epidemic over the last 5 years, with a decrease in HIV prevalence among key populations at higher risk. However, the Viet Nam AIDS Response Progress Report 2014 presented key challenges which have hindered the implementation of HIV interventions, including: (1) HIV prevalence in many geographic areas is still high, and increases have been recorded in some provinces. Transmission mode and risk behaviors have become complicated and very difficult to manage. HIV remains the leading cause of heavy disease burden and death in Vietnam; (2) Education programmes for community groups on policies and laws are insufficient, and there continue to be delays in implementation of these laws and policies; (3) Although there has been a great effort to increase program coverage it is still not adequate to address the current needs; **(4) Stigma and discrimination remain as a key barrier for HIV service uptake by key affected populations;** (5) The HIV/AIDS control programme relies heavily on donor funding and has not yet integrated into the health system and there is a lack of personnel, health facilities, equipment and laboratories; (6) Funding for HIV/AIDS prevention and

¹ Preliminary results of the HIV Estimates and Projection in Viet Nam 2013. EPP Technical Working Group, Ministry of Health, 2013.

² Annual Report of the HIV prevention and control program 2013 and plan for 2014. Ministry of Health, 2014.

control has been significantly reduced, including from both national budgets and donor funds.

More than twenty years after the first HIV case in Viet Nam was reported, PLHIV continue to face stigma and discrimination. While people who use drugs and sex workers are among those most vulnerable to HIV infection, drug use and sex work are both illegal, creating barriers to accessing vital services and serving to link HIV with 'social evils', increasing stigma and discrimination against PLHIV. The 2012-2013 reporting period³ continued to see incidents of children being denied entry to school; workers living with HIV removed from their positions; the stigmatization of MSM; and drug users being incarcerated in closed settings without access to proper treatment and care services. A lack of understanding of HIV and AIDS, prejudice relating to behaviours that are still widely socially unacceptable and a lack of knowledge of the rights of PLHIV are the main reasons behind these discriminatory practices. Among PLHIV, group of children affected by HIV/AIDS is the most vulnerable in facing stigma and discrimination.

As mentioned earlier, HCMC is the city where the HIV epidemic is most complicated and difficult to manage. According to the latest report of HCMC DOET regarding stigma and discrimination against children affected by HIV/AIDS in school, there is no case in which school refused children affected by HIV/AIDS, reported in 2009-2014 period.

However, the stigma and discrimination is more complicated than that. Article 2 of Decree 69 issued in 2011 defines 'stigmatization' against an HIV-infected person as an attitude of contempt or disrespect towards another person because of the awareness or suspicion that the person is infected with HIV or has a close relationship with an HIV-infected person or a suspected HIV-infected person. This Article also defines 'discrimination' against an HIV-infected person as an act of alienation, refusal, isolation, maltreatment, disgrace, prejudice or restriction of rights towards another person because of the awareness or suspicion that the person is infected with HIV or has a close relationship with an HIV-infected or suspected HIV-infected person.

Furthermore, evidence on stigma and discrimination against PLHIV and children affected by HIV/AIDS remains limited, especially in HCMC. In order to reduce stigma and discrimination against children affected by HIV/AIDS, it is necessary to collect and analyze data and situation related to stigma and discrimination against children affected by HIV/AIDS. As such, attitudes and consequently stigma and discrimination faced by children affected by HIV/AIDS, the causes for it, especially underlying and root causes need to be analyzed. Specifically, stigma and discrimination against children affected by HIV/AIDS need to be examined in school as well as in communities and for out-of school children. The stigma and discrimination against children affected by HIV/AIDS cannot be addressed comprehensively, if we only target to school without linkages with the community where the affected children live. In addition, to ensure confidentiality of children affected by HIV/AIDS and their parents, the research needs to involve People living with HIV/AIDS organized through existing organizations in HCMC.

As a result of the orientation workshop on C4D conducted by UNICEF to HCMC DOET since May, 2012 coupled with the cross-sectoral C4D orientation workshop also in HCMC in March, 2013, HCMC DOET has then taken the lead to prepare a draft C4D plan, identifying key communication initiatives using creative communication approaches for all children to value diversity and social inclusion. The plan was prepared in consultation with representatives of City level departments such as Center for Health Education under the Department of Health, Department of Labour Invalids and Social Affairs, City's AIDS Committee and with the engagement of people living with HIV.

