
TERMS OF REFERENCE

Child Labor Partnerships Assessment



PROJECT **ACE** *Against Child Exploitation*

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APRIL 10, 2023

Consultant

Service Provider/Contractor	
Name of Project	Project ACE (Against Child Exploitation)
Project Component	Strengthening Communities in Asia to Address Child Labor through a Unified and Participatory Approach
Target Areas	6 districts of three provinces (Dien Bien, Danang, Quang Nam)
Implementation Period:	May1 to July 30, 2023

I. BACKGROUND

1.1. Project background

Viet Nam has committed to undertaking measures to tackle child labour through laws, policies and institutional support. Viet Nam has recently made significant achievements in the fight against child labour, establishing a strong legal framework aligned with international labour standards, and implementing a number of programs and projects to counter child labour nationally and locally. Viet Nam has joined and ratified international treaties including ILO's Worst Forms of Child Labour Convention No. 182 (1999) and Minimum Age Convention No. 138 (1973) to ensure the implementation of children's rights. The Decision No. 782/QD-TTg issued by the Prime Minister on May 27, 2021, granted approval of the Program on prevention and reduction of illegal child labor in the 2021-2025 period, with orientations toward 2030. Goals of actions for prevention, detection, intervention and child support in case of illegal child labor and towards children at high risk of becoming child laborers are clearly defined in this program.

However, child labour in Viet Nam persists despite these efforts, especially in the informal sector of the economy. According to the results of the national survey¹ on child labor in 2018, child labor from 5 to 17 is 1,031,944 children (accounting for 5.4% of the total number of children in this age group); among which 20.1 % work more than 40 hours a week. 519,805 children in child labour engaging in heavy, dangerous and hazardous jobs (50.4% child labor). Statistics from this survey also showed that the top types of work involving most children are agriculture sector, following were constructions of houses of all types, production of garments, and restaurants and mobile catering services; the same categories with hazardous work by type for child labor. This results in harmful effects on children's health and psychological development, limits their school attendance and inhibits their transition to decent productive work.

Concerning assistance services for victims of WFCL, including OSEC, in Viet Nam there is a lack of support services at the local level. The existing services are more often available at the national and provincial levels, but need an effective referral mechanism, which is not always in place. There is currently no social work service at the local level so there is a critical need to build community-based services which are delivered by Child Protection Committees (CPC)² and community groups. Therefore, the strategy for Vietnam is to improve the quality of existing services and programs through capacity building for CPCs and collaborators, facilitating livelihood support for victims and their families, and piloting the provision of professional support services for victims of WFCL at the local level.

¹ Viet Nam National Child Labour Survey 2018, https://www.ilo.org/wcmsp5/groups/public/---Asia/---Ro-Bangkok/---ilo-hanoi/documents/publication/wcms_764357.pdf

² Child protection committee (CPC): including duty-bearers, who are primarily responsible for creating and promoting a child friendly and safe community environment wherein all children's wellbeing, safety and rights are protected

The online sexual exploitation of children (OSEC) is defined by the International Labor Organization as a worst form of child labor (WFCL).³ According to the Vietnam Ministry of Public Security, over a thousand children in Vietnam have been sexual abuse victims between 2011 and 2015. Furthermore, the issue of sexual exploitation of children online has presented itself as a new challenge to the government of Vietnam and its communities. And just like in other developing countries, the technological revolution has put urban children in Vietnam at an increased risk of sexual abuse compared to their peers in rural settings. With this increase in technology use, Vietnam has become highly connected to the world, with more than half of the population being internet users. And with it, online connectedness has unfortunately intensified the vulnerability of children to abuse and exploitation in the cyber world.

Though Vietnam has ratified a number of international laws and conventions and issued national laws and policies related to child labor, there is a lack of detailed guidance on implementing these laws. Though labor inspectors and law enforcers at the national level are well equipped with knowledge and tools, but those at the provincial and local levels are not. OSEC and WFCL in the informal sectors are not effectively addressed. The Child Protection Committees (CPCs) and collaborators who play a key role in detecting and reporting WFCL are not aware of the legal framework and policies to address this issue.

