

Terms of Reference

Institutional consultancy to organize an online contest on playground design with children and adolescents aged 10-18 years old in Da Nang City, Viet Nam

Summary

Title	Institutional consultancy to organize an online contest on playground design with children and adolescents aged 10-18 years old in Da Nang City, Viet Nam
Purpose	To create better and safer playgrounds for children and adolescents in Da Nang and ensure children participation in the city development process.
Location	Da Nang City, Viet Nam
Duration	February-March 2022
Start Date	20 February 2022
Reporting to	Social Policy Officer, Social Policy and Governance Programme, UNICEF Viet Nam
WBS/PBA	SC200670-Botnar fund
Funding Expiry Date	5200/A0/05/881/001/014
Project and activity codes	Child friendly City Initiative in Da Nang, MOLISA

Background

As a dynamic and modern city located in the central region, Da Nang is referred to as “the most livable city” of Viet Nam. With roughly one million residents, Da Nang is a vibrant industrial, commercial, financial, education, technological and tourist hub. Da Nang’s Gross Regional Domestic Product (GRDP) growth remained over 7 per cent between 2016 and 2018, higher than the national average.

With the strong leadership and commitment from the city leaders, and support from UNICEF, Da Nang is on the path to become Viet Nam’s second Child Friendly City, along with Ho Chi Minh City. In 2021, Da Nang approved the City’s Programme of Action on Children (CPAC) for the period 2021-2030. The Programme aims at creating a safe, healthy, and friendly living environment; ensuring children’s rights; and implementing the Child-Friendly City Initiative as per international standards. Specifically, one of the objectives in Da Nang’s CPAC 2021-2030 is to ensure that every child is entitled to participate in child-related matters appropriate to their age and capacity. In addition, each child’s opinions, needs, and priorities are heard and considered in all child-related policies and decisions of the city’s authorities at all levels.

The Healthy City for Adolescents Project has been initiated and conducted in Da Nang since October 2020. The overall goal of the project is to support the development and evolution of Da Nang city into a healthy, dynamic and child-, adolescent- and youth-friendly city to ensure well-being and participation of adolescents and young people through strategic partnerships, capacity building and the integrated use of technology for innovation. The project is aimed to improve the health and well-being of adolescents aged 10 to 18 through strategic partnership, skill development, active participation and use of technology. Furthermore, the project has a special emphasis on overall health and well-being of adolescents including

nutrition, mental health, and social determinants of health including protection from violence and abuse and safety, discrimination and climate change and environmental degradation.

Justification

Having access to more green and clean space as well as having the opportunity to enjoy more open door activities can significantly benefit children's physical, mental and social development, especially in the context of COVID-19 pandemic. In recent consultations, children and adolescents in Da Nang have expressed their wish to have more public spaces and playgrounds in the City. They also expect that their ideas and opinions of child friendly playgrounds be taken into consideration when designing playgrounds.

Providing children and adolescents with the opportunity and platform where they can raise voice and share their ideas on the design of the playgrounds is crucial. Furthermore, this is one of Healthy Cities for Adolescents Project's objectives namely promoting the participation of adolescents, such as through the playground design contest dedicated to children and adolescents aged 10-18 years old.

This assignment requires someone with relevant experience in the field of organizing event and contest with children and adolescent participation, innovation and technology, partnership especially in working with diverse stakeholders including the local government, adolescents, NGOs, private sector, and academia.

Purpose and objective

The main objective of the service is to organize a virtual playground designing contest for children and adolescents aged between 10–18 years old in Da Nang, Viet Nam.

Scope, methodology and technical approach

This assignment is expected to be conducted in Da Nang. The contractor will be responsible for coordinating and organizing a virtual playground designing contest for children and adolescents aged between 10 – 18 years old in Da Nang.

