

TERMS OF REFERENCE (TOR)
CONSULTANT FOR PROGRAM COORDINATION AND LOGISTIC ARRANGEMENTS

1. About Save the Children

Save the Children is the leading global independent organization for children. We believe every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. We deliver lasting results for millions of children, including those hardest to reach. **Our vision:** A world in which every child attains the right to survival, protection, development and participation. **Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives. **Our values:** Accountability, ambition, collaboration, creativity and integrity. We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

2. Activities Background Information

Save the Children is currently work in partnership with our partners to implement the Positive Discipline in Everyday Parenting (PDEP), the Generation Hope and SHIFT Campaign and key activities to promote Social Inclusion. Further information about the interventions are as below: **“Positive Discipline in Everyday Parenting”** program is based on children’s rights to healthy development, protection from violence and participation in their learning. PDEP in Vietnam has been carried out over 3 years by Save the Children and the initial impacts are very encouraging that 95% parents, caregivers and educators has provided positive feedbacks about the program and spread their recommendations to many more. Save the Children plans to accelerate the impact of the program to wider public by scaling up PDEP program delivery to reach more parents and children.

SHIFT is a campaign accelerator designed by Save the Children that supports young activists (aged 15- 25 years) to design and deliver public campaigns for social or environmental change. Our focus is to utilize emerging digital platforms that support young people to express their views and mobilize audiences. SHIFT uses a co- creation methodology designed through consultation with young people themselves providing the tools, networks, resources and skills required to effectively mobilize audiences on issues that matter to them. Beyond the change we seek to bring about through individual campaigns, SHIFT also builds the confidence and skills of young community activists.

Social inclusion is a focus of Save the Children which is to ensure all the children who are most affected by inequality and discrimination have their rights in accessing to essential services. To realize for this, we will partner with Department of Children Affairs (MOLISA) to strengthen social protection area for children with disabilities via policies review and advocacy for legislation, policy and practices changes.

3. Objective of this TOR

To hire a qualified consultant based in Hanoi to support with coordination and logistics arrangement to implement the actions above (with occasional travel to project sites).

4. Consultant's responsibilities

- Closely work with Advocacy, Campaign, Communication and media (ACCM) team, Technical Expertise, Program focal points to provide the coordination and logistics arrangements in delivery of those 3 actions in respective areas and within the time-frame.
- Facilitate and frequent communicate with 3 Actions' focal points to ensure a smooth program implementation.
- Closely support partners of Save the Children in implementation of the 3 Actions.
- Support 3 Actions Teams in collecting/providing inputs to the project reports (if requested) by the end of the program.
- Other tasks as assigned if needed.

5. Expected Deliverables

| # | Deliverable title | Description | Estimated working days | Format and Style | Remarks |
|---|-----------------------------------|---|------------------------|-------------------------------|----------------------|
| 1 | Trainings/ workshops reports | Provide coordination and logistics arrangement of trainings/workshops of 3 Actions | 30 days | both electronic and hard copy | 10 days/ each action |
| 2 | Meetings/monthly activity reports | <ul style="list-style-type: none"> • Collaboration with creative agencies, local partners, program teams to provide monitor and support activities of 3 Actions on daily basis • Manage emails, communication, correspondence... on respective programs • Coordinate for activities of the facilitators groups on FB | 30 days | both electronic and hard copy | 10 days/ each action |
| 3 | Material development reports | <ul style="list-style-type: none"> • Support program team in coordination with creative agents and local partners in development of communication materials • Act as focal person to work closely with partner of PDEP and SHIFT, youth groups and Communication team | 18 days | both electronic and hard copy | 6 days/ each action |
| | Trip reports | <ul style="list-style-type: none"> • Conduct monitoring trip to the Actions' activities (if required), tentatively in SC impact locations | 9 days | | 3 days/ each action |
| 4 | Final TOR for | Support 3 Actions Teams in | 12 days | Final TOR | 4 days/ |

| | | | | | |
|--------------|---|---|-----------------|-------------------------------|---------------------|
| | pictures/video documentation and consultants | development of TOR for local agencies, consultants | | in both electronic and hard | each action |
| 5 | Full raw video and final video with English subtitle if needed. | <ul style="list-style-type: none"> • Work with a local media agency to consolidate and document the whole process • Consult with program team on finalizing the video • English subtitles for voice/audio within the video • Finalizing documentation video | 12 days | Both electronic and hard copy | 4 days/ each action |
| 6 | The final reports of the 3 actions | <ul style="list-style-type: none"> • Closely work with 3 Actions Teams and local partners and provide inputs to final reports by the end of the program as required • Other requested support based on actual needs | 15 days | Both electronic and hard copy | 5 days/ each action |
| TOTAL | | | 126 days | | |

6. Duration and Timeframe

The timeframe to complete the services is tentatively from April to September 2023 and might be extend to December 2023 if needed.

7. Status update

The consultant shall provide the below status updates for the duration of the services: monthly progress update with project teams.

8. Acceptance

Satisfactory completion of the activities/ deliverables will be measured/ verified within 7 working days since the submission. All deliverables need to be accepted by ACCM Manager.

9. Experience and skill set required

- Strong coordination skills, facilitation and communication skills with different type of groups.
- About 5 years of experience working with youths and parents at community levels. Good understanding of INGO work, especially child-focused projects is preferred.
- Good understanding of child rights and child protection and strong mind-set for non-violence against children at all settings.
- Some experience in supporting campaign on social media platform and in-persons.
- Experience in working with partners including CSOs, government, social enterprises...
- Experience in coordinating/facilitating role to advocate for the positive changes.
- Some experience in writing reports and data processing.
- Be active and open-minded to ideas and new ways of working.

10. General assumption and dependencies

SC will provide details on current programs, information on stakeholders and necessary

documents to support the selected consultant in implementing his/her work effectively during above mentioned timeframe.

11. Reporting line: ACCM Manager

Monthly progress updates with project teams and Technical focal points.

12. Payment information

The payment is made monthly within 10 working days after receiving the complete and valid payment dossiers including:

- Invoice(s)
- List of deliverables as defined in this contract and TOR with the confirmation of SCI's Contact person.

Payment of the invoice(s) will be made on satisfactory completion of the Services as outlined in the attached TOR. Payment will be withheld if the Services are not satisfactory to Save the Children in accordance with the attached Scope of Work.

Payment will be made by bank transfer to the Consultant's account. During the contract time, if there are any change on bank information, the consultant should notice Save the Children. If the provided bank information is not correct or not yet updated by consultant, the bank transaction fee will be charged to consultant.

13. How to apply

The interested candidates should submit latest CV financial proposal through email address: **vietnam.consultancy@savethechildren.org**

The deadline for submission is: **20th Mar 2023 (17:00pm)**