However, in order to improve the quality of the existing C4D plan prior to implementation, additional data is required to plan appropriate communication, outreach and advocacy interventions. Given the sensitive nature of the topic, a qualitative research that investigates stigma and discrimination against children affected by HIV/AIDS in HCMC is recommended. The research seeks to answer the following questions:

1. How children affected by HIV/AIDS live with their HIV/AIDS situation? What forms of stigma and discrimination do they face?

³ Viet Nam AIDS Response Progress Report 2014, National Committee for AIDS, Dugs, and Prostitution Prevention and Control.

2. What are the main issues/problems that children affected by HIV/AIDS and their care-givers face in terms of access to services and/or psychosocial needs (friends, community acceptance/rejection, etc), and what are their expectations? What barriers they face and support they receive in their day-to-day lives to deal with stigma and discrimination?
3. What are the prevailing social perceptions/social norms/cultural practices toward HIV/AIDS affected children and their families/caregivers by non-affected children and adults in their school/community?
4. What role do teacher and other respected community members play in alleviating stigma and related discrimination faced by HIV/AIDS affected children and their families? What strategies and tools are used to overcome stigma and discrimination and what additional support may be needed, given the evolving nature of the HIV epidemic in Viet Nam?

The research findings and the recommendation are expected to help in the development of a comprehensive Communication for Development (C4D) Plan to reduce stigma and discrimination against children affected by HIV/AIDS in and out of school, in HCMC and potentially in other areas of the country.

The research is embedded under 2015-2016MYWP of Ho Chi Minh City Child Friendly Project, Education Programme Output, Activity #11.

Objectives

Specific objectives:

- Systematic desk review of current (and from the past five years) evidence on socio-cultural practices and behaviours related to stigma and discrimination against children affected by HIV/AIDS. The literature review is expected to explore local, country data related to stigma and discrimination against children affected by HIV/AIDS.
- To explore the barriers if any that children affected by HIV/AIDS face in attending school and school related activities including sports and extra-curricular activities.
- To explore the existing communication and psycho-social care and support interventions including counselling for affected children, their families and in the community that are in place to reduce discriminatory practices.
- To explore the expectations and recommendations by children affected by HIV/AIDS, teachers, parents and children that are not affected by HIV/AIDS to promote inclusion of all children in school and in the community.
- To recommend C4D Plan, including community-based model for the reduction of stigma and discrimination against children affected by HIV/AIDS in school in HCMC. The recommendation of C4D Plan will put a particular emphasis on indicators for measurement of effectiveness and roles of the key partners/stakeholders in implementation and monitoring the activities under this plan.

Methodology & Expected Deliverables

The methodology and approach applied in this formative research will be a combination of desk review and qualitative approach.

The consultancy team is expected to propose a research plan which includes detailed information on the research design including sampling strategy, school/district selection, and a set of data collection tools (qualitative and participatory tools). The design should include how the data will be analysed and findings reported. The research should be conducted with the view to inform the C4D plan to address stigma and discrimination against children affected by HIV/AIDS in schools and communities in HCMC.

The research needs to involve the organizations/groups who are directly working on HIV/AIDS related issues, especially the People living with HIV/AIDS group in HCMC. The People living with HIV/AIDS groups may help in identifying participation and to collect data from children affected by HIV/AIDS and their families respecting confidentiality. All ethical procedures to conduct research with children and other school and community members, should be followed as per procedures in Viet Nam. The research institution is responsible for obtaining the ethical review with support from DOET.

Proposed consultants are expected to a research design that outlines at the minimum – conceptual approach for the research, sampling and data collection methodology and analysis and findings with

recommendations for the C4D plan. Data would be collected in at least 3 schools (primary, secondary and high schools) in each of the 5 districts in HCMC (3 central districts and 2 outskirts). Sampling for all phases of the methodology will need to be agreed between DOET, UNICEF and the consultant team. The following steps could guide the development of the research design.

Special consideration required to conduct the research

Given the sensitivity of the topic, it is recommended that a highly skilled research team be employed that has expertise in working on topics such as children with HIV/AIDS or children with severe disabilities or trafficked children, have knowledge and skills to probe psycho-social dimensions of dealing with discrimination and ability to work with children as active members of the research process.

Since the number of HIV positive children is relatively low (there are about 4,000 children living with HIV in Viet Nam), and a slightly larger number of children are living in a household where one or both parents are HIV-positive usually due to drug use or sex work, given the pattern of HIV transmission in Viet Nam, the research team will need to be proactive in identifying the right sample for the research.

