

Terms of Reference ***Consultancy for Stakeholders Mapping and Analysis for Country Program Framework***

April - May 2019
 Location: Hanoi, Vietnam

1. BACKGROULD AND INTRODUCTION

Founded in 1937, Plan International (PI) is a development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners. To fulfil the promise of the 2030 Global Goals, our 5-year Global Strategy is designed to deliver significant change for girls and boys, putting a special emphasis on gender equality. We see clear links between fulfilling children's rights, achieving gender equality and ending child poverty. Every girl and boy has the right to be healthy, educated, protected, valued and respected in their own community and beyond.

Plan International Vietnam (PIV), like other country offices in the whole system of Plan International (PI) has developed its country strategic plan (CSP) for setting up objectives that are relevant, ambitious but achievable for the period of five years in order to address the most significant issues identified in the child right situational analysis. PI approved the fourth generation of CSP (CSP IV) in April 2016, 2 months before it started with implementation, and is to be completed by June 2021.

Responding to the new global vision and strategy of Plan International, which focus on girls' rights and gender equality, Plan International Vietnam is revising its CSP IV. One of the most important contents of the revised CSP IV, a Country Program Framework is undergoing the process of development. There are two strategic objectives and six-selected-intervention areas in the framework:

Strategic objectives	Girls grow up physically and mentally healthy	Girls are ready to shape their future
Key Areas of intervention	<ul style="list-style-type: none"> - Nutrition and Maternal, newborn and Child Health - Early Childhood Education - Community Based Child Protection Mechanism 	<ul style="list-style-type: none"> - Sexual and Reproductive Health and Rights - Skills and Opportunity for Youth Economic Empowerment - Gender Transformative Child Protection

A stakeholder mapping and analysis is required to ensure that this Program Framework is relevant, flexible and practical for the future programming by PIV in Vietnam.

2. PURPOSE OF THE CONSULTANCY

PIV is seeking to engage a consultant/team to implement the Stakeholder Mapping and Analysis. The objective is to identify key government, parliament, civil society, community based organizations and private sector stakeholders that impact on girl rights and gender equality in general and gain input into the proposed Framework Program Approach.

3. SCOPE OF WORK:

The scope of work includes:

- a) Clarify stakeholders' missions, interests, strengths and analyze areas of interest;
- b) Clarify stakeholders' role in policy making and implementation of programs at the national and local levels, analyze key areas of mutual partnerships;
- c) Analyze the information obtained and provide recommendations to PIV on the six-selected-intervention areas and on levels of interaction such as inform, consult, involve/engage and partner.

4. TASKS

- a) Conduct desk review including but not limited to:
 - Study the six areas of global distinctiveness (AoGD): inclusive, safe quality education; (Learn) Skills and opportunities for Youth Employment and Entrepreneurship (Learn); Girls, boys and youth as active drivers of changes (Lead); Sexual reproductive health rights for girls and young women (Decide); gender transformative child protection (Thrive); and early childhood development (Thrive).
 - Revisit all analysis conducted by PIV so far for the systematize the information as a base of evidence;
 - Study the PI's global strategy, gender transformative programming and including guidance; and other documents.
 - Study Vietnam's reports on six above mentioned areas of interventions; and Vietnam political & administrative governance
- b) Conduct the map stakeholders by their type such as bilateral, multilateral, private contractors, by their working specific areas such as adolescent sexuality education/ skills development/ entrepreneurship/ youth employment, and by their target groups, especially children and girls.
- c) Identify and understand stakeholders' priorities, their programs including outcome statements, approach, methodology and partners
- d) Conduct additional studies (desk study) to get more information to fill the gaps if had; then consult the technical staff of Plan International for validation of the information. Then discuss with the Technical leads, MER staff, and Core Management Team members to assess progress made to date by the selected key interventions
- e) Produce an outcome document of a mapping and analysis of key government, parliament, civil society, community based organizations and private sector stakeholders that impact on girl rights and gender equality in general and the six-selected-intervention areas in specific. The first draft will be shared with PIV for internal feedback. The consultant is responsible for the finalization of the document including the incorporation of comments and inputs from PIV.

5. KEY DELIVERABLES

- A comprehensive paper mapping and analyzing the key government, parliament, civil society and private sector stakeholders that impact on girl rights and gender equality in general and the selected six-selected-intervention areas in specific, recommending for PIV's the selected six-selected-intervention areas on levels of interaction
- Presentation to Country Management Team of the key findings
- A one-page executive summary of stakeholders analysis

6. TIMEFRAME AND IMPLEMENTATION PLAN

It is expected that this work will be completed within 20 working days within April – May 2019

Implementation Plan Deliverables	Date (TBC)
First draft of the stakeholder analysis shared with PIV for internal feedback	
Feedback shared with the consultant	
Presentation to the Country management Team	
Submission of final document	

7. SPECIFIC REQUIREMENTS FOR THE APPLICANT(S)

Technical Qualifications

- Demonstrated experience in conducting stakeholder mapping and analysis
- Proven knowledge and experience of inclusion of gender; children rights within international programme frameworks
- Sound understanding of Vietnam context, political and administrative governance as well as in the development sector space
- Good networks within the government, parliament, development sector space, and private sector
- Excellent writing and research skills in English (and Vietnamese)
- Good English language capability with demonstrated publications in English.
- Vietnamese language is preferred

8. KEY CONTACT DETAILS IN PLAN INTERNATIONAL VIETNAM

Responsible of Plan: The consultant/ team applicant will work closely with and will be directly supported by Program Quality and Development Manager (or interim Acting equivalent) and the team members.

The Direct Supervisor will be:

- Program Quality and Development Manager
- Key stakeholders/Reference Group members will be:
- Technical Leaders for the Program Intervention areas
- Influencing and Communications Manager
- Business Development Manager
- Country Director

9. HOW TO APPLY

Submit proposal: Potential candidates (individual/team) are requested to submit an expression of interest, which will specifically via email to hieu.gianghoang@plan-international.org and thuong.nguyenhai@plan-international.org at Plan International Vietnam

Kindly submit the following application documents:

Study protocol:

- Description of proposed key information to gather

- Methodologies to be used for this evaluation
- Target groups of key informants
- Detailed activities implementation plan including timeline, and allocation of time under each activity under this plan
- Table of Contents of the proposed Report structure

Costs

- Estimated total working days
- Estimated rate and costs for this consultancy package only.

Human resources

- List of consultant team members, expertise and task assignment in the frame of this consultancy
- Consultant's CVs
- Any material/document as reference related to this task assignment

Deadline:

- The application should be submitted **no later than 15th April 2019** (Monday).
- Only short-listed teams will be contacted for interview. Interviews will be conducted at the Plan International office in Hanoi.