

## TERMS OF REFERENCE

**Task: Consultancy service for review, revision and finalization of the “Standard Operating Procedures (SOP) for identification, care and protection of victims of trafficking and exploitation living in the shelter in Ho Chi Minh City”**

<b>Location</b>	Ho Chi Minh City, Vietnam
<b>Organisation</b>	Planète Enfants et Développement (PE&D)
<b>Application Deadline</b>	30th October, 2024
<b>Type of Contract</b>	Consultant
<b>Required expertise and experiences</b>	Significant expertise in child trafficking, child protection, child labour, child rights. Experiences in documentation, capitalization, writing documents/manuals
<b>Theme</b>	Child Rights, Anti Child Trafficking, Child labour
<b>Duration of contract</b>	2 months (from 1 <sup>st</sup> November 2024 to 30th December 2024)
<b>Contact person</b>	Pham Thi Minh Nguyet - ACT Project manager ( <a href="mailto:phamthi.minhnguyet@planete-eed.org">phamthi.minhnguyet@planete-eed.org</a> ) Nguyen Anh Tai - Psychosocial expert ( <a href="mailto:nguyen.anh.tai@planete-eed.org">nguyen.anh.tai@planete-eed.org</a> )

### 1. INTRODUCTION

#### a. Organisation and project background

**Planète Enfants et Développement (PE&D)**, founded in 1984, is a French NGO implementing projects centred on the child, the family, and the community, by paying special attention to women and girls. In its 4 countries of intervention (Cambodia, Vietnam, Nepal, and Burkina Faso), PE&D is, today, recognized for its experience in social work, protection against violence, vocational training, early childhood education and maternal and infant health. Through its projects, PE&D strengthens the capacities of disadvantaged populations to improve their living conditions by themselves. PE&D therefore develops experience-based learning and transfers skills to local partners. Present in Vietnam since 1993, PE&D has been implementing education projects with ethnic minorities in the North for more than 15 years and then moved to the South to work on urban poverty issues.

In Vietnam, child exploitation (including child trafficking, labour exploitation and sexual exploitation) is a prodigious, multifaceted challenge that deepens social inequalities by targeting the most vulnerable communities and causes untold trauma which impacts all aspects of the victims' lives. Response mechanisms are restricted and do not encompass all victims. Furthermore, stigmatisation of survivors is high, whilst the support available to them is inadequate, leaving rehabilitation an illusion. There is a need for a holistic approach to develop a co-built recovery and reintegration system to fight child exploitation and empower victims.

From 2021 to present, PE&D has implemented the **Against Child Trafficking project (ACT)** with a duration of 36 months (January 2022 - December 2024) in 2 locations (Ho Chi Minh city and Phan

Thiet city - Binh Thuan province). PE&D collaborates with our local partner: the Capacity Building and Support Center for Women and Children (CSWC) to support the Ho Chi Minh City Center for Social Work, Education and Vocational Training for Youth (CTSE) and charity schools in HCMC and Phan Thiet city, Binh Thuan province. The main beneficiaries of the project are children who are victims of trafficking and exploitation (victims for short).

### **b. Project goal and objectives**

The overall objective of this project is to contribute to build a support system, in conjunction with local authorities, for victims of child trafficking and exploitation in Southern and Central Vietnam, specifically Phan Thiet City, Binh Thuan Province, and Ho Chi Minh City.

The project has three specific objectives,

**Objective 1: Capacity building:** to reinforce the capacity of shelters in Southern and Central Vietnam to protect and support victims;

**Objective 2: Empowerment:** to improve the socio-economic reintegration of children at risk or victims of child trafficking and exploitation in Southern and Central Vietnam

**Objective 3: Prevention:** to prevent child trafficking and exploitation and the stigmatisation of victims in their communities to avoid the recurrence of exploitation.

## **2. PURPOSE AND SCOPE OF WORK**

### **A. Purpose**

The development of SOP is one of the activities of **Objective 1**, as a guidance to strengthen the capacity of “shelters” to identify victims and to provide appropriate support for successful and sustainable recovery and reintegration. It will define a full process to support victims, from the first intake to the post-reintegration follow-up.

In this assignment, the SOP will be tailored to use at the shelter (CTSE) where it provides support for vulnerable children, especially focusing on child victims of trafficking and exploitation from the initial intake to post-reintegration stage.

After completion, the SOP would/would be:

- A recommended written formal guideline to use in the shelter - the HCMC Center for Social Work – Education Vocational Training for Youth (CTSE) which consisted of all necessary steps and actions to support victims, from the first intake to the post-reintegration follow-up.
- Proposed methodology and tools to improve practices of the social workers/ shelter staff in working and supporting victims.
- Identifies roles and promotes coordination of relevant actors (who are social workers, health professionals, educational professionals, parents, psychologists...) in support of victims.
- Shared with other shelters, relevant stakeholders, individuals, social organisations who are working on similar fields.