Though government of Vietnam has put great efforts in addressing child labor, individual companies often have limited leverage and fractured initiatives have led to inaction and halting progress to address WFCL, including OSEC and violations of acceptable conditions of work. Coordinated response among the government, civil society, or the private sector, industry-wide and cross-industry collaboration should be strengthened through a single network or platform. Integration of company action into existing efforts by governments, social partners, civil society and others active on ending child labour should be further promoted to mobilize unique resources of the government and relevant entities to contribute to addressing WFCL and to ensure sustainability and effectiveness. Public capacity to enforce labour laws and regulations, businesses, especially informal micro- and small enterprises must fulfil their responsibility to apply laws and take further measures to prevent, identify, mitigate and remediate child labour in their operations and supply chains, in accordance with international and national law and policies.

In this context, ACE Project in Viet Nam will provide direct technical supports and engage with a wide range of government, partners, civil society and business entities in its implementation to enhance government efforts to counter child labour, and to contribute to the national strategy in prevention and reduction of child labor, especially to address WFCL including OSEC.

1.2. Description of project Theory of Change and Coverage

The ACE Project is implemented by World Vision Viet Nam from October 2021 to September 2024. Key implementation partners are local government agencies at national level (MOLISA – Ministry of Labour and Social Affairs), provincial and district level (DOLISA, the Police, DOJ – Department of Justice), commune levels (CPCs – Child Protection Committees, mass organizations, local community groups /Community Based organizations), and private sector (informal and small-scale formal business enterprises and institutions). Following are key Project goal, objective and outcomes:

Overall Goal: To contribute to the elimination of WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

³ Article 3(a)–(c) of ILO C. 182

Project Level Objective: To strengthen the capacity of the Government of Vietnam to address WFCL, including OSEC, and violations of acceptable conditions of work

Outcome 1: Improved enforcement of the legal framework and policies pertaining to WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

Outcome 2: Improved assistance services for victims of WFCL, including OSEC

Outcome 3: Strengthened partnerships to accelerate progress in addressing WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam

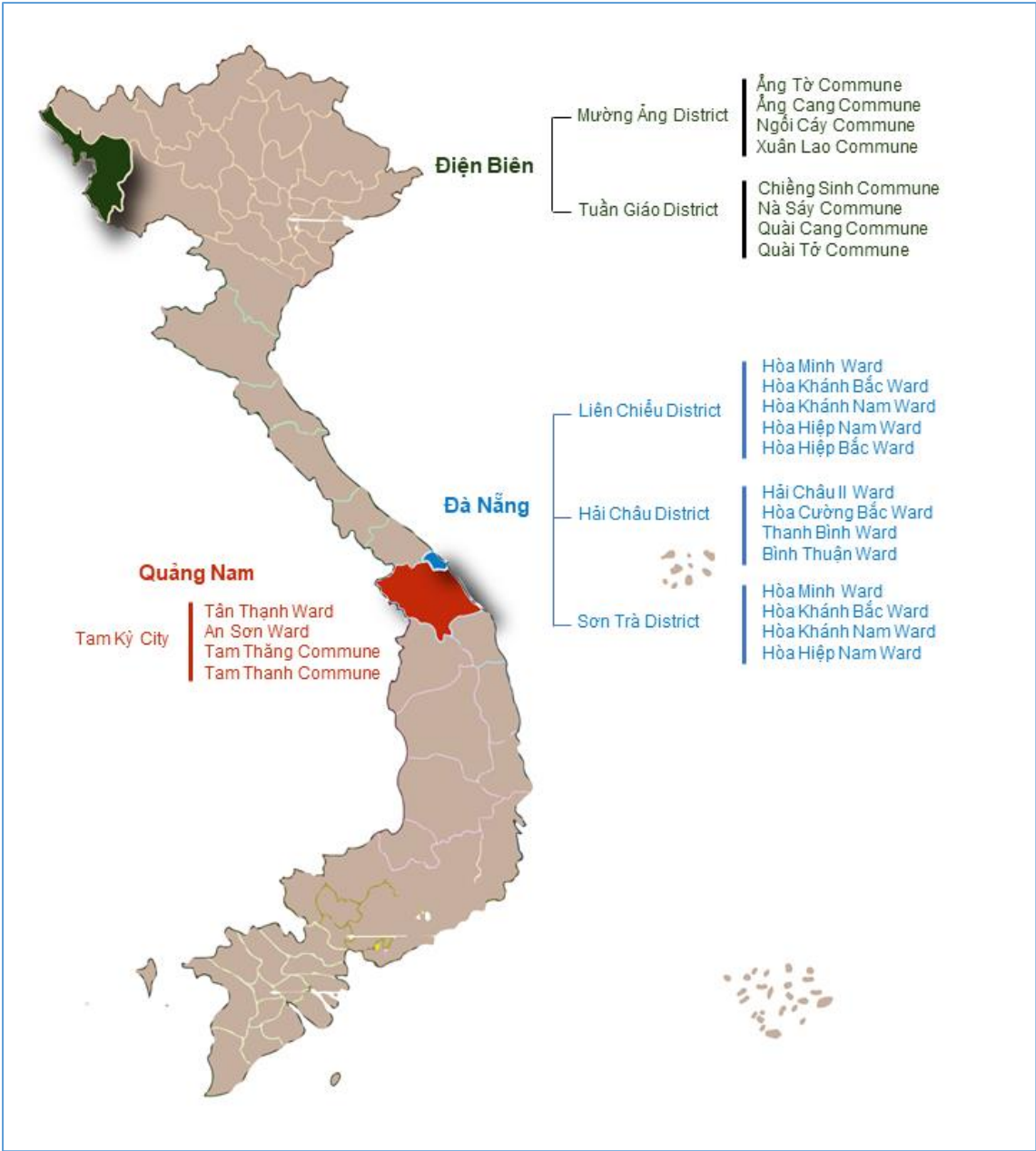
The Consultant should refer to Appendix # 1 and # 2 for full details of the project theory of change including the project logics for desired objective, outcomes, outputs, and representative activities

