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Dear colleagues,

Please find attached the TOR from UNICEF Vietnam seeking for qualified institutions for the development of a National Report on Analysis of Children's Situation.

With warm regards,

Hong

Purpose and Objective

Purpose: Development of national report is a process for assessing and analyzing the country situation, with respect to children's rights and development potential or critical issues. It serves to provide a holistic picture of children situation, increase understanding and to identify necessary action on issues affecting their realization.

Objective: By refocusing on prioritization for the best interest of the child and equity, the national report systematically examines patterns of inequities in the realization of children's rights, including understanding their immediate, underlying and structural causes with following main objectives:

- i. To **improve the understanding** of decision-makers, partners and all other stakeholders of the current status of children's and women's rights in the country and the causes of shortfalls and inequities, as the basis for recommending actions, especially those directly related to the provincial socio-economic development planning, budgeting, implementation, monitoring and evaluation;
- ii. To **strengthen the national and sub national capacity** to monitor the situation of children and women, particularly vulnerable and disadvantaged groups and how their specific rights are being met;
- iii. To **provide practical recommendations** on how to improve the situation of children and women in the country under immediate, intermediate and long-term development processes.

Scope and focus:

The rights-based, children priority and equity-focused analysis must answer, inter alia, the following questions:

Situation:

1. What are the major national-wide socio-economic trends that have had impacts on child and maternal outcomes in the past 5 years? And in the next 5-10 years?
2. How do child and maternal outcomes and trends differ across population groups and regions? Which are the most deprived groups of children and women? Where are they located? What forms of deprivation and exclusion do these groups face? What are the determining factors that give rise to and perpetuate their exclusion?
3. What are the major issues and challenges facing children in Viet Nam today as well as in the coming 5 years? What are the underlying causes of inequalities including gender across population groups and regions?
4. What are the immediate, underlying and structural barriers and bottlenecks to child and maternal well-being and to accessing and utilizing basic social services and other critical resources?
5. How is the situation in Viet Nam different from other middle income country?
6. What emerging issues and risks (climate change, migration, urbanization, ethnicity, social protection,...) exist that are likely to affect the patterns of deprivation and exclusion, exacerbate or create barriers and bottlenecks?
7. State budget mechanism, social mobilization in-country, aid, loans, ODA, foreign direct and direct investment budget for children. Cost effectiveness? Any overlapping remains, lack of transparency?

Roles, Responsibilities and Capacities:

8. What existing social, institutional and political factors (e.g. social norms, institutional capacities at all levels of local government, accountability and coordination mechanisms, policy and legal frameworks) impede or could potentially support the creation of an enabling environment for the realization of children's rights?
9. Who is supposed to do something/act upon the identified issues, prioritization, challenges and disparities in at different levels?
8. What are the main 'drivers' of lacking priorities and inequity? Have the 'drivers' of inequity changed over time? If so, how has that been accomplished? If not, why not?
9. Does the policy environment proactively address children priorities, disparities and deprivations through legislation, policies and budgets? What gaps are there in policy response and in implementation? How are budgets mobilized, planned, allocated and used in general and for children in particular in Viet Nam (both state budget and donor fund)? Are these done to address children's issues and priorities?

10. What are the existing capacities and capacity gaps of rights-holders in Viet Nam to claim their rights?
11. What are the existing capacities and capacity gaps of and of duty-bearers in Viet Nam to fulfill these claims?
12. What capacities exist at different levels to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are disadvantaged groups involved in such efforts and with what results?
13. What are the key issues and solutions recommended for key stakeholders at national and local levels, particularly local policy makers to take into account when developing, planning, implementing, monitoring and evaluation for the provincial policies, annual and 5- year SEDP and sectoral plans in order to address specific dimensions of children priority issues, inequity and pervasive vulnerabilities?

Conceptual Framework

The conceptual framework proposed for this research is based on the human rights based approach (HRBA) and it will focus on disparities in the realization of rights and/ or equity gaps in the realization of rights analysis. The exercise will adopt an analytical framework based on the Convention on the Rights of the Child (CRC) to assess a more-in-depth rights-based perspective analysis of the child. Specifically, the exercise will utilize the following 4 pillars of the CRC to guide the HRBA analysis:

- *Right to Health and Survival:* Infant, child and maternal mortality; Maternal, new-born and child health; Nutritional status of children; Children and HIV/AIDS; Children with disabilities; Environmental impact on maternal and child health, Water and sanitation issues affecting children.
- *Right to Education and Development:* Coverage of pre-school education; Access and quality of pre-school and basic education, Enrolment, attendance and drop outs in basic education; Performance and assessment in basic education; Inclusive education; Recreation and entertainment.
- *Right to a Protective Environment* against Abuse, Violence and Exploitation: Children at risk of, or subject to, all forms of abuse, violence, neglect, suicide and exploitation; Children without parental care and in institutions; Children in contact with the law; Child labour; children of migrants.
- *Right to Participation:* Child and youth participation mechanisms in community and institutional settings (inclusiveness - equities - and authenticity); Child and youth participation in family decision-making; At Risk Adolescents and positive citizenship (disabilities; HIV), special conditions (children in institutions, in contact with the law); others.

