

**TERMS OF REFERENCE**  
**Recruitment of External Consultant**  
**for ChildFund Vietnam's development plan, period 2025-2030**  
*(Amended)*

## 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 organisations which assists almost 32 million children and their families 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

ChildFund Vietnam's 2022 - 2025 strategy prioritizes promoting partnership, with a focus on strengthening the proactive role and ownership of local partners and communities throughout the entire cooperation project management cycle between two parties, from project design, implementation, monitoring and evaluation. This priority is also rooted in the findings of ChildFund's collaborative consultations with partners at all levels in 2021, aimed at shaping the organization's strategy in Vietnam. Through this consultation, ChildFund also identified new issues and priorities of communities and agencies for children and youth.

In addition to the organization's current focus areas of child protection, basic education (kindergarten and primary school), health, gender equality, disability and social inclusion (GEDSI), ChildFund will expand activities in the fields of information communication technology (ICT), natural disaster risk reduction and climate change adaptation (DRR/CCA). These expanded areas are expected to contribute to addressing intersectional issues in child protection, child participation, basic education and health, as well as priority strategies of relevant agencies and departments.

ChildFund also expects to expand its operating areas and potential partners so that we can cooperate and replicate successful technical models in new localities.

ChildFund Vietnam will conduct activities to explore and identify potential partners in Vietnam in all of the organization's above-mentioned priority areas, in order to coordinate the development and implementation of agreed priorities between parties. The activity is expected to be carried out in Quarter 3 and Quarter 4 of 2024 with the support of independent consultant/group of consultants.

### 3. OBJECTIVES OF CONSULTANT RECRUITMENT

ChildFund is looking for an independent consultant/group of consultants with knowledge of units and organizations operating in the fields of child protection, education and health in Vietnam to help ChildFund identify potential partners and locations to implement the organization's strategy in the period 2025-2030.

### 4. EXPECTED RESULTS

A report in English and Vietnamese includes 2 main components:

**Component 1:** Analysis of thematic areas, strengths, project implementation experience and cooperation capabilities of potential partners (including government agencies, social organizations, universities, research institutes ...) in priority areas and expanded areas of ChildFund Vietnam in the period 2025-2030

**i. Child protection:**

- Participation of children ( especially vulnerable children groups )
- Protect children in the online environment
- Protecting children in school
- Applying technology in child protection
- Child protection system and community - based child protection mechanism
- Children's participation in disaster risk prevention and climate change adaptation (DRR/CCA) .

**ii. Education:**

- Developing indigenous culture and language in the school environment
- Disability inclusive education
- Applying technology to increase equal access to education
- School development plan is participatory and integrates GEDSI
- School governance (focusing on boarding schools for ethnic minorities and schools with day-boarding students)

**iii. Health:**

- Mental health
- Water, sanitation and hygiene in schools

**iv. Gender equality, disability and social inclusion (GEDSI):**

- Children's capacity and social awareness about gender equality, disability and social inclusion

**v. Other:**

- Information communication technology (ICT), digital skills and capacity building for youth
- Disaster risk prevention and climate change adaptation (DRR/CCA)

- Other recommendations from consultants through survey results, for an organization that focuses on children in supporting initiatives such as ChildFund.

**Component 2 :** Recommendations to help ChildFund Vietnam identify potential partners and locations to implement the organization's strategy.

## 5. STAKEHOLDERS, METHODS AND TIMELINE

ChildFund Vietnam will recruit 01 independent consultant/group of consultants to perform this task. Independent consultant will work directly with relevant ChildFund staff (Specialists, Business Development Manager, Provincial Managers, and Monitoring, Evaluation and Learning Manager) to carry out the service under the coordination of Partnership and Localisation Specialist.

Mission	Result	Implementers and methods	Intend time
1. Identify technical priorities and expectations of potential partners	An orientation document on technical priorities and expectations of potential partners	Specialists: Research secondary documents, prepare technical orientation	6-7/2024
2. Propose and agree on criteria for evaluating potential partners with ChildFund	A table of criteria for evaluating potential partners	Independent consultant	8-9/2024
3. Research and analysis of (i) units and organizations operating in the fields of child protection, education and health in Vietnam; (ii) recommendations to help ChildFund identify potential partners and locations to implement the organization's strategy	A report in English and Vietnamese includes the 2 main components mentioned above with: - List of at least 30 potential units and organizations to be researched (Northern 15, Central 5, Southern 10). - List of at least 15 proposed units and organizations (at least 2 units and organizations for each of the above fields, with priority given to social organizations). - List of relevant priority areas.	Independent consultant: Research secondary documents, develop tools, conduct interviews (in person and online)	10-11/2024

## 6. MONITORING AND REQUIREMENTS ON POLICY IMPLEMENTATION

### Supervision/management of the assignment:

The Consultant will work with and report to the Partnership and Localisation Specialist and the Business Development Manager.

**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. SELECTION CRITERIAS

- Master's degree in development or equivalent field
- At least 10 years of experience working in management positions, partnership, project development with ministries, departments, international NGOs or multilateral or bilateral donors
- Having experience in working and collaborating with Vietnamese social organizations
- Having experience in developing organizational operation strategies or implementing similar tasks
- Good ability to work in English and Vietnamese

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

Interested applicants should submit the following documents:

- CV of consultant
- Proposed technical and implementation methods
- Budget proposal (including personal income tax)

Interested applicants should submit their Expression of Interest and complete the online application form through this link: <https://childfund.org.vn/work-with-us/>

No later than 5:00pm on July 5<sup>th</sup>, 2024. Only short-listed applicants will be contacted.