The Project takes place in 6 districts (25 communes/wards) of three provinces of Dien Bien, Danang, and Quang Nam. Key Implementing Partners are:

At National level: The Department of Children Welfares under Ministry of Labor, Invalid and Social Affairs (MOLISA);

At Provincial and District levels: DOLISA, the Police (under the umbrella of Provincial People's Committees); Labor Inspectors play an important role in ensure related laws and policies are enforced. At district level, there are Child Protection Units under DOLISA who are responsible for children's wellbeing, especially, children in extremely difficult circumstances.

At commune/ward and village levels: Key implementors are CPCs (Child Protection Committees) who are members of Commune People's Committees. Usually, a CPC includes 15 staff with various functions to child protection such as the Child Protection Staff, the Police, the staff of Justice Unit, member of Women's Unition etc.



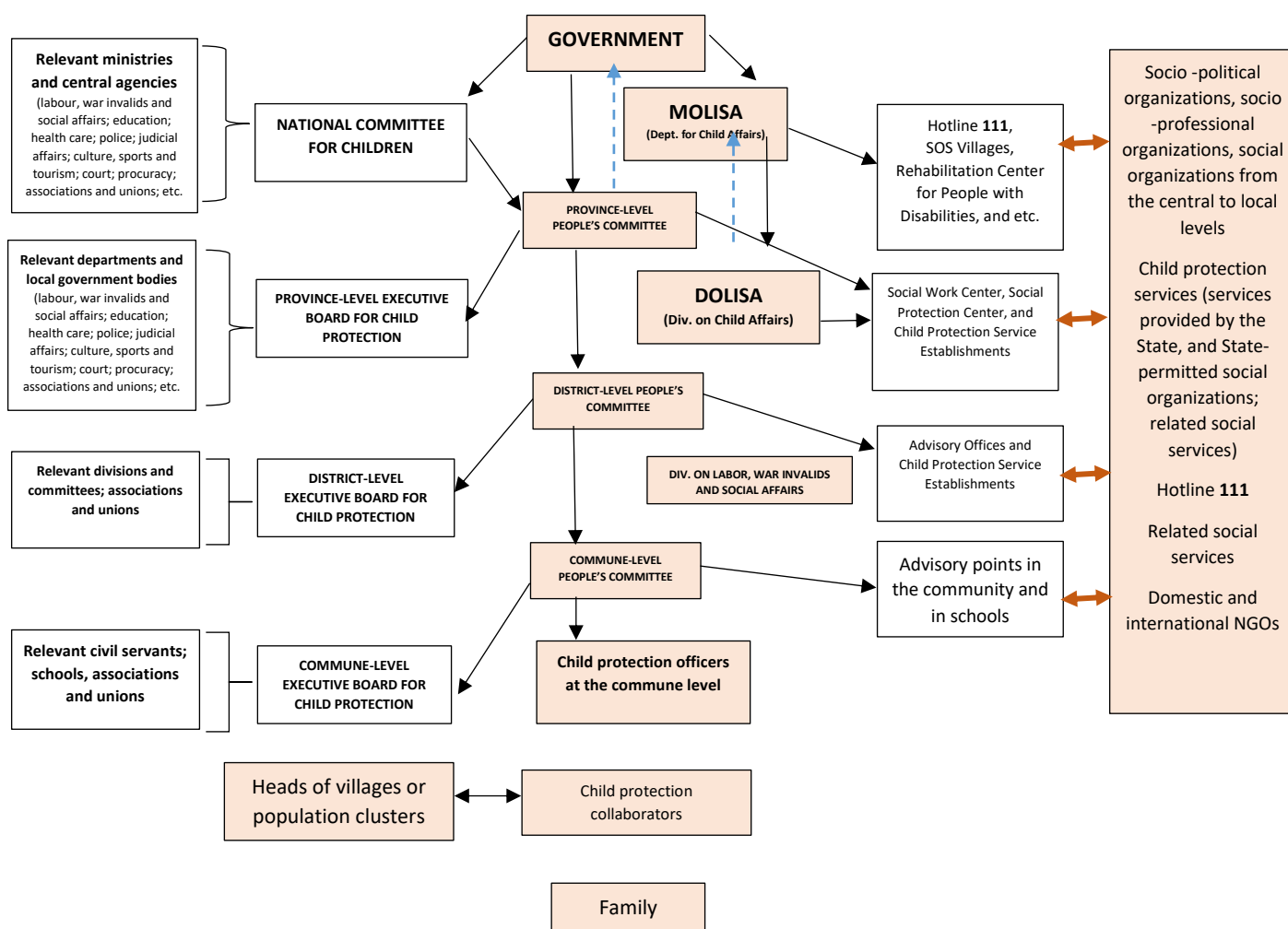
Map of project locations

1.3. Child Labor Partnerships

ACE project is implementing outcome # 3: **Strengthened partnerships to accelerate progress in addressing WFCL, including OSEC, and violations of acceptable conditions of work in Vietnam.**

There are no specific systems for child labor, but that is merged into the wider Child Protections Systems. The Project baseline survey shows a complex structure of government partners at different levels. The baseline, although described the capacity of individual agencies, it however, has not provided the coordinating capacity and practices of these partners. The project’s outcome # 3 has focused on establishing and enhancing key partnerships that will contribute to achieving project’s goal as well as other two outcomes. The major partnerships are at national and provincial levels. That national level there are two bodies: Division