Methodology & institutional arrangement

Methodology: to achieve the above-mentioned objectives, the consultants are expected to propose a research plan which includes detailed information on the conceptual framework, research design, methodology and tools, data analysis plan, timeline and supports needed. Furthermore, the consultants are expected to refer to the UNICEF Guidance on Conducting a Situation Analysis of Children's and Women's Rights – Taking a rights-based, equity-focused approach to Situation Analysis, March 2012 (Available upon request).

In close partnership between the Government of Viet Nam and UNICEF, the development of national report on analysis of children in Viet Nam will encompass an extensive desk review to collect and analyses secondary data on children in Viet Nam at both national and sub-national levels including available of MICS5 dataset. It will be supplemented with qualitative information obtained through consultations with relevant stakeholders, particularly children. A comprehensive analysis of the children's well-being in Viet Nam will reflect both child rights and equity perspectives by:

- ⇒ Systematically examining patterns of the **inequities and disparities** in the realization of children's rights paying particular attention to the situation of the rights of the most vulnerable and marginalized children; current practices on prioritization for children;
- ⇒ Understanding the causes of inequities by examining the major **barriers and bottlenecks to the fulfilment of the rights of all boy and girl children**, including in the policy, legal, and social -economic environments;
- ⇒ Assessing **the roles, responsibilities, and capacity gaps of duty bearers**; Providing **evidence-based recommendations** and concrete strategies for promoting prioritization and equity and reducing barriers and bottlenecks to the realization of child rights; and;
- ⇒ Supporting **national capacity development and the policy-making process** by involving a broad range of stakeholders in the process of development the national report on analysis of children in Viet Nam.

A participatory and inclusive methodological approach is highly expected. A full methodological proposal is expected as part of the Inception Report to be delivered by the consultants.

A proposed methodology of the exercise should consist of the following:

- Comprehensive review of existing data, evidence and research
- In-depth interviews with key informants
- Focus group discussion
- Observation through site visits
- Consultations, including consultation with children

The following are approaches and principles that will need to be considered prior to the finalized methodology of the research:

The Human-Rights Based Approach (HRBA) will be applied across each thematic area, with its three steps:

- Causality analysis including the analysis of immediate, underlying and root causes;
- Role pattern analysis, examining duty-bearers and right-holders;
- Capacity gap analysis, analyzing the capacity of all concerned duty bearers.
- Analysis of the enabling environment: examination of the strengths and weakness of institutional arrangement/its management coordination mechanism, social norms, social polities, legislative and budgetary system

Gender Equality Analysis shall be mainstreamed in the report with special focus on presenting the gender disparities as affecting full realization of children's rights;

Bottleneck/barrier analysis in relation to improved outcomes for children in line with the UNICEF Monitoring Results for Equity System (MoRES) approach will be considered. This approach intends to help in setting up a monitoring system, though pre-defined determinant analyses for the key barriers and bottlenecks to the realization of child rights for all children. The MoRES conceptual framework provides a platform for effective planning, strategic programming, decentralized monitoring, and managing results to achieve desired outcomes for the most disadvantaged children. It aims to accelerate progress towards the Millennium Development Goals (MDGs);

National ownership is necessary to build consensus on the analytical results, including the use of internationally recognized data and standards. Involvement of the government, civil society and other key stakeholders throughout the report development process is a pre-requisite for its acceptance in policy and strategy formulation, budget allocation, programme implementation, monitoring and evaluation. Stakeholder involvement should be strategically planned and managed throughout the process. Key stakeholders to this process will include: key local government agencies at different levels; elected bodies; relevant civil society organizations, including mass organizations, NGOs, professional associations; international development partners; policy analysis, research and development institutions; the private sector; the media and most importantly children and young persons.

Institutional arrangements:

To ensure a participatory approach and gain the widest possible knowledge of issues facing children, the development of national report will be conducted by consultant team with the active participation of implementing partners, and the various stakeholders through Advisory Board and Technical Committee.

