

**TERMS OF REFERENCE**  
**FOR**  
**A BASELINE DESK STUDY ON**  
**“POLICY DIRECTIONS AND LEGAL FRAMEWORK IN THE AREA OF SO-**  
**CIAL JUSTICE IN VIETNAM 2015-2017”**

**1. BACKGROUND OF RLS**

The Rosa Luxemburg Stiftung (RLS; [www.rosalux.de](http://www.rosalux.de)) originated from the registered association "Social Analysis and Political Education" founded in Berlin in 1990. In 1996, it was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "PDS/Linkspartei", later renamed itself into "Linkspartei" (Left Party) which is one of two parties in Germany that formed the new party "Die LINKE" ("The Left") in 2007. RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In February 2009, the People's Aid Coordinating Committee (PAC-COM) granted the licence for the representative office for Southeast Asia in Hanoi.

In Vietnam, RLS ([www.rosalux.vn](http://www.rosalux.vn)) embraces the mission of assisting Vietnam's transition to a market economy with socialist orientation embedded. Currently, it is cooperating with approximately 26 partners (e.g. VNU - University of Social Sciences and Humanities in Hanoi and HCMC; Centre for Social Research and Development Hue, Vietnam Union of Friendship Organizations) by funding around 30 projects (including one in Cambodia) on three themes of Sustainable development including Climate change, Social justice, and Dialogue on development models.

**2. RATIONALE OF THE BASELINE DESK STUDY**

From 2012 to 2014 RLS is running the program "Dialogue and cooperation on social justice, sustainable development and on alternative development models in transition countries of East and Southeast Asia".

Under the Component A "Social Justice" RLS aims at contributing towards two goals:

1. Disadvantaged groups (in particular ethnic minorities, women and migrant workers) in the project localities have a) more information about their rights, b) better access to social protection as well as c) they can demand their rights actively.
2. Disadvantaged groups (in particular ethnic minorities, women, migrant workers and teenagers) are in a better situation to contribute actively their political and socio-economic issues into the dialogue and the exchange with relevant involved stakeholders and also have an impact on the political decision-making processes.

Therefore in Vietnam RLS cooperates with the following partners addressing the below mentioned target groups:

<b>Partner</b>	<b>Target Groups / Localities</b>
Hue University of Science	Migrant workers from Central Vietnam in Central Vietnam and HCMC, local and national authorities and decision-makers, researchers, companies, socio-political organizations
University of Social Sciences and Humanities HCMC	Migrant workers in HCMC, local and national authorities and decision-makers, researchers, companies, socio-political organizations, NGOs
Research Center for Gender, Family and Community Development (GFCD)	Domestic workers in Hanoi, local and national authorities and decision-makers, researchers, employees, socio-political organizations, training centers
Institute for studies of Society, Economy and Environment (ISEE)	LGBT in Hanoi and HCMC, national decision-makers
Study Centre for Gender, Family and Community Development (CSFCD)	Men and women vulnerable to gender-based violence, local and national authorities and decision-makers, researchers, socio-political organizations
The Center for Development of Community Initiative and Environment (C&E)	Van Kieu and Ca Tu communities in Quang Nam and Thua Thien Hue, local and national authorities and decision-makers, socio-political organisations

For the preparation of the next program cycle 2015-17 RLS sees the need to gather more baseline data regarding its interventions and cooperation in the fields of social justice in

Vietnam. The to-be-conducted desk review shall analyse relevant policies and legal documents of Vietnam to provide RLS a profound input for the next program cycle. It is not the main objective to deeply analyze concrete partner projects but to collect, synthesize and analyse information regarding policies and legislation that will have an impact on the above mentioned target groups and the improvement of their situation as aimed to in the two above mentioned program goals.

### **3. CONSULTANCY OBJECTIVES**

- To elaborate a baseline desk study as preparatory input for RLS' 2015-17 program cycle;
- To provide RLS a profound database on the status quo of the political and socio-economic and legal situation of the above mentioned target groups, including a detailed list of literature and sources that were included;
- To analyse recent political developments, policies and the legal framework related to the target groups under RLS' social justice component as well as to provide an analytical scenario for reforms and changes coming up in the next four to five years;
- To give recommendations to RLS for a program with a more focused design regarding goals, impacts to be achieved and indicators to be measured.