of Children’s Affairs (DCA) who chairs the National Committee for Children under MOLISA and Vietnam Information Safety Associations (VNISA). At provincial level, the project works with Provincial Boards for Children Protection (PBCPs) at three provinces of Dien Bien, Danang and Quang Nam.

System of child protection organizations at all levels⁴



⁴ in Vietnam this system is and will be functioning to address WFCL including OSEC and violations of ACW

Besides the formal Child Protection system, it is also useful to assess the coordination between Public, private, and civil societies (NGOs/INGOs, local groups in Vietnam context). These partnership between and among each of sectors provide opportunity for the project to accelerate process in addressing WFCL including OSEC and violations of ACW.

II. PARTNERSHIP ASSESSMENT

1. OBJECTIVES

The purpose of this assessment is to validate six principles of partnerships among target organizations at national and provincial levels. Specific objectives are the following:

- i) To assess the level of partnerships of two national level bodies and the PBCPs at three project provinces, by using six principles in the Partnership Assessment Tool (the tool is available at [Partnerships Assessment Tools](#))
- ii) To provide recommendations to refine the activities in outcome # 3 on Strengthened Partnerships

1.1. To address the first objective, which is to conduct assessment of selected partnerships the consultant needs to adapt the Partnership Assessment Tool in Vietnamese language that will be used for data collection and analysis. All six principles should be used as a basis for scoring and report writing. A consolidated table of scores with narrative descriptions should be developed that will be used to compare with the scores of the following assessment that is planned to conduct during the project final evaluation.

