

**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

Assignment Title/Position: Consultant on development of Recipient's Completion Report
Reference No. (as per Procurement Plan): IC-06

HelpAge International is global network of organisations 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 candidates are requested to submit a technical proposal and CV of the consultant who implements this assignment to the address below (by email, or by mail) **by 15h00, November 14, 2024**. Please clearly note which position you are applying in your email title.

- Email to: halt@helpagevn.org; Cc: 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 (halt@helpagevn.org ; 024 32474145, 0985 142863)

TERMS OF REFERENCE (TOR)

FOR AN EXTERNAL INDIVIDUAL CONSULTANT ON DEVELOPMENT OF RECIPIENT' COMPLETION REPORT
“Reducing Income and Health-Related Vulnerabilities of Older Persons in Viet Nam”
(VIE071-P171030 PROJECT)

1. About HelpAge International

HelpAge International (HelpAge) is an international non-government organization and the secretariat of a global network of organizations 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.

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.

2. Introduction of the Project

2.1 General information

- **Project name:** Reducing Income and Health-Related Vulnerabilities of Older Persons in Viet Nam (VIE071-P171030 Project)
- **Project duration:** 30/11/2020 – 31/12/2024
- **Budget:** 2,75 million USD
- **Project sites:** Hoa Binh, Thanh Hoa, Da Nang, Quang Binh, Khanh Hoa, Ninh Thuan
- **Donor:** Government of Japan through Japanese Social Development Fund (JSDF), administered by World Bank in Vietnam (WB)
- **Local implementing partners:** Association of the Elderly (AE) in 6 provinces, with technical support from HelpAge and National AE.
- **Main beneficiaries:** Older persons, their families and communities in the project areas

2.2 Project development objective

To reduce the income- and health-related vulnerabilities of older persons, the project development objective (PDO) 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 PDO 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. By end of 2024, there are 186 ISHCs have been established, one in each village in six project provinces. Project direct beneficiaries include ISHC members, ISHC management board members, homecare receivers, local partners, etc.

3. Specific objectives

To develop the recipient's completion report which assesses the project performance in all aspects of the project management and implementation during the entire project duration. Specifically, the recipient completion report will assess:

- The project progress to ensure its completion
- The achievement of the result framework
- Project procurement
- Project finance
- The compliance of World Bank' policies, being responsive to the Bank supervision findings and recommendations.
- Project sustainability
- Best practice
- Challenges and solutions to overcome these challenges, lessons learned and recommendations

4. Scope of work

The scope of recipient's completion report will cover required information and data of all interventions under Component 1, 2, 3 and 4 implemented from beginning to end of the project that have been implemented by the project including HelpAge and PAEs and all 186 ISHCs in 6 project provinces namely Hoa Binh, Thanh Hoa, Quang Binh, Da Nang, Khanh Hoa and Ninh Thuan.

5. Major Tasks and Responsibilities of consultant

Task 1: Desk review

- Review relevant project documents, including but not limited to: project document, project operational manual, project annual and biannual reports, project result framework, project M&E system, baseline report, annual evaluation reports, midterm evaluation report, WB supervision mission reports, brochures, presentations, articles, television news and program, videos, and others if appropriate.
- Preliminary discussions with the project staff from HelpAge and project partners (province association of the elderly (PAE)), members of club management board (CMB) etc will also take place during this desk review.

Task 2: Develop the detail outline of the report

- In consulting with HelpAge staff the consultant will develop detail outline of the report (in English). The report outline will cover all aspects of the assessment as described in the part on the project objectives above. Under each part of the outline, the related information needs to be listed to support/ to explain the assessment.
- The detailed outline will be approved by HelpAge

Task 3: Interview the project staff and project partners

- The consultant will conduct online interviews with project staff, partners and other stakeholders, including but not limited to members of club management board (CMB), representatives of Association of the Elderly (AE), commune health station (CHS), province and local authorities. The purposes of these interviews are to update the secondary information used for the report, and to collect additional information for further assessment as needed. The interview can be conducted through telephone, zalo or email.
- The project staff will help to connect the consultant with required local and national respondents.