Steering Committee: An inter-sectoral Steering Committee led by MOLISA and comprising of members from GACA including the Ministry of Planning and Investment, Ministry of Foreign Affairs, Ministry of Finance and UNICEF should be established to oversee the entire report development process. The Steering Committee overall roles and responsibilities are as follows:

- Overall oversight and approval of the work plan for development of the national report on analysis of children in Viet Nam;
- Formation and evaluation of the performance of Technical Committee (covering different aspects of the situation analysis), approve ToRs of the Committee, MoU, including clear deliverables and reporting lines, deadlines and responsibilities.
- Representation and participation in strategic milestone events. This will involve critical reviews and decisions to approve deliverables including the research conceptual framework and validation of the final draft report.

Technical Committee: An inter-sectoral technical committee led by MOLISA and comprising of experts from relevant line ministries including the Ministry of Planning and Investment (MPI), Ministry of Foreign Affairs (MOFA), Ministry of Finance (MOF), the Ministry of Education and Training (MOET), the Ministry of Health (MOH), the General Statistics Office (GSO), Ministry of Justice (MOJ) and UNICEF should be established to implement the analysis. The technical committee overall roles and responsibilities are as follows:

- Together with UNICEF, develop TOR of research, management mechanism, MoU, work-plan, draft report and submit to Steering Committee for approval;
- Facilitate and provide the technical support to the consultant team;
- Timely provision and validation of respective sector's technical references and inputs for drafting and finalizing the products;
- In collaboration with other to implement the research Work Plan;
- Timely identification of and response to critical capacity needs throughout the entire process;

Stakeholder involvement: Stakeholder involvement will be strategically planned and managed throughout the process. Main stakeholders include various groups: key line ministries and government agencies at the national and sub national levels; the National Assembly and other representative bodies; relevant civil society organizations, including NGOs, professional associations, women's groups, youth organizations and other social partners; international cooperation partners; policy, research and development institutions; the media; children and young people; vulnerable groups including the poor, indigenous and ethnic minority peoples, people with disabilities and migrants.

Specific Tasks and Deliverables

To conduct this exercise UNICEF in collaboration with MOLISA will contract with the institution those having at least 03 individual consultants – composited as a team - who have outstanding expertise and experience in this field of work. The institution's team should comprise of an international team leader who will facilitate and guide the entire exercise process supported by two national experts.

The key tasks and deliverables will be under the responsibility of the team leader who should manage the entire SitAn process and discussions with UNICEF, MOLISA, Advisory Board, Technical Committee, including the development of the conceptual and analytical framework and writing of the final report.

The following table is the proposed key tasks and deliverables of consultant team (** the detailed task, responsibility and roles of each consultant is attached in annex 4*)

Ref	Key Tasks	Deliverables	Timelines
	Meeting with technical committee and (or) advisory board to review	Minutes endorsed by UNICEF	

1	the work plan, technical, administration requirements, timetable and deliverables schedule.		By Wk 1
2	Collect and review available publications on children in Viet Nam (relevant to the scope & breadth of the national policies, national reports, research/study reports, statistical data including MICS5.etc...), and identify key gaps in the information base.	Summary of publications relevant for the national report	By Wk 2
3	Prepare a final and agreed on conceptual and analytical framework for development the national report based on this ToR	Conceptual and analytical framework	By Wk 3
4	Review all relevant data sources and prepare a inception report which summarizes	Draft and final inception report	By Wk 4
	(i) methodology;		
	(ii) availability of data sources, clustered by thematic focus areas;		
	(iii) information gap analysis; and,		
	(iv) schedule of activities and timeline		
5	Undertake key component analyses (as outlined in the HRB approach) and additional research and analysis as required – (including qualitative research, causality analysis, role pattern and capacity gap analysis, bottleneck and analysis of disparities/deprivations), and produce research papers, according to methodology agreed in conceptual and analysis framework; undertake the field works if required	-Analytical papers; Sub-national research and analysis -Policy mapping paper (including legal, administrative and budgetary issues)	By Wk 6
6	Produce complete draft report in both English and Vietnamese	Draft report available for review by Advisory Board and Technical Committee and UNICEF	By Wk 8
7	Validate the situation analysis findings through participatory causality analysis, role pattern analysis and capacity gap analysis with a cross section of stakeholders	Workshop validation reports	By Wk 9
8	Produce final report of the situation analysis, integrating inputs from the validation workshop and comments on the first draft, with accompanying background papers according to an agreed format	Final SitAn report and background papers	By Wk 09
9	Prepare materials for dissemination workshop and facilitate the workshop	Dissemination Workshop	By Wk 10
	Produce a series of policy briefs and summary situation analysis report with main findings	-Series of policy briefs based on report and background papers -Key findings report	By Wk 10

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