

## TERMS OF REFERENCE

### **Development of a Comprehensive Training Package on Children's Rights in Environmental, Social and Governance and Sustainability/Human Rights Due Diligence for Viet Nam's businesses**

<b>Title</b>	Development of a Comprehensive Training Package on Children's Rights in Environmental, Social and Governance and Sustainability Due Diligence for Viet Nam's businesses
<b>Purpose</b>	This assignment consolidates UNICEF's capacity-building materials into a comprehensive modular package to guide the businesses in upholding children's rights in their business practices in Viet Nam
<b>Location</b>	home-based, with a nationwide scope
<b>Duration</b>	4 months
<b>Start Date</b>	15 June 2024 (TBC)
<b>Type of consultancy</b>	Institutional contract

#### **1. Background**

Businesses directly and indirectly impact children's lives in numerous ways. Children's unique vulnerabilities and rapid development mean business activities can have profound and irreversible consequences on their growth. Children are key stakeholders as family members of employees, young workers, consumers, and community members – they are also the future workforce and business leaders.

The international community has established frameworks to promote and protect children's rights in relation to business operations. This includes the UN Convention on the Rights of the Child<sup>1</sup>, especially General Comment No. 16<sup>2</sup> on children's rights and business impacts, the UN Guiding Principles on Business and Human Rights<sup>3</sup>, and the Children's Rights and Business Principles (CRBP)<sup>4</sup>. These instruments outline state obligations to enforce business-related laws/policies considering children's rights, as well as the corporate responsibility to identify, prevent, mitigate and account for adverse impacts on children.

Globally, there is increasing adoption of Environmental, Social and Governance (ESG) principles by businesses. Within ESG's social dimension, respecting human rights, especially children's rights as outlined in the CRBP and UNGPs, is critical. Human rights due diligence is an essential part of the social aspect, requiring companies to identify, prevent, mitigate and report human rights impacts, including on children. Failure to do so risks legal, financial and reputational consequences.

While these efforts have raised the profile of children's rights, there is a need for standardized approaches to measure and report child-related impacts systematically. The GRI Sustainability Reporting Standards provide a framework for ESG disclosure but they need a more comprehensive coverage of children's issues. Integrating child-focused metrics into the sustainability reporting such as GRI Standards would enable businesses to identify priorities, benchmark performance, meet requirements, contribute to the SDGs, enhance accountability and stakeholder trust regarding their impacts on children. UNICEF Vietnam has extensive experience building business capacity on children's rights through various training programs and materials and there is a need to consolidate and harmonize these resources to

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<sup>1</sup> Convention on the Rights of the Child | UNICEF

<sup>2</sup> United Nations (ohchr.org)

<sup>3</sup> Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework | OHCHR

<sup>4</sup> Children's Rights and Business Principles | UNICEF

provide comprehensive support. To address this, our office aims to create a thorough Children's Rights and Business (CRB) training package focused on child-focused sustainability reporting.

## **2. Justification for Requesting an Institution**

- An institutional consultancy brings diverse types of specialized expertise in designing and implementing capacity building programs for businesses. The team of experts will ensure that the training package addresses businesses' needs and knowledge gaps, and analyzes a wide scope of knowledge and practices from human and child rights to ESG, due diligence, adult learning and experience-based training methodology, etc.
- Engaging with a local institution (preferably with expertise in executive training service) provides the possibility of incorporating the capacity building initiatives into existing training courses, allows for an effective use of the training material and a broader dissemination of knowledge and skills related to upholding children's rights and promoting responsible business conduct.

## **3. Purposes and Objectives**

Using UNICEF's global guidance and existing CRB training initiatives and materials as a reference, the consulting agency will develop a comprehensive CRB training package aligned with the current best practices of business sustainability. This package will equip businesses with knowledge and tools to effectively integrate children's rights into sustainability reporting frameworks, strategies, and practices. It will cover identifying child-related impacts, developing relevant metrics, measuring and monitoring performance, and reporting on child-focused sustainability. We expect this package will enhance businesses' capacity to implement responsible practices upholding children's rights across operations and value chains. It will enable improved transparency, accountability and stakeholder trust regarding impacts on children in the business setting in Vietnam.