Specific tasks

- Develop a detailed work plan for organizing the contest on designing playgrounds featuring the green and clean aspect as well as promoting the use of recycled materials including the communication plan to disseminate information of the event on relevant channels.
- Coordinate with related stakeholders to provide technical and logistical support to conduct a 2-round contest, including application and presentation rounds.
- Document the event and proceedings through an event report and a video for knowledge management.
- Conduct post event online survey to consolidate feedbacks from those children and adolescents who participated, drawing the lessons learnt and how it can be scaled up.

Expected deliverables

Duration: The timeframe for this consultancy is 32 days, between: 20 February to 30 March 2022.

Task summary	Deliverables	Time frames (No. of days)
Develop a detailed work plan for organizing the contest including the communication plan to disseminate	– Concept Note of the contest (including topic and organization methodology) based on consultation with UNICEF.	5 days

information of the event on relevant channels	<ul style="list-style-type: none"> – Detailed workplan for the organization of the workshop. – Infographic designs of the contest. – Development of online application template for participants to register 	
Coordinate with related stakeholders to provide technical and logistical support to conduct a 2-round contest, including application and presentation rounds.	<ul style="list-style-type: none"> – Agenda – Collection of online applications in the first round. – List of short-listed candidates to the presentation round. 	18 days
Document the event and proceedings through an event report and a video for knowledge management.	<ul style="list-style-type: none"> – A recap video for knowledge management. – Final report (including organization process, results of the contest, evaluation and proposal for further development. 	7 days
Conduct post event online survey to consolidate feedbacks from those children and adolescents who participated, drawing the lessons learnt and how it can be scaled up.	<ul style="list-style-type: none"> – Result survey report (2-3 pages). 	2 days

Management

The assignment will be undertaken under the supervision of the Social Policy Officer, Social Policy and Governance Section, at UNICEF Viet Nam. Additional guidance and technical inputs will be provided by other UNICEF programme sections.

Payment Schedule

Payment for the assignment will be made based on accomplishment and performance evaluation of the key tasks.

The payment will be made into 2 tranches:

- **1st payment:** 30% of contract upon submission of detailed work plan for organizing the designing contest by 28 February 2022; and
- **2nd payment:** 70% of contract upon completion of the contest, submission of event report and video by 20 March 2022.

Performance indicators for evaluation

- Quality of deliverables meet UNICEF’s expectation and specifications outlined in the contract.
- Deliverables are submitted in a timely manner as indicated in the contract.
- Technical assistance delivered in a contextualized and tactful manner, drawing on the inputs from the partners.

- Performance evaluation will be completed at the end of the assignment.

Qualifications

Key competencies, technical background and experience required in the team:

- Bachelor's degree, ideally in landscape architecture, education, information and technology, management and communication. Masters preferred but not essential.
- Over three years (required)/five years (preferable) of continuous recognized experience in the fields of organizing events and contests for children and adolescents.
- Good digital technology skills and bring evidence of success in working with social media, applying technology and digital initiatives for enhancing the participation of adolescent and young people.
- Have a good understanding of Da Nang's socio-economic and partnership context.
- Strong planning/organizing skills
- Professional command of English and Vietnamese.

Assessment criteria

For evaluation and selection method, the Cumulative Analysis Method (weighted combined score method) shall be used for this recruitment:

a) Technical Qualifications (max. 100 points) weight 70 %

- Qualifications and Experience (20 points)
- Knowledge and Skills (35 points)
- Competencies (35 points)
- Languages (10 points)

b) Financial Proposal (max. 100 points) weights 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidates obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

Submission of applications

Interested candidates are kindly requested to submit the following documents in pdf. format (**Technical and Financial Proposals must be separated and duly signed, stamped by the company**) to Ms. Nguyen Thi Trang at ntrrang@unicef.org.

1. Letter of interest and confirmation of availability;
2. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (Preferably less than 3 pages);
3. Examples of previous and relevant works;
4. Financial proposal (**quoted in Viet Nam Dong, all taxes excluded**);
5. Individual/ Company profile.

The closing date of application: 18th February 2022.