The purpose of the consultancy is to support PE&D in leading the review, revision and finalisation of this SOP.

### **B. Scope of work**

The Consultant will work closely with PE&D to perform the following tasks:

- To review the SOP outline and give recommendations that would be adjusted according to the project context.

- To review and assess the general context of child trafficking and labour exploitation in HCMC, context and situation of the shelter creation, legal and regulatory framework and available supporting services
- To identify the contents/issues that need to be revised and updated and provide direction/orientation for revision and update.
- To support and coordinate with PE&D in consultation with experts, relevant governmental agencies, partners and actors in child protection networks to obtain recommendations/contributions for SOP finalisation.
- To support PE&D in technical meetings and workshops for consultation and validation
- To finalise a SOP as a written formal guideline and friendly format for easy introduction and transmission

### 3. QUALIFICATIONS

The following skills and competences are required for this assignment:

- PhD or PhD Candidate in Social work, Sociology or Psychology or any relevant field;
- Minimum 10 years of experience in research and writing documents/manuals, especially documents/manuals in child protection, child labour and exploitation.
- Experience and profound knowledge related to child trafficking, labour exploitation and shelter operation;
- Experience in working with government agencies, in research and policy development.
- Experience in organising and facilitating workshops, consultancy processes and training.
- Strong analysis skills; teamwork and facilitation skills, ability to work and communicate effectively.
- Ability to analyse and write high-quality reports, documents/manuals in Vietnamese and English.

### 4. SELECTION CRITERIA

Criteria	Weight
1. Relevant qualifications and experience	30%
2. Good understanding of ToR, clear and detailed work plan	20%
3. Satisfactory timeline	30%
4. Financial proposal with competitive cost	20%
<b>Total</b>	<b>100%</b>

## 5. DELIVERABLES AND TIMELINE

Activity	Deadline	Deliverables
1. Sign a contract with the consultant	05/11/2024	The contact is signed between PE&D and the consultant
2. Project introduction and assignment clarification	05/11/2024	Scope of work and deliverables are identified
3. Review the SOP outline, review available documents/materials and give recommendations	12/11/2024	SOP outline and all available documents are assessed and analysed
4. Review and assess the context, the situation of CTSE.	19/11/2024	Available report and project updates about CTSE situation reviewed
5. Technical meeting with PE&D for comments/inputs to the draft of the SOP (1st).	26/11/2024	A clear plan and methodology for data collection proposed
6. Design methodology, interviews, meeting for information collection in the field (at CTSE)  Field work	02/12/2024	Meetings/interviews with CTSE Board of Director and social workers, head of the houses are set up
7. Update the 1st draft of SOP	6/12/2024	1st draft of SOP is assessed
8. Technical meeting with PE&D for comments/inputs to the draft of the manual (2nd). Revise and update the 1st draft of SOP	09/12/2024	1st draft of SOP is completed
9. Consult with technical experts for comments/inputs/contributions	14/12/2024	Contributions of different experts are collected in written documents
10. Technical meeting with PE&D for comments/inputs to the draft of the manual (3rd). Revise and update the 2nd draft of manual	20/12/2024	2nd draft of SOP is completed
11. Consultation/Validation workshop	24/12/2024	Contributions of different experts are collected in written documents
12. Technical meeting with PE&D for comments/inputs to the draft of the manual (4th). Revise and update the 2nd draft of manual	30/12/2024	Final draft of SOP is assessed and approved
13. Support PE&D in SOP finalisation	January 2025	A final version of SOP is approved

## 6. LOGISTICS

The following support will be provided to the consultant by PE&D:

- A SOP outline - draft version and all materials and available parts/documents of the SOP
- Project progress introduction and connection to relevant project partners and technical deliverables necessary for the consultant.
- The consultant will work closely with the PE&D psychosocial expert and CTSE management board to ensure consultancy activities remain fit for purpose with qualified results in a timely manner.

## 7. APPLICATION PROCEDURES

- Curriculum vitae (CV)
- A sample of similar work
- Tentative work plan
- Proposed consultancy fee in VND with number of actual work day with PIT included

Application should be sent to [phamthi.minhnguyet@planete-eed.org](mailto:phamthi.minhnguyet@planete-eed.org) and [nguyen.anh.tai@planete-eed.org](mailto:nguyen.anh.tai@planete-eed.org) by **October 15th, 2024**. Only shortlisted candidates shall be contacted for interview before contracting.