This assignment consolidates UNICEF Country Office's capacity-building efforts by developing a standard training package on Child Rights integration in ESG and human rights and Corporate Sustainability due diligence (ESG and HRCSDD), which is localized and adapted to the business context of Vietnam.

The specific objectives of the assignment are:

1. To assess the training needs of the businesses on child rights and responsible business, ESG, HRCSDD.
2. To take stock of the existing training materials on the relevant topics to consolidate and refine.
3. To develop a comprehensive set of training materials to improve business' capacity in addressing the adverse impacts on children and respect of child rights in their ESG and CSDD practices.
4. To test training materials by delivery of a pilot training to make sure the materials are relevant, practical, and user-friendly.

## **4. Methodology and technical approach**

The methodology for this assignment involves carrying out a rapid training needs assessment, consolidating and harmonizing the existing training programs and materials related to children's rights and business developed by UNICEF and our partners. International standards and best practices in children's rights and business will be identified to inform the consolidation process. A review of key concepts and common tools of ESG and HRCSDD is also necessary. The material will mainly refer to the ready-made training materials related to CRB, ESG and HRDD to develop an integrated and contextualized training material. The material should introduce and analyzes case studies, examples and illustrations of Vietnam's businesses to make it friendly and interactive. A pilot training is needed to test the consolidated materials with the business community, to assess the pros and cons, and gather feedback

for further refinement. The feedback from the pilot will inform the finalization of the consolidated training programs and materials, including the facilitator/trainer guide, slides and participant manual.

## **5. Scope of work, deliverables and timeframe**

### **5.1. Scope of work:**

- Undertake a rapid training needs assessment of businesses via an online survey. Although the detailed scope of work, methodology and deliverables are elaborated in this TOR, the results of the training needs assessment will be used to determine what topics should be included, length of the training, methodology, etc.
- Adapt the UNICEF Child Rights and Business Training Modules and Facilitators Guide to the Viet Nam context. This will include a nuanced and coherent integration of child rights themes into the key concepts, frameworks, indicators, and tools on ESG and HRCSD.
- Conduct a pilot training of the capacity building initiatives with a representative sample of businesses.
  - Select and engage a diverse group of businesses to participate in the pilot.
  - Deliver the training modules with the selected businesses.
  - Gather feedback from participants to evaluate the feasibility, practicality, and effectiveness of the capacity building initiatives.
- Finalize Child Rights and Business Training Modules and Facilitators Guide and develop a comprehensive report reflecting lessons learned from the pilot training.

### **5.2. Deliverables and Time frame**

The interim and working documents may be presented in English; however, for the final training package, it is necessary to provide versions in both English and Vietnamese.

Tasks	Deliverables	Format (of the Deliverables)	Time lines
Task 1: Conduct training needs assessment (TNA) in the private sector; desk review of the existing training programs and materials	Deliverable 1: Inception report, including results of the TNA and recommended adaptations to the UNICEF CRB Modules and Facilitator's Guide	Written report in English	30 June
Task 2: Adapt UNICEF CRB Modules and Facilitator's Guide	Deliverable 2: 1 <sup>st</sup> draft of the adapted UNICEF CRB Modules and Facilitator's Guide	Written materials, digital files in English	30 July
Task 3: Pilot implementation of the CRB training	Deliverable 3: Pilot implementation	Training report in English	15 Aug
Task 4: Finalize the capacity building package	Deliverable 4: Finalize Child Rights and Business Training Modules and Facilitators Guide and develop a comprehensive report reflecting lessons learned from the pilot training	Training material in good format, digital files in English & Vietnamese	15 Sep

## **6. Management**

The Chief of the Social Policy and Governance Section will provide strategic oversight of the assignment.

The Social Policy Officer will directly supervise the assignment, and will provide technical guidance, monitor deliverables and supervise the institution. The Partnerships Officer will maintain direct communication and liaison with the institution, while coordinating the review and quality assurance within UNICEF.