1.2. To address the second objective, the consultant needs to review the project framework at *outcome # 3: strengthened partnerships* and provide activities/actions to compliment the designed activities of the project. Recommendations need to be based on the analysis of the assessment results triggering specific actions by the project, and other project implementation partners where applicable.

2. METHODOLOGY AND METHOD

Refer to Partnership Assessment Tool mentioned in the objectives for details of what and how the process should be undertaken.

Major stages of this assessment could include:

- Examine the profiles of three selected organizations (DCA, VNISA, PBCPs) through desk review of available information;
- Adapt the Partnership Assessment Tool in Vietnamese and in the context of Vietnam;
- Identify data sources, e.g.; organizational representatives who will need to be interviewed to fill in the score cards. This includes the selection of membership associations/organizations to be interviewed.
- Interview organizational representatives to complete score cards and supplementary qualitative information. For PBCPs, given number of memberships is as large of more than 20 persons, it is more suitable to conduct a meeting with the boards to administer the scoring exercise in each of project provinces.

- Analysis data and develop report in both English and Vietnamese
- Support the ACE team to develop a plan for improving the implementation of project outcome # 3: Strengthened partnerships

Tentative number of interviews:

Agency	No. of KII
<p>National level: DCA (Division of Children’s Affairs)</p> <p>One Leader of DCA (either director or vice director)</p> <p>One key administrative person (To be decided to select a person who is in charge of operational issues of DCA)</p> <p>At least 3 technical heads of sections/units under DCA (number of technical persons could be more than 3 depending on the operational structure of the organization)</p>	<p>6</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p>
<p>National level: VNISA (Vietnam Information Safety Association)</p> <p>One Leader (either director or vice director)</p> <p>One key administrative person/ secretary (To be decided to select a person who is in charge of operational issues of VNISA)</p> <p>At least 3 heads of member organizations (to be decided on who are the membership organizations and how many of them to be interviewed)</p>	<p>6</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p>
<p>Provincial Board of Children Protection (PMCP) at each of three provinces. Members of the board include the following:</p> <p>Chair/vice chair of the Board</p> <p>(Unit of Child Affairs, Unit of Labor Inspectors, Unit of Job Placement, Unit of Law Enforcement and Justice)</p> <p>Head of Department of Education (member)</p> <p>Head of Communication and Information department (member)</p> <p>Head of Juridical Affairs Unit</p> <p>Head of Women’s Union</p> <p>Head of Health Departments</p> <p>And others depending on the membership of each province</p> <p>Heads of district Child Protection Committees</p>	<p>20 x 3 = 60</p>
Total	72

Deliverables

1. Implementation Plan including the lists of organizations to be assessed and members to be interviewed (In Vietnamese)
2. Adapted tools of Partnership Assessments (in Vietnamese)
3. A set of score cards including summary tables of each of the assessed organizations (In Vietnamese)
4. Final reports in English and Vietnamese

The report should contain (but not limited to) the following:

- Executive Summary presenting the major findings and recommendations
- A description of the methodology used
- A description of the assessment context and process, including its constraints and challenges
- Detailed findings and Analysis: Following sampled forms the Partnerships Assessment Tool. Findings should be aggregated by provinces when possible, including annexes of all the raw data, list of participants, pictures.
- Recommendations as per assessment objective # 2 above
- Conclusions

The annexes of the report should contain:

- TOR for the assessment
- Implementation Plan
- Adapted tools in Vietnamese
- Raw data; e.g., Score tables
- List of people interviewed, with affiliation and contact details

III. CONSULTANT'S RESPONSIBILITIES AND TIMELINES

The consultant's responsibilities and deliverables are described as below:

Action step	Consultant's responsibilities	Expected deliverables	Timeline	Consultant days
Step 1: Designing	Document review (Project documents, profiles of potential assessed organizations)	Implementational Plan	Week 1-2, May 2023	3
	Adapt Assessment Tools in Vietnamese	A set of adapted tools	Week 3, May 2023	9
	Debriefing meeting on the field work agenda and logistic preparation between the consultant and ACE field staff	Field Agenda, tools to be used, logistical concerns	30 May 2023	1