The sample includes 3 main groups:

- Children affected by HIV/AIDS and their parents/care-takers.
- Non-affected children, their parents/care-takers and other relevant community people.
- School managers and teachers as well as local authorities/community leaders

Suggested critical areas to explore in the research*. The research design and the subsequent plan should build upon these questions, this is not an exhaustive list. The literature review should be used to develop areas to explore during the data collection phase.

No.	Participants	Areas to explore
1	Children	
	Children affected by HIV/AIDS⁴ <i>(Primary and Secondary school going age)</i>	<ul style="list-style-type: none"> - How children live with their HIV/AIDS situation? What are their main problems, in their daily life? What are their needs? What attitudes/practices do they perceive as stigma & discrimination, by whom and why? - What barriers have that they faced, being suffered in attending regular school and school related activities (either from themselves or others)? - Expectations and recommendations by themselves to promote inclusion of all children in school and in the community
	Non-affected children <i>(Primary and Secondary school going age)</i>	<ul style="list-style-type: none"> - How they interact with children affected by HIV/AIDS? - What they understand about stigma & discrimination? What attitudes/practices they consider as stigma & discrimination and why? - What makes children affected by HIV/AIDS different and Why? - Expectations, recommendations by themselves and how they can do to promote inclusion of all children in school and in the community
2	Parents	
	People living with HIV/AIDS <i>(Who have children are Pre-Primary, Primary and Secondary school going age)</i>	<ul style="list-style-type: none"> - What attitudes/practices stigmatize and discriminate their children, by whom and why? And consequences of those attitudes/practices to their children? - What barriers prevent their children attending regular school and school related activities and by whom? - Existing communication and psycho-social care and support interventions including counselling activities for affected children, their families and in the community that are in place to reduce discriminatory practices - Expectations and recommendations by themselves to promote inclusion of all children in school and in the community
	Other parents (non-affected) <i>(Who have children are Pre-Primary, Primary and Secondary school going age)</i>	<ul style="list-style-type: none"> - Perception/ social norms/culture practices of the community towards the children affected by HIV/AIDS and their families: (1) Familiarity with the problems met by children affected by HIV/AIDS and families (focus on inclusive education); (2) understanding of expectations and issues; (3) efforts to facilitate integration in the community; (4) support they are ready to give to the children affected by HIV/AIDS families; (5) how they see the activities of GOV and NGOs, schools - What attitudes/practices they consider as stigma & discrimination and why? - Expectations, recommendations by themselves and how they can do to promote inclusion of all children in school and in the community
3	Teachers	
		<ul style="list-style-type: none"> - Have they observed, met any case of HIV/AIDS stigma & discrimination against children affected by HIV/AIDS? What did they do and why? - What attitudes/practices they consider as stigma & discrimination and why? - Expectations, recommendations by themselves and how they can do to promote inclusion of all children in school and in the community
4	Local Authorities	
		<ul style="list-style-type: none"> - What do they understand about stigma & discrimination? - What support they are ready to give to the children affected by HIV/AIDS families? What will they do to promote inclusion of all children in school and in the community? - Expectations, recommendations to promote inclusion of all children in school and in the community

⁴ Pre-primary school going age children are not the target of research. However, the research will be carried out with their parents.

(*) It's recommended not to focus on other service providers beyond teachers like social workers, health workers, etc., as this research focuses mainly on demand side aspects of inclusive education for children affected by HIV/AIDS.

Scope:

- The research will be conducted in at least 5 districts that have a high HIV/AIDS burden, including central districts and outskirts (e.g. District 1, 11).
- At least 03 schools per district will be selected: 01 Pre-primary, 01 Primary school, 01 Secondary. Research's participants (interviewees): children (including children affected by HIV/AIDS), their families, community, teachers, school staff, other services providers, local authorities.
- Desk review will be carried at different levels: City, District, DOET, BOET, School, and from organizations/NGOs/CSOs/community-based networks.

