

**REQUEST FOR EXPRESSIONS OF INTEREST/HIRING ADVERTISEMENT  
(INDIVIDUAL CONSULTANT)**

**COUNTRY: VIETNAM**

**PROJECT: REDUCING INCOME- AND HEALTH-RELATED VULNERABILITY OF OLDER PERSONS IN VIETNAM**

Loan No./Credit No./ Grant No.: TF0B3229

**Position:** National junior ISHC consultant (NJIC)

**Reference No.:** IC-13

HelpAge International is global network of organizations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 158 members in 86 countries working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The HelpAge International in Vietnam (HAIV) has received financing from the World Bank toward the cost of the Reducing Income- and Health-Related vulnerability of Older Persons in Vietnam Project under the Grant No. TF0B3229, and intends to apply part of the proceeds for consulting services.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

Further information can be obtained at the address below during office hours.

Interested individual consultants are invited to express interest by sending dossiers (letter, updated CV with contacts of two referees of your most recent employers) to the address below (by email, or by mail) **by 15h00, August 20, 2024**. Please clearly note which position you are applying in your email title.

- Email to: [halt@helpagevn.org](mailto:halt@helpagevn.org); Cc: [dathq@helpagevn.org](mailto:dathq@helpagevn.org)
- Address: HelpAge International in Vietnam, Room A201, No. 2, alley 59, Lang Ha street, Thanh Cong ward, Ba Dinh district, Hanoi, Vietnam  
Attn: Le Thi Ha (Ms.) – Finance and Admin/Procurement Officer HelpAge  
([halt@helpagevn.org](mailto:halt@helpagevn.org) ; 024 32474145, 0985 142863)

## **TERMS OF REFERENCE**

### **(Job Description)**

**Position:** National junior ISHC Consultant (NJIC)

**Location:** Hanoi and around 30% - 40% travel to provincial project sites

**Time:** From August 2024 – December 2024.

**Reports to:** National ISHC Consultant (NIC)

**Key functional relationships:** HAIV Country Director (CD), National Project Manager (NPM), NIC, other National and provincial ISHC consultants and staff, Association of the Elderly (AE) leaders in project sites.

**Contract type:** Consultancy/Service contract, full time. The gross Remuneration (includes Personal Income Tax) is 17,480,000 VND/month. Other Reimbursable Costs will be reimbursed based on the actual cost and regulations.

**Open to Vietnamese only**

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### **About HelpAge International in Vietnam**

HelpAge International is an international NGO and the secretariat of a global network of organisations promoting the right of all older people to lead dignified, healthy and secure lives.

**Our vision** is a world in which all older people can lead dignified, healthy and secure lives. **Our mission** is to promote the wellbeing and inclusion of older women and men, and reduce poverty and discrimination in later life.

We want every older person, everywhere can say:

- I enjoy the well-being
- I am treated with dignity
- My voice is heard.

HelpAge International's strategy 2020-2030 promises that 'by 2030, millions of the older people will enjoy a better quality of life, through improved wellbeing, dignity and voice. We believe that everyone should have the opportunity to live a long and healthy life, experience wellbeing and do what they value.

### **Introduction of the Project**

#### **1. General information**

- Project name: Reducing Income and Health-Related Vulnerabilities of Older Persons in Viet Nam (VIE071 Project)
- Project duration: 2020-2024
- Project sites: Hoa Binh, Thanh Hoa, Quang Binh, Da Nang, Khanh Hoa and Ninh Thuan
- Donor: Government of Japan through Japanese Social Development Fund (JSDF), administered by World Bank
- Local partners: Association of the Elderly (AE) in 6 provinces, with technical support from National AE.
- Main beneficiaries: Older persons, their families and communities in Project areas

## **2. Project objectives**

In order to reduce the income- and health-related vulnerabilities of older persons, the project development objective is to increase the participation of older persons in income-generating activities and their use of community-based health and social care services in the selected communities in six provinces (Hoa Binh, Thanh Hoa, Da Nang, Quang Binh, Khanh Hoa, Ninh Thuan).

