

## TERM OF REFERENCE

**Title of Assignment: Review and advocacy on child friendly, gender responsive and resilient socio-economic plan in Da Nang, Viet Nam.**

**Name of Section Submitting: Social Policy and Governance Section**

### Summary

<b>Title</b>	Institutional Consultancy (Review and advocacy on child friendly, gender-responsive and resilient socio-economic development plan in Da Nang)
<b>Purpose</b>	To conduct desk review and advocate on the Da Nang City's Socio-Economic Development Plan period 2021 – 2025 and propose additional targets and indicators.
<b>Location</b>	Da Nang, Viet Nam
<b>Duration</b>	22 <sup>nd</sup> April – 5 <sup>th</sup> June 2024 (15 days)
<b>Start Date</b>	April 22 <sup>nd</sup> , 2024
<b>Reporting to</b>	Social Policy & Governance Specialist
<b>Type of consultancy</b>	Institutional Consultancy
<b>WBS/PBA Expiry Date</b>	Grant: SC230085 expired 15 Feb 2026 WBS: 5200/A0/06/884/003/003 GL: 7090910
<b>Project and activity codes</b>	Act 1.1.1 Child friendly City Project in Da Nang

### 1. Background and Justification

The 2021 – 2025 socio-economic development plan (SEDP) was developed and approved by the People's Committee of Da Nang City in 2020, in the context of complex and unpredictable developments globally such as strategic competition, world economic growth was slower than the previous period, the fourth industrial revolution had a strong and widespread impact on all aspects, non-traditional security challenges, the epidemic was complicated, etc. Domestically, the country's position and strength after more than 30 years of doi moi have become much stronger in both scale and competitiveness; stable political-social and macro-economic situation; the confidence of the private sector and people was increasing, etc. Some child-related and environmental indicators were integrated into the Da Nang SEDP 2021 – 2025, demonstrating the city's commitment to realising the rights of children and foster their optimal development.

However, Da Nang still faces development challenges. Disparities between Da Nang's urban and rural areas are widening. According to the report by the Da Nang Department of Labour, Invalids and Social Affairs (DOLISA), the highest rates of children living in poor households in Da Nang are found in urban districts of Son Tra, Ngu Hanh Son and Lien Chieu<sup>1</sup>, which have a high migrant household population. Da Nang's rapid urbanization is putting pressure on public infrastructure, services and spaces, threatening the environment, children's safety and their access to essential social services. Climate change, natural disasters, environmental pollution and disease outbreaks have all had an adverse effect on children and adolescents.

UNICEF has been supporting the Da Nang City through the Child Friendly City Project for the period of 2023-2026. The project aims to develop Da Nang a city where children and adolescents have equitable

<sup>1</sup> Statistics Office, Da Nang City (2019). Da Nang's Household Living Standards surveys in 2014, 2016, 2018.

access to quality and essential social services, live in a safe, clean and healthy environment, and have their voices, needs and priorities heard and taken into account in local planning and budgeting. With strong leadership and commitment from the city leaders, and support from UNICEF, Da Nang is on track to become a Child-Friendly City in the country.

## 2. Purpose and Objectives

In order to advocate the Child-friendly, Gender-responsive and resilient Socio-economic Development Plan, a qualified consultancy institution is expected to review the Da Nang's Socio-Economic Development Plan for period 2021 – 2025 and its action plan, with the focus on children, gender and environmental indicators and targets. This assignment attempts to review and evaluate the progress of those indicators in the five-year SEDP 2021 – 2025 of Da Nang cities, providing specific recommendations for better implementation of child-related, gender-related and climate and disaster indicators in the SEDP for the coming year (2025) and proposing additional targets and indicators related to children, gender and resilience for the SEDP period 2026 – 2030.

Specific objectives include:

- a) Review and evaluate progress of targets indicated in the Da Nang SEDP for period 2021-2025, focusing on child-related, gender responsive and resilience indicators.
- b) Advocate child-related, gender and resilience targets and indicators for the SEDP period 2026-2030;
- c) Collect feedback on the review and advocacy report through a validation workshop with relevant stakeholders.

## 3. Scope, methodology and technical approach

The consultancy institution will implement the following tasks:

- a) Prepare an inception report including methodology for performing tasks, research documents, and detailed workplan, list of stakeholders needed to consult with, draft reporting framework to submit to DOLISA and UNICEF;
- b) Review relevant documents, including but not limited to National SEDP (2021-2025), Resolution No. 330/NQ-HDND of Da Nang People's Council approving the Socio-Economic Plan for the period 2021-2025, the Action Plan of Da Nang People's Committee to implement the SEDP (Decision No. 346/QD-UBND), City Plan of Action on Children (2021-2030) and annually sectoral reports with an emphasis on social and environmental pillars and good practices from other provinces that incorporated more child related indicators into provincial SEDP (Ninh Thuan province for example). This desk review should also include updated international perspectives and frameworks related to resilience building to respond to shock, for example, the World Bank's Publication titled "Crisis Response and Resilience to Systemic Shocks".
- c) Collect additional data and information (if needed), in collaboration with Da Nang DOLISA.
- d) Develop a draft review and advocacy report with the below structure:
  - Progress of targets indicated in the Da Nang's annual SEDP during 2021-2024, focusing on child-related, gender and resilience indicators;
  - Specific recommendations for better implementation of child-related, gender and resilience indicators in the SEDP for the coming year (2025);
  - Proposed additional targets and indicators related to children, gender and resilience building for the SEDP period 2026 – 2030 and improved linkage between SEDP and City Plan of Action on Children
- e) Validation workshop with relevant stakeholders in Da Nang city:
  - Collaborate with Da Nang DOLISA to organize a validation workshop in Da Nang city with stakeholders, including preparation of an agenda, presentation of key findings from the review report, and discussion points, arrangement of logistics for the workshop organization, and summarizing feedback at the workshop.

g) Finalize the review and advocacy report (in both English and Vietnamese).