Timeframe:

No	Task	Deliverable	Time Frame (no of days)	Tentative Dates
1	Finalize the research plan including detailed methodology and tools (including pre-test research's tools), list of relevant stakeholders, Identification of core group of children affected by HIV/AIDS are of primary/ secondary school going age and are attending a regular school or are in a special care centre, and get UNICEF's and HCMC DOET agreement. The research plan includes the involvement of the People living with HIV/AIDS group in HCMC.	Inception report agreed that outlines the overall design for undertaking the research and plan for finalizing the report. The orientation is given for the People living with HIV/AIDS group in HCMC, who will participate into the research. (Deliverable 1)	5 working days	May 2015
2	Carry out desk review and analyze the existing information and documents. Prepare the list of sample based on core group of children affected by HIV/AIDS, and list of other interviewees.	Secondary data and information collected and analyzed to inform data collection. Based on the analysis prepare a work plan to carry out field work for data collection. Desk review report. (Deliverable 2)	9 working days	May-Jun., 2015
3	Collect primary data in schools and communities, including the data collection done by People living with HIV/AIDS group in HCMC.	Primary data collected and analyzed	20 working days	Jun., 2015
	Data analysis and produce draft report in English and Vietnamese		5 working days	Jun., 2015
4	Consult with HCMC DOET, schools representatives and other stakeholders on the findings (consultation workshop)	Draft report produced in both Vietnamese and English	2 working days (including workshop's preparation)	Jul., 2015
5	Finalize the report and supporting documents (abstract, executive summary, power-point presentation, etc.)	Comments on draft report and more information obtained	3 working days	Jul., 2015
6	Present key findings for DOET, UNICEF, selected national and sub-national counterparts.	Workshop in HCMC with central and local participants (Deliverable 3) - Final report available in Vietnamese and English including recommendations (maximum of 50 pages in both languages, plus	1 working day	Aug., 2015

No	Task	Deliverable	Time Frame (no of days)	Tentative Dates
		annexes and Executive Summary) - Abstract developed - Presentation of up to 30 slides with key findings of the research - All primary data collected should be made available to UNICEF		
	TOTAL		45 working days	

Estimated budget*

The budget should be allocated as below:

Item	US Dollar
Lumpsum consultancy fees	
Misc expenses (photocopy, organizing FGDs & IDIs, fee for local facilitators and collaborators, etc.)	
TOTAL	

Payments shall be settled upon acceptance of each deliverable planned in the Timeframe.

Reporting

The assignment will be undertaken under the supervision of the Head of C4D unit, UNICEF Viet Nam, in close cooperation with the Chief of Education Section. The team of consultants will work extensively with UNICEF Viet Nam (C4D and Education programme staff) and HCMC government counterparts: DOET, DOLISA, HIV/AIDS Prevention and Control Committee; and with the People living with HIV/AIDS group in HCMC.

Performance indicators for evaluation

Timeliness, services rendered. Frequency of evaluation weekly, midterm, end of assignment.

Qualification/Specialized Knowledge and Experience

UNICEF is looking for a reputed institution engaged in social sciences research that has a proven track record of conducting formative research as well as in-house expertise to conduct qualitative research focusing on socio-cultural, behavioural and communication themes.

General requirements for the Institution

- A Vietnamese based institution (HCMC based institution is recommended), company, university, centre or foundation with an outstanding reputation to conduct social sciences and communication research,
- High organizational capability (size of organization, strength of the project team, proven track record),
- Team leader should have at least 12 years of experience in conducting social sciences research and the team members with at least 6 years of experience in research,
- Experienced in conducting communication research in the development sector, especially in HIV/AIDS related issues and public health sector using social research tools,
- Extensive experience in working with multi-stakeholders: governments, UN/ multilateral/bilateral institutions and local authorities / people, people living with HIV/AIDS. Experience in participatory approach is an asset. Facilitation skills and ability to manage diversity of views in different cultural contexts,
- Experienced in working with UNICEF or other UN agencies and government counterparts is an advantage,
- Excellent written and spoken English and Vietnamese proficiency within the team,
- Quality assurance procedures in place

To apply

Interested institutions, foundations or research centres are requested to submit a 5-7 page proposal outlining the proposed research ideas, describing the comparative advantage of the institution to undertake the formative research assignment, and the samples (report) of past relevant works. Other documents would need to supplement the proposal as per UNICEF's procurement policy for institutional services.

General Conditions: Procedures and Logistics

The following general conditions shall apply. The consultant shall (please edit as applicable)

- Work station: HCMC
- Applicable consultant's fees
- Official travel within the country: HCMC
- Be paid on a daily rate. Consultants are not entitled to any payments during days off and sick leave.
- Have his/her flight costs paid at economy rate from and back to their normal city/country of residence prior to taking up the appointment.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 22 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 some 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 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.

**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