Task 4. Develop the report

- The consultant will develop the report (in Vietnamese and English) following the approved detailed outline.
- The consultant will utilize the data and information from the project existing secondary sources in consulting with the HelpAge staff for the detail development of each part of the report.
- Submit the draft report to HelpAge for comments, accommodate the comments and submit the final draft to HelpAge for approval. Note: HelpAge will also send the draft reports to WB for comments and combine both HelpAge and WB comments to send to the consultant.

6. Expected Deliverables

Below the 4 deliverables:

- (i) The report detailed outline in English by 14 November, 2024
- (ii) The updated result framework achievement in English by 2 December, 2024
- (iii) The first draft report in English by 15 December, 2024
- (iv) The final report in both English and Vietnamese, by 29 December, 2024

7. Tentative timeline and consultancy days

No.	Activity	Timeline (tentative)	Consultancy days
1	Desk review including discussion with HelpAge staff	22 – 25 Nov.2024	2,0 days
2	Develop draft detail outline of the report in English. Submit draft outline for HelpAge approval and accommodate the comments from HelpAge and WB, if any	26 Nov – 28 Nov. 2024	1,0 day
3	Conduct online interview with local representatives (members of CMB, AE, CHS, province and commune authorities etc) though telephone, zalo etc.	29 Nov – 04 Dec. 2024	1,5 days
4	Develop the updated result framework progress and send to HelpAge, as part of the project report	05 Dec - 12 Dec. 2024	0,5 days
5	Develop the first draft of report in English and send to HelpAge for HelpAge and WB comments	13 Dec – 21 Dec. 2024	5,0 days
6	Finalize the report after accommodating HelpAge and WB comments. Submit the final	22 - 29 Dec. 2024	3,0 day

	report (English, Vietnamese) which has been approved by HelpAge and WB		
	Total of working days:		13 days

8. Budget

The number of days to complete each activity may be changed, but the total number of working days must not exceed 13 days.

The total value for this consultation must not exceed 2,000 USD. This amount includes the consultant's fee and all other costs related to conducting this service. In which, all other costs may include, but not limited to the followings (if any): transportation cost, per-diem, data collection, data entry fees, translation fees, and all kind of taxes and insurances.

Total value of consultancy contract (later on) is subjected to the personal income tax. HAI will withhold this tax to pay to the tax authority as per the law

Note: HelpAge does not apply allowance, gifts of any kinds for interviewee

Payment information

- The consultancy fee and other costs (if any) will be paid within 10 working days of satisfactory completion of the report (both in Vietnamese and English) and providing other deliverables described in part **6. Expected Deliverables**.
- All reports (both Vietnamese and English versions) and other deliverables must be submitted and accepted by HelpAge by 29 December, 2024. The final payment may be made in January 2025, if there is not enough time to be proceeded in 2024, adhering to the 10-working-day payment principle.
- The currency to use in consultancy contract (later on) and for the payments will be in VND. The transfer exchange rate announced by the bank HelpAge International opened its bank account will be applied to convert from USD to VND when preparing the consultancy contract.

9. Experience and skill set required

The consultant demonstrates skills, expertise and experience in:

- Master's degree or higher specialized in community development, social sciences or a related discipline.
- At least 4 years of experience on development project management/ coordination or M&E in the field of community development, health and care, livelihood, ideally related to older people and intergeneration self-help club (ISHC) model.
- Have experience on preparing the development project reports such as completion/ final reports, periodical reports for donors, evaluation reports etc
- Have experience on interview with local governments, community groups, especially older people
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing)
- Excellent command of the English languages – both written and oral

10. Submitting Expressions of Interest

All Expressions of Interest (EOI) must include CV with brief explanation of the consultant, with a focus on relevant previous experiences in similar work and cover letter indicating the consultant' interest.

All interested individuals are requested to submit the CV and letter of interest via email to: halt@helpagevn.org and dathq@helpagevn.org by **15h00, November 14, 2024**. Please include some wordings in your email title "*IC-06 - Individual Consultant to conduct the Recipient's Completion report*".

Shortlisted candidates will be contacted for next steps.

Contract type: after negotiation, selected consultant shall enter with HelpAge a consultation contract which is not an employment contract for staff.