All intermediate and final products will be reviewed and endorsed by UNICEF for final approval and processing of payments.

The institution will be responsible for coordinating with stakeholders for the activities under the scope of work. It is expected that VCCI will also provide support and inputs to the training materials development, and UNICEF Partnerships Officer will be the focal point to coordinate VCCI's inputs.

**7. Qualifications and experience required:**

The team should comprise of at least 2 members with the following qualifications:

Team leader:

- A team leader with Master degree in social science, economics, business administration with at least 10 years of training experience in corporate sustainability, responsible business, ESG, due diligence
- A strong background and expertise in children's rights, business ethics, and corporate social responsibility should be accompanied by a deep understanding of international standards, frameworks, and best practices in these areas.
- Experience in designing and delivering training programs and capacity building initiatives for business audience.
- Knowledge of instructional design principles and adult learning methodologies.
- Ability to create engaging and effective training modules.
- Strong communication and stakeholder engagement skills are essential. The team should be able to effectively engage with businesses, UNICEF, and other relevant stakeholders to gather input, address concerns, and ensure the relevance and applicability of the capacity building initiatives.
- Excellent written and spoken English.
- Work experience with UNICEF or another UN agency is an asset.

Other team member(s):

- Bachelor's or Master's degree in a relevant field, such as social science, economics, business administration, or a related discipline.
- Familiarity with children's rights, business ethics, and corporate social responsibility, including knowledge of international standards, frameworks, and best practices.
- Experience supporting the design and delivery of training programs and capacity-building initiatives for business audiences.
- Knowledge of instructional design principles and adult learning methodologies.
- Strong organizational and coordination skills.
- Excellent communication and interpersonal skills for effective stakeholder engagement.
- Proficiency in written and spoken English.

The other team member(s) will provide valuable support to the team leader, assisting in research, coordination, and stakeholder engagement to ensure the success of the capacity-building initiatives.

**8. Estimated budget**

<b>Deliverables</b>	<b>Estimated no. of working days</b>	<b>Payment rate</b>
Deliverable 1: Inception report	10	10%
Deliverable 2: 1 <sup>st</sup> draft of the adapted Child Rights and Business Training Modules and Facilitators Guide	20	30%
Deliverable 3: Pilot training	20	30%
Deliverable 4: Finalize Child Rights and Business Training Modules and Facilitators Guide and	10	30%

develop a comprehensive report reflecting lessons learned from the pilot training		
<b>Total</b>	<b>60</b>	<b>100%</b>

**9. Payment schedules**

The payment for the assignment will be all-inclusive as specified in the deliverable and time frame part under Section 5. Payment will be made based on the achievement of the following deliverables according to the schedule below:

Payment schedules	Payment rates
Payment 1: Upon completion of Deliverable 1 and 2	40%
Payment 2: Upon completion of Deliverable 3 and 4	60%

**10. Structure of proposal**

When submitting a proposal for the consultancy assignment outlined in the TOR, candidates should consider the following structure:

- I. Introduction:
  - Briefly introduce your organization or consulting team.
  - Provide an overview of your expertise and experience in capacity-building programs, particularly in the context of children's rights, ESG, and sustainability.
  - Express your interest in and understanding of the assignment.
  - (Preferrable) Highlight how this training material can contribute to your current capacity building work
  - Sample(s) of similar work your institution has produced
- II. Understanding of the Assignment:
  - Demonstrate a clear understanding of the objectives, scope, and requirements outlined in the TOR.
  - Highlight your knowledge of international frameworks and best practices related to children's rights in business, ESG, and human rights due diligence.
- III. Methodology:
  - Describe your proposed methodology for conducting the assignment.
  - Explain how you will carry out the training needs assessment, consolidate existing materials, and develop the training package.
  - Outline your approach to incorporating case studies, examples, and illustrations of Vietnam's businesses to make the training interactive and relevant.
  - Detail your plan for conducting a pilot training and gathering feedback for refinement.
  - Team and Expertise:
    - Introduce the key members of your team who will be involved in the assignment.
    - Highlight their relevant expertise and experience in designing and delivering capacity-building programs, particularly in the context of children's rights, ESG, and sustainability.
    - Emphasize any previous work or partnerships with UNICEF or other relevant organizations.
- IV. Timelines and Deliverables:

- Provide a proposed timeline for the different stages of the assignment, including the training needs assessment, materials consolidation, training package development, pilot training, and finalization.
- Clearly outline the deliverables, such as the training materials, reports, and evaluation.