- The project objectives will be achieved through:
  - (a) Livelihood support: increasing the income of older persons through appropriate, age-friendly and pro-poor livelihoods activities that generate income in old age;
  - (b) Health promotion and care: strengthening linkages between community-level Inter-generational Self-Help Clubs (ISHCs) health-related activities and formal primary health care services to enhance the health-related activities of the ISHCs and improve access of older people to basic health care (especially for non-communicable diseases), thus keeping older people healthier and economically active longer;
  - (c) Social care: developing, implementing and advocating for appropriate community and home-based long-term care to enhance quality of life and independence for people whose ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs) is declining.
- All of the above will be implemented by community led, innovative, effective and sustainable ISHCs, in partnership with local AE, authorities and service providers. Totally 180 ISHCs will be established and supported to provide comprehensive services for disadvantaged people, majority of them are older people.

### **Tasks for National junior ISHC consultant**

- Carry out consultancy works on the ISHC model to support NIC to achieve the project objectives.

- Carry out consultancy works on the ISHC model to support NIC to ensure ISHCs will be established in the assigned provinces. Each National junior ISHC consultant will take care two provinces with the target of 30 ISHCs established each province in the project timeframe.
- To provide monitoring and supervision, on-going capacity building technical support including income security, health and care to enable the ISHCs to be sustainable, effective, community-led and innovative.
- Support NIC to oversee all activities of the assigned project to ensure the project completes and meets the targets, indicators with high quality.
- Be responsible for supporting NIC in project environment and social risks management
- Support NIC to oversee the maintenance of the project Team's information systems, both electronic and hard copies. Ensure to file dossiers as HAIV regulation.
- Support NIC to deploy and implement project's activity as approved plans.
- Act as junior trainer/facilitator at the project trainings.
- Participate and play junior role in all the project's trainings, review meetings and additional trainings, regular technical support visits, baseline survey, annual evaluation, monitoring, supervision and field visits and other project activities as project plan
- Support the NIC to liaise with and guide project's partners who are associated with the project.
- Collaborate with HAIV team to check and ensure the correctness of narrative and financial reports from project partners.
- Collaborate with HAIV team to make payments to ensure the project payments are accuracy and up-to-date.
- Support HAIV team in procurement activity and discussion with suppliers.
- Collaborate with HAIV team to ensure related financial dossiers, partner financial reports and supporting documents is accuracy and compliant with HelpAge & donor requirement
- Facilitate visitors for transportation, hotel, airfare booking and meeting arrangement.
- Other project tasks assigned by NIC.

### **Safeguarding responsibilities**

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work.
- Reporting all safeguarding incidents, they see, hear, know about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies, procedures and practices.
- Completing mandatory training courses relating to HelpAge safeguarding policy framework and complying with HR vetting procedures.
- Reducing the risk of harm and abuse in the field.

- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review.
- Attending specialist field training on safeguarding as required.
- Maintaining maps of support services for survivors.
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed.
- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting related people to embed safeguarding measures in their role.

### **Person Specification**

#### **Essential**

1. Vietnam national with university degree in relevant subject or equivalent in development/social work
2. Understand or experienced in ISHC model or similar community model
3. Understand or experienced in conducting project activities to establish, train and provide overall on-going technical support to ISHCs or similar community activities
4. Systematic and organised approach to work with the ability to multitask
5. Culture awareness and sensitivity; communication skills
6. Organisation and work planning skills
7. Able to travel to project sites on a regular base (around 10 days a month)
8. Skill in preparing and maintaining accurate financial records and budgets
9. Skill in maintaining and updating filing systems
10. Strong IT user skills including knowledge of spreadsheets. Intermediate or above level of English
11. Good training and facilitation skills
12. A commitment to: working to HelpAge values, safeguarding, equal opportunities, respect and dignity, health and safety and data protection policies

#### **Desirable**

1. Experience in and have a good understanding of development issues, with an active interest in promoting an inclusive and intergenerational approach

2. Being awareness of age, gender, and disability issues. Experience in inclusion of age, gender and disability issues in the communication job

### **Our Values**

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

- Inclusive** We respect people, value diversity and are committed to equality.
- Impact** We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.
- Partners** We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
- Learning** We are passionate about learning, accountable and work together to find creative solutions

### **Equal Opportunities**

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

### **Safeguarding**

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

### **HOW TO APPLY:**

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below (by email, or by mail) **by 15h00, August 20, 2024**. Please clearly note which position you are applying in your email title.

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Shortlisted candidates will be contacted for further steps.