

## TERMS OF REFERENCE

### Develop a practical guidelines on Gender Equality sensitivity, Disability and Social Inclusion (GEDSI) in child case management.

#### Project code VN03 - 043: An Effective Child Protection System

## 1. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 child-focused development and humanitarian organisations reaching nearly 36 million children and their family members in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables children and young people in vulnerable situations, to assert and realise their rights.

Projects are mainly implemented in the northern Provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable and marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that provide support to both formal and informal systems at national and provincial levels.

ChildFund Vietnam's projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

## 2. BACKGROUND

The project "An Effective Child Protection System" with the code VN03 - 043 is being carried out in 32 communes across five districts: Quang Hoa, Thach An in Cao Bang province, Ngan Son in Bac Kan province, and Tan Lac in Hoa Binh province. All three provinces in northern Vietnam<sup>1</sup> are among the poorest in the country, with Cao Bang being on the border with China. These 32 communes have a total population of 102,535 people, with 26,372 children (12,342 girls) and 29,099 parents (14,520 mothers), with almost 95% being ethnic minorities such as Muong, Tay, Nung, Dao, H'Mong, and others.

The project will target the most vulnerable children, as defined in Article 10 of the Children's Law 2016, including 14 groups of children with special circumstances. According to the theory of change framework for project development, some key issues that the project must address include:

- A lack of provincial support services in case management.
- Child protection in schools and health centers in particular, as well as the community-based child protection mechanism in general, is limited in capacity and coordination mechanisms.
- Risk awareness and the participation of adults and children in the community-based child protection mechanism are restricted and should be improved.
- More policy campaigning is required to persuade local governments to invest more in child protection and to organize greater participation from families and children.

**The project aim** is to strengthen the formal child protection system and community-based mechanisms, a focus on the most vulnerable boys and girls. The project aims for three main results:

**Outcome 1:** Formal child protection system in the project districts is strengthened through the improvement of provincial level support.

**Outcome 2:** Community-based Child Protection mechanism is functioned well with the engagement of parents/caregivers and related stakeholders

**Outcome 3:** Girls and boys have increased knowledge and skills for self-protection and know how to seek help.

To improve the project's effectiveness and support for the formal system, as well as to provide information on the reporting and child protection mechanism for children and parents/caregivers, the project will design a set of guidance materials on Gender Equality sensitivity, Disability and Social Inclusion (GEDSI) in child protection and case management for members of the commune standing group, child protection focal points in schools, and child protection workers.

### 3. OBJECTIVES OF SERVICE

Developing practical guidance materials on integrating GEDSI into the case management steps of Government Decree No. <sup>1</sup>56/2017/NĐ-CP

### 4. METHODOLOGY, TOOLS AND TASKS

4.1. Gather information, research existing documents of ChildFund Vietnam, and other sources.

- Child protection and case management overview materials developed by ChildFund, Hagar, and some universities in projects VN03- 037 and VN03- 041
- Child sexual abuse prevention communication materials
- Study of the Children's Law of 2016 and Government Decree No. 56/2017/N-CP
- Technical documents for the standing group of child protection at the commune level on child protection, case management of children with special circumstances (particularly children with disabilities), and children who are potentially fell into special circumstances
- Reports on projects dealing with cross-cutting issues such as gender sensitivity and disability inclusion
- Create a document outline with consultation of ChildFund.

4.2. Developing the materials

Develop the materials based on the developed outline and with ChildFund's input.

4.3. Consultation and get feedback from relevant stakeholders

After finishing the first draft, the consultant will send it to ChildFund and stakeholders to get feedbacks and inputs. The consultant must participate directly in the document consultation meeting and record the feedbacks of specialists then discuss with ChildFund to adjust

4.4. Finish and distribute the product

After the consultant and ChildFund reach an agreement on the opinions of stakeholders, the consultant will be responsible for finishing and submitting the final product to ChildFund.

4.5. Cooperating parties

- Local project partners: Tan Lac district of Hoa Binh province, Ngan Son and Na Ri districts of Bac Kan province, and the Quang Ha and Thach An districts of Cao Bang province (online discussion).
- Officers of Social Work Center of the Hoa Binh province (online exchange)
- Case management experts of Hagar (online exchange)

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<sup>1</sup> <https://bit.ly/2UBWzpf>

ChildFund Australia Representative Office in Vietnam

- ChildFund Vietnam's child protection team and relevant specialists
- ChildFund Vietnam's COM team

#### 4.6. Publication

After the document's content is completed, it will be designed and published as a book under the copyright of ChildFund Vietnam. The document will be kept in two languages: Vietnamese and English.

The document will also be transformed into an electronic book (e-book) for widespread distribution and use in research and online learning.

### 5. SCOPE OF WORK

**Location:** Hanoi

**Time Frame:**

It is expected that the work will be carried out in January 2024

The number of working days for this mission will be discussed and agreed upon by both sides.

Time	Outputs and activities
24/01/2024	Consultant researches document, consults with ChildFund, and then completes the outline with comments from ChildFund Vietnam.
30/01– 10/03/2024	Develop documents based on the outline and evidence after consulting with stakeholders such as members of the commune standing group.
15/03/2024	Meeting to present documents and discuss with specialists and coordinating parties
20/03/2024	Complete the document content, hand it over, and terminate the contract

#### Deliverables (Major outputs/ results)

##### Major responsibilities

01 Practical guide booklet on Gender **Equality sensitivity, Disability and Social Inclusion (GEDSI) in child case management**. The guide booklet should be A5 in size and no more than 30 pages.

##### Supervision/management of the assignment

The Consultant will report to Senior Provincial Manager, Online Safety Specialist, CP specialists and Project Coordinator. All reports must be written in Vietnamese and provided in an electronic format (Microsoft Word).

##### Confidentiality:

All discussions and documents relating to this TOR will be treated as confidential by the parties.

##### Child Safeguarding:

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children's personal information, a Criminal Background Check must also be carried out.

##### Counter-Terrorism:

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

## 6. CONSULTATION RESOURCES

Candidates that are international consultants as well as Vietnamese consultants are both eligible to apply.

## 7. SELECTION CRITERIAS

- ✓ Relevant qualifications associated with [sector/expertise]
- ✓ Have experience working with, implementing, and designing a management model that is sensitive to gender equality, disability, and social inclusion/ barrier factors (GEDSI)
- ✓ Have appropriate knowledge in social work with children
- ✓ Have a thorough grasp of gender and disability inclusion
- ✓ Good analytical, synthesis, and document writing abilities.
- ✓ Knowledge and expertise of Vietnam's present social condition.
- ✓ Experience working with the community, knowledge of relevant government policies.

## 7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Send a short Expression of Interest (3-8 pages) including:

- ✓ Research methods and document development
- ✓ Chart allocation of days (note details above under 'Timeframe');
- ✓ Proposed total budget;

And attached the following documents:

- ✓ CV of consultant (or consultant team);
- ✓ Contact details of at least two referees;
- ✓ Two samples of previous evaluation reports that are relevant to this consultancy;

Interested applicants should submit their Expression of Interest and complete the online application form through this link: <http://childfund.org.vn/en/working-opportunities/vacancies>

No later than 5.00pm on January 16, 2024. Only short-listed applicants will be contacted.

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<sup>i</sup> MOLISA Decision #125/QD-LDTBXH, February 22, 2022, based on Vietnam's 2021 survey. Cao Bang is ranked third, Bac Kan is eighth, and Hoa Binh is eleventh.