#### 4. Specific tasks and deliverables

Task summary	Deliverables	Time Frame (no of days) Tentative Dates
1. Prepare an inception report including methodology for performing tasks, research documents, and detailed workplan, list of stakeholders needed to consult with, draft reporting framework.	Inception report (approved by UNICEF)	2
2. Desk review relevant documents	Report, synthetic the results of document review, pointing out gaps for the next step of data and information collection.	3
3. Develop a draft report	A draft report using template which is approved by UNICEF	5
4. Validation workshop with relevant stakeholders in Da Nang city	Validation workshop report summarizes feedback of the participants.	2
5. Finalize the report in English and Vietnamese (including: full report no more than 20 pages and summary report of 3-4 pages)	Finalized report approved by Da Nang DOLISA and UNICEF	3
<b>Total number of days</b>		<b>15</b>

#### 5. Management

The institutional consultant will be supervised by the UNICEF Viet Nam’s Social Policy and Governance Specialist who is responsible for providing overall technical guidance and approving intermediate and final products. The concerned Officers will be responsible to liaise with the institutional consultant, facilitate the communications between the consultant and stakeholders, providing technical input and day-to-day support.

#### 6. Payment Schedule

Payment for the consultancy will be in 2 installments:

- The 1st payment is made upon submission and approval of inception report, desk review report and draft report (Deliverables 1; 2 and 3) (50%).
- The final payment is made upon the submission and approval of the final deliverables (validation workshop report and final report) (50%).

#### 7. Performance indicators for evaluation

1. Quality of deliverables meet the standards set by UNICEF and specifications outlines in the contract.
2. Deliverables are submitted in a timely manner as indicated in the contract.
3. Technical assistance delivered in a contextualized and tacful manner, drawing on the inputs from the partners.

#### 8. Qualification

An institution that is able to deploy a team comprised of at least one lead consultant and team members with the following qualifications:

##### Requirements for researchers

- Advanced degree in public (social) policy, development studies, economics, statistics and another relevant field.
- Over 10 years of experience in undertaking policy analysis using both secondary and primary data from different sources.
- In-depth knowledge on socio-economic development planning and policy advocacy.
- Knowledge of Da Nang's socio-economic context would be an asset.
- Good listening skills as well as reporting writing and communication skills.
- Excellent teamwork skills.

## 9. Structure of the Technical Proposal

Interested institutions are required to submit a detailed technical proposal including the following:

1. Credentials document outlining the expertise of the company, detailing general and specific experience with similar clients and assignments, including the samples (e.g., reports, materials, products) of past relevant works.
2. Details of the proposed team for the assignment including the following information:
  - Title/Designation of each team member on the project
  - Past experience in working on similar project and assignments – List similar projects they worked on and their roles on the project.
  - The team needs to include different members who have background and working experience in the following key fields: economic analysis, public health research/study or social studies, etc.
3. Provide a brief summary of the approach which the agency would take to meet the specific objectives and deliverables outlined above.
  - *Submissions must be made in English.*
  - *No price information should be contained in the technical proposal.*
  - *Any submissions made outside of the allotted time frame or without adequate information will be automatically disqualified.*

## 10. Evaluation process and methods

Weighted ratio between the technical and the price criteria: (80:20)

Such the proposed programme is new and not available in Viet Nam. Given the newness, complexity, and strong requirement of innovative and creativity of the assignment, the ratio between the technical and the financial proposal for this task is 80:20 respectively. Only those proposals that score 70% of technical points on the technical proposal will be shortlisted.

Each technical proposal will be assessed first on its technical merits and subsequently on its price. A maximum of 80 points is allocated to the technical component and 20 points for the price component, with a maximum possible total score of 100 points.

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract. UNICEF will set up an evaluation panel composed of technical UNICEF staff.

In making the final decision, UNICEF considers both technical and financial aspects. The evaluation panel first reviews the technical aspect of the offer, followed by the review of the financial offer of the technically compliant vendors.

The proposals will be evaluated against the following two elements:

a) Technical Proposal

Criteria		Points
<b>1</b>	<b>Company Information</b>	5
1.1	Legal Structure (Registration and taxes)	
1.2	Years of expertise and experience	
1.4	Financial capacities (Statement on consolidated sales and revenue in the past 5 years)	
<b>2</b>	<b>Technical Expertise</b>	30
2.1	Relevance of the approach to meet the specific objectives and reach the specific target audience	
2.2	Present/prior similar experience working with high profile customers (name of clients and project engagements)	
2.3	Technical services	
<b>3</b>	<b>Personnel</b>	30
3.1	Management position and technical competences (CV)	
3.2	Number of key staff assigned to the project management	
<b>4</b>	<b>Innovative and Creative portfolio</b>	15
4.1	Samples of innovative and flexible research methodologies	
4.2	Samples with demonstrated experience in social and economic research, studies, and analysis	
<b>Total</b>		<b>80</b>

b) Financial Proposal

The Financial Proposal should be broken down for each component of the proposed work. Please make sure to have separate line items in price proposal for the following:

- Strategy and planning
- Creative Conception and Execution
- Field visit, consultation - data collection
- Designing and development process and options
- Consultation and finalization of the products

Mandatories

- All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.
- Financial Proposals must be submitted separately to Technical Proposals
- The total amount of points allocated for the price component is 20. (The maximum number of points will be allotted to the lowest price proposal of the technically qualified proposals).
- UNICEF will award the contract to the vendor whose response is of high quality and meets the specific objectives.