### **4. EXPECTED DELIVERABLES**

The expected outputs of this evaluation are as follows:

A baseline desk study (no longer than 50 pages in both electronic and hard copies) in proficient English which will be submitted to RLS within the scheduled timeframe including up to two revised versions based on the requirements of RLS.

More specifically the study shall consist of the following requirements:

- Title page
- 1-2 Pages summary
- Explanation of the chosen methodology and selected literature and sources
- Baseline data
- Analysis
- Conclusion and recommendations
- List of literature and sources.

## 5. REQUIREMENTS OF THE CONSULTANCY

The consultant is tasked with the entire process of the baseline desk study. More specifically, this includes:

- Preparing necessary logistics for the desk review: stationaries, printing documents etc.;
- Designing the research tools in cooperation with RLS's project manager in charge;
- Conducting the review of project documents, Vietnamese and International secondary data and data analysis in exchange with the RLS Project Manager ;
- Working closely with the staff of RLS Hanoi for preparing and implementing desk review;
- Writing and presenting the final report in impeccable English.

## 6. DESIRED QUALIFICATIONS OF THE CONSULTANT (Vietnamese Nationals only)

RLS requires the consultant team will possess the following qualifications:

- Having an advanced degree in related fields (e.g. law, political or social sciences, development, economics, public administration) from an *internationally recognized university*;
- Having thorough understanding of the socio-political conditions of Vietnam as well as being familiar with the work of governmental, socio-political, non-governmental and academic institutions as well as International organisations
- Having proven experiences in designing and conducting similar researches;
- Fluency in spoken and written Vietnamese and English;
- Possessing excellent critical analysis and report writing skills;
- Being responsible and able to work under pressure as an individual and as a team as well as pro-actively engage in solution finding for obstacles that may occur.

**7. TENTATIVE WORKLOAD & TIMEFRAME**

ACTIVITY	CONSULTANCY DAYS	TIME											
		DECEMBER				JANUARY				FEBRUARY			
		W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
Contract signing													
<b>CONDUCTING THE RESEARCH</b>													
Meeting and communicating with RLS in Hanoi (need's based)	2												
Develop the research design and research tools	2												
Review data and literature	7												
Data analysis and report writing (1 <sup>st</sup> draft)	7												
Presenting the report to RLS (1 <sup>st</sup> draft)	0.5												
Adjusting the report with RLS comments (2 <sup>nd</sup> draft)	2												
Finalising the report	0.5												
<b>TOTAL</b>	<b>21</b>												

## 8. CONSULTANCY FEE

A competitive consultancy package will be offered to the consultant based on his/her qualification and experience. RLS will reimburse the consultant on a lump-sum base for the consultant fee; other research-related logistical expenditures (stationaries, print-outs, communications fees) will be reimbursed upon submission of appropriate and original vouchers.

RLS would like to invite interested consultants submit:

- An initial research proposal explaining your approach, methodology and motivation, your CV; including name and contact details of two reference persons;
- One or two sample English reports of relevant prior consultancies;
- Your financial proposal based on the above-mentioned tentative workload and expected logistical expenditures.

Please be informed that:

- The consultancy fee will be paid on a lump-sum base in two instalments;
- Logistic expenditures will be reimbursed upon submission and RLS' approval of original vouchers;
- UN-EU cost norms 2012 and RLS' internal guidelines are the reference for RLS negotiation regarding the payment for selected consultants.

**Contact person:** Mr. Nguyen Van Tung - Project Manager - at the e-mail address **nguyen.tung@rosalux.vn.**

- Deadline of submission: **28<sup>nd</sup> November 2013** to the above mentioned e-mail address.
- Tentative interview schedule for short-listed candidates **02<sup>nd</sup> – 06<sup>th</sup> December 2013.**
- Further information can be obtained by email. Inquiries are only accepted before the deadline. Please refrain from phone inquiries.

**We only consider applications meeting all above required conditions.**