

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Country Office in Viet Nam																						
Purpose of consultancy:	<ul style="list-style-type: none"> <li>○ To develop training manual for Coaches of “Football for All” Clubs on Gender Based Violence (GBV) prevention and response.</li> <li>○ To provide TOT training courses on GBV prevention and response for Coaches of “Football for All” Clubs in Hai Duong and Ben Tre provinces.</li> </ul>																						
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of UNFPA Gender Team Leader of Vietnam CO, and in close consultation and collaboration with the responsible UNFPA Programme Officer, the selected consultant will carry out the following tasks:</p> <ul style="list-style-type: none"> <li>○ To develop training manual for Coaches of “Football for All” Clubs on GBV prevention and response. The manual should provide insight into the content of gender and GBV, including but not limited to the followings: <ul style="list-style-type: none"> <li>• Goals, objectives and users of the training manual.</li> <li>• Attitudes towards young people.</li> <li>• Gender: definition of sex and gender; gender norms.</li> <li>• GBV: definition; types of GBV (scenario provided with each type); causes; risks and protective factors; impacts.</li> <li>• The link between gender norms and GBV.</li> <li>• Creating a safe and supportive environment for young people.</li> </ul> </li> <li>○ To provide TOT training courses for Coaches of “Football for All” Clubs in Hai Duong and Ben Tre provinces, using the training manual developed. Each training course will last for 3 days and the total numbers of participants will be about 20 per each course.</li> </ul>																						
Duration and working schedule:	16 working days from 15 July to 15 October 2016																						
Place where services are to be delivered:	Hanoi, Hai Duong and Ben Tre provinces																						
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The Consultant will deliver the followings:</p> <ul style="list-style-type: none"> <li>○ The <b>training manual</b> for Coaches of “Football for All” Clubs on GBV prevention and response (in Vietnamese and English) with approval of UNFPA country Office.</li> <li>○ The <b>reports</b> of TOT training courses on GBV prevention and response for Coaches of “Football for All” Clubs in Hai Duong and Ben Tre (in English).</li> </ul>																						
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Tasks</th> <th style="text-align: center;">Number of working days</th> <th style="text-align: center;">Deadline</th> </tr> </thead> <tbody> <tr> <td>Desk-based work</td> <td style="text-align: center;">2</td> <td style="text-align: center;">21 July</td> </tr> <tr> <td>Consultant submits the outline of the training manual</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">25 July</td> </tr> <tr> <td>Feedback from UNFPA on the outline of the training manual</td> <td></td> <td style="text-align: center;">29 July</td> </tr> <tr> <td>Consultant submits the 1<sup>st</sup> draft of the training manual</td> <td style="text-align: center;">3</td> <td style="text-align: center;">10 August</td> </tr> <tr> <td>Feedback from UNFPA on the 1<sup>st</sup> draft of the training manual</td> <td></td> <td style="text-align: center;">17 August</td> </tr> <tr> <td>Revise the training manual taken into account the comments/inputs from UNFPA</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">19 August</td> </tr> </tbody> </table>		Tasks	Number of working days	Deadline	Desk-based work	2	21 July	Consultant submits the outline of the training manual	0.5	25 July	Feedback from UNFPA on the outline of the training manual		29 July	Consultant submits the 1 <sup>st</sup> draft of the training manual	3	10 August	Feedback from UNFPA on the 1 <sup>st</sup> draft of the training manual		17 August	Revise the training manual taken into account the comments/inputs from UNFPA	0.5	19 August
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	TOT training course in Hai Duong (for testing of the training manual)	3	31 August
	TOT training course in Ben Tre (for finalisation of the training manual)	3	9 September
	Report on the two TOT training courses	1	15 September
	Finalise the training manual	1	23 September
	Translate the training manual into English	2	30 September
	<b>Total</b>	<b>16</b>	
Supervisory arrangements:	<ul style="list-style-type: none"> <li>○ The selected consultant will work under the supervision of UNFPA Gender Team leader and closely contact with an assigned staff of UNFPA to update on the progress made, and possible obstacles via meetings, email or telephone.</li> <li>○ The training manual including the training modules, proposed facilitation methods will be finalized, taking into account the consultation of UNFPA.</li> <li>○ All other deliverables and products should follow the proposed timeline in this TOR.</li> </ul>		
Expected travel:	Travels to Hai Duong and Ben Tre provinces will be required.		
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>○ Having at least master degree in gender and development or social related field;</li> <li>○ At least 8 years of working experience in formulation and implementation of intervention program on GBV/VAW; conducting the training on GBV/VAW;</li> <li>○ Having solid understanding of human rights and human rights based approach to programming;</li> <li>○ Excellent communications skills, strong interpersonal skills, and strong analytical and strategic skills;</li> <li>○ Prior experience with United Nations agencies in Viet Nam is desirable;</li> <li>○ Demonstrated capacity to be innovative and flexible;</li> <li>○ Fluency in Vietnamese and English both in speaking and writing.</li> </ul>		
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will: <ul style="list-style-type: none"> <li>○ Provide the necessary logistic arrangements to selected consultant to complete the assignment, mentioned in this TOR.</li> <li>○ Support the liaison for consultants' meeting with relevant stakeholders.</li> <li>○ Assign one national program officer to work with the consultant during the mission.</li> <li>○ Provide all necessary background documents as followings: <ul style="list-style-type: none"> <li>● TOR</li> <li>● "Football for All" model in Hai Duong and Ben Tre</li> <li>● Ongoing related intervention programs on GBV</li> <li>● Related studies on masculinity and GBV</li> <li>● Any related documents if requested</li> </ul> </li> </ul>		
Other relevant information or special conditions, if any:	An Individual Contract (IC) will be signed with the selected consultant for the duration from 15 July to 15 October 2016.  One-time payment of the consultancy fee will be made upon of UNFPA's acceptance of the final training manual.  The consultant's fee is based on a determination of the level and qualifications required to perform the assignment. For this consultancy, it is required a consultant at an equivalent level of NOB.		
Signature of Requesting Officer in Hiring Office: Ha Thi Quynh Anh, Gender NPO  Cleared by: Phan Thi Thu Hien, Gender Team Leader  Date: 16 June 2016			