Step 2: Data collection in Hanoi and in three provinces	Conduct data collection and tabulate data	Completed score cards and tables	10 - 30 June 2023	20
Steps 3: Data analysis, report and use	Draft assessment report including data analysis and synthesis in data tables	A draft report as per outlines provided by WVV in English	By 10 th of July	7
	Facilitate a sharing and planning workshop with ACE team including preparation of meeting hand outs	PowerPoint presentation of key findings and recommendations	Third week of July	2
	Finalize the report	A final assessment report considering suggestions and changes recommended during the review/validation process approved by WVV; (English and Vietnamese)	30 July 2023	3

Total consultant days should not exceed 45 working days.

IV. ACE PROJECT ROLE AND RESPONSIBILITIES

The ACE project team and the M&E Lead will support the consultant to successfully implement this assessment. Major supports will include:

- Provide an illustrative list of secondary data, made available to the consultants right after the contract is signed with the consultant.
- Conduct a review of and provide timely feedback and approval of all draft deliverables listed above under contractor responsibilities.
- Provide technical support to all stages of the task implementation including selection of assessed organizations and members, tools adaption, data collection and analysis.
- Logistical and Administrative Guidance and Support:
 - Arrange meetings of partners for data collection events and travelling for the consultants
 - Advise about local protocols and permissions to gain entry to operational areas.
 - Provide advice related to travel (local vehicles and drivers for hire).
 - Provide office space in the program areas as needed for meetings, desk work, and presentations.
- WV will provide a liaison/contact person whom will be in close communication with the consulting team leader to coordinate the development and implementation of the assessment process.

- The M&E Lead will provide technical supervision on the consulting site, guaranteeing the rendering of accounts and the quality of the data collected in the field.

**Note: World Vision Vietnam will arrange logistics for travelling (air tickets and ground transportation) and accommodations for the consultant. World Vision will NOT arrange logistics of (travel documents, health insurance, laptops and other facilities needed for undertaking this mission) for the consultant team. Meals and per diem for the consultant are built in the consultant rate.*

V. REQUIREMENTS FOR CONSULTANT

1. Qualifications and Experience Required of External Consultant

One senior national consultant is desired to complete the assessment. The consultant should meet following requirements:

- Master degree in social sciences, development sciences, or other related fields;
- Strong knowledge and 5-year experience in programs/project/consultancy in the field of civil society organizations, partnerships development and/or organizational development;
- Experience in working with government of Vietnam at national and provincial levels;
- Knowledge of Child Protection System and development context in Vietnam is preferable;
- Experience in designing and conducting qualitative and quantitative methods of data collection in program assessments, baseline surveys, and/or evaluations
- Excellent and demonstrable skill in participatory methods of training/meeting/data collection events;
- Excellent report writing skill, in English and in Vietnamese;
- Excellent critical thinking and interpersonal communication skills;
- Ability to work under pressure, as an individual and in a team;

2. Qualified scheme:

- Relevant academic background : 30 %
- Relevant experience in undertaking assessment /study of development projects in Vietnam: 30 %
- Ability /experience to facilitated meeting with national/provincial government leaders and technical staff and INGOs in Vietnam: 20 %
- Competitive financial plan: 20 %

3. Period of Performance

The period performance for the evaluation is expected to be from 15th May to 30 July 2023. Subject to change depending the consultant's availability.

3. Compensation

The fee for the consultant will be negotiated and applied following WVV Vietnam regulations. WVV will pay the consultant a fixed daily rate. The rate will depend on the selected consultant's level of experience.

4. Application requirements

Interested candidates are invited to submit application to WVV_recruitment@wvi.org with Subject: WVV -Consultant team for ACE project Partnerships Assessment

Applications should include:

- i) Expression of Interest;
- ii) A technical proposal including proposed methods and a work plan, and indicative budget.
- iii) CVs demonstrating relevant capacity and experience including 2 references

- iv) One example of baseline /assessment/ evaluation reports of similar missions with international NGOs in Vietnam

Deadline for submission: 10 May 2023

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