V. Budget:

Candidates are recommended to utilize the below financial breakdown template for their financial proposal in Vietnam Dong (VND). Please see the budget template below.

Include any supporting documents, such as CVs of key team members, examples of previous relevant work, or references.

It's important to tailor the structure and content of the proposal to highlight your organization's strengths, expertise, and alignment with the specific requirements of the TOR.

**11. Technical evaluation criteria and relative points**

<b>Technical Criteria</b>	<b>Technical Sub-criteria</b>	<b>Maximum Points</b>
<b>Overall Response</b>	Completeness of response	5
	Overall concord between RFP requirements and proposal	5
<b>Maximum Points for overall response</b>		<b>10</b>
<b>Company and Key Personnel</b>	Reputation of Organization and Staff (Competence / Reliability)	5
	Quality assurance procedures, warranty	5
	Range and depth of experience with similar projects: <ul style="list-style-type: none"> <li>- Number and size of similar projects</li> <li>- Type of clients, including UNICEF, UN agencies, IFIs</li> <li>- Client references</li> </ul>	10
	Key personnel: <ul style="list-style-type: none"> <li>- Proposed team structure and size, including project management</li> <li>- Relevant experience, qualifications and position with firm</li> </ul>	10
<b>Maximum Points for Company and Key Personnel</b>		<b>30</b>
<b>Proposed Methodology and Approach</b>	Methodology and workplan is relevant and complies with UNICEF research standards	15
	Project approach to management, monitoring and quality assurance process meets UNICEF research standards	10
	Scalability prospect	5
<b>Maximum Points for Proposed Methodology and Approach</b>		<b>30</b>
<b>TOTAL Maximum</b>		<b>70</b>

**Weighted ratio between the technical and the price criteria: 70:30**

First, the Technical Proposals will be evaluated. Technical Proposals receiving 70% of obtainable points (49 pts) or higher, will be considered technically qualified and the Financial Proposals will be opened. Proposals which are considered not technically compliant and non-responsive, will not be given further consideration.

The maximum number of points (30 pts) shall be allotted to the lowest Financial Proposal that is opened/evaluated and compared among those technical qualified candidates. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

Financial proposal should be all-inclusive lump-sum cost including consultancy fee, travel costs, if any, and other related expenses. The lump-sum should be divided across the 4 deliverables of the project which must be reflected in the Financial Proposal.

Financial proposal should be presented in VND.

UNICEF applies EU-UN cost norms for local consultancy.

Proposals must be duly signed and stamped, in pdf. files, and prepared in English.

**Women-owned companies are encouraged to bid. Preference will be given to equally technically qualified women-owned companies.**

## Suggested Budget Template

### PRICE SCHEDULE

*\*items listed below are indicative and can be modified by submitting institution.*

A. PROFESSIONAL FEES					
	Position <i>(Team composition and positions of the team)</i>	No. Of Personnel	Unit Rate	No. of Man Months	Total
1					
2					
3					
<b>Total (A)</b>					
B. TRAVEL COSTS (if applicable)					
		Pax	No. of Times	Unit Rate	Total
1					
2					
3					
<b>Total (B)</b>					
C. OPERATING EXPENSES (if applicable)					
1	Communication Expenses				
2	Supplies and materials				
3	Equipment				
4	Training Expenses				
5	Other Expenses (please enumerate)				
<b>Total (C)</b>					
D. ADMINISTRATIVE/MANAGEMENT FEE <i>(Please indicate computation)</i>					
		Amount		Total	
1					
<b>Total (D)</b>					
<b>GRAND TOTAL (VND), exclusive of all taxes</b>					

Company Name and Official Seal \_\_\_\_\_

Signature Over Printed Name \_\_\_\_\_