

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Country Office in Viet Nam
Purpose of consultancy:	<p>Two consultants will be hired</p> <ul style="list-style-type: none"> ○ To develop training materials for training courses for media on communication on gender equality and Gender-biased Sex Selection (GBSS). ○ To deliver two-day training courses, one training in the north and one training in the south, on gender sensitive media communication and GBSS.
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 consultants will prepare and deliver training on communication on gender equality and GBSS for reporters and journalists from the local media.</p> <ul style="list-style-type: none"> • The training has the following objectives: <ul style="list-style-type: none"> <i>The participants are expected to have:</i> - better knowledge on gender equality and the relating concepts, on GBSS as a manifestation of gender inequality, and the situation and consequences of GBSS in Viet Nam; - higher awareness of the principles of gender sensitive media communication and the potential role of media in promoting gender equality, values of girls in relation to GBSS and improving the imbalanced SRB in Viet Nam; and - sufficient skills in gender sensitive media communication which contributes to reducing GBSS and promoting the values of girls in relation to GBSS. <p>The training schedule is foreseen to have one day on gender equality and GBSS and one day on gender sensitive communication. However, the contents are to be designed and presented in such a way that the two topics of the two days are interlinked, knowledge and skills of the participants on gender sensitive media communication are gradually built up with the process of the training.</p> <p>The training should apply suitable methods that motivate active engagement of the participants.</p> <ul style="list-style-type: none"> • Prior to the training implementation, the consultants are expected to deliver a training plan and training materials that cover the following contents: <ul style="list-style-type: none"> - Gender equality and related concepts; - GBSS situation, causes and consequences in Viet Nam; and - Gender sensitive media communication, especially focusing on GBSS. <p>These materials should be approved by UNFPA before being used for training delivery.</p> <ul style="list-style-type: none"> • Two trainings will be conducted, one in the north and one in the south of Viet Nam, each training will last for 2 days. The number of participants for each training is about 30-40 who are local reporters, journalists from local radios, newspapers, TVs, and communication officers from provincial structure of the General Office of Population and Family Planning/Ministry of Health (GOPFP/MOH), in the north and in the south of Viet Nam. GOPFP will invite the participants, and be responsible for the logistics of the trainings. <p>It is expected that the training will be prepared and delivered by 2 consultants who have complementary knowledge and expertise in gender equality, gender issues including GBSS and sex ratio at birth (SRB) in Vietnam; gender sensitive communication and media. Both consultants should be competent as individual trainers.</p>

	<i>The training will be conducted in Vietnamese; the materials and documentation should also be in Vietnamese.</i>																																															
Duration and working schedule:	16 working days for 2 consultants																																															
Place where services are to be delivered:	<ul style="list-style-type: none"> ○ Home-based for training materials development ○ Thanh Hoa and Can Tho provinces for the trainings 																																															
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultants will deliver the followings:</p> <ul style="list-style-type: none"> ○ The detailed training plan which indicates the timeframe of the training, the role of each trainer, and training methods used; ○ The training materials on gender sensitive media communication, GBSS; and ○ The reports of the training courses conducted in Thanh Hoa and Can Tho provinces. <p>The consultancy is expected to be from 27 October to 15 December 2017.</p>																																															
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1"> <thead> <tr> <th>Tasks</th> <th>Working days Trainer 1 – team leader</th> <th>Number of working days – Trainer 2</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Review the existing training materials on gender sensitive media communication, GBSS</td> <td>1</td> <td>0.5</td> <td>28 Oct 2017</td> </tr> <tr> <td>Develop training plan and prepare training materials (adapting from the existing materials)</td> <td>2</td> <td>1</td> <td>30 Oct 2017</td> </tr> <tr> <td>Consultant submits the 1st draft of the training plan and training materials</td> <td></td> <td></td> <td>30 Oct 2017</td> </tr> <tr> <td>Feedback from UNFPA on the training plan and the training manual</td> <td></td> <td></td> <td>31 Oct 2017</td> </tr> <tr> <td>Revise the training manual taken into account the comments/inputs from UNFPA</td> <td>0.5</td> <td>0.5</td> <td>31 Oct 2017</td> </tr> <tr> <td>Deliver training in Thanh Hoa province</td> <td>2</td> <td>2</td> <td>First week of Nov 2017</td> </tr> <tr> <td>Revise training plan and manual taking into account the experience and lessons learnt from the first training</td> <td>0.5</td> <td>0.5</td> <td>Second week of Nov 2017</td> </tr> <tr> <td>Deliver training in Can Tho province</td> <td>2</td> <td>2</td> <td>Second week of Nov 2017</td> </tr> <tr> <td>Report on the two TOT training courses</td> <td>1</td> <td>0.5</td> <td>Third week of Nov 2017</td> </tr> <tr> <td>Total</td> <td>9</td> <td>7</td> <td></td> </tr> </tbody> </table>				Tasks	Working days Trainer 1 – team leader	Number of working days – Trainer 2	Deadline	Review the existing training materials on gender sensitive media communication, GBSS	1	0.5	28 Oct 2017	Develop training plan and prepare training materials (adapting from the existing materials)	2	1	30 Oct 2017	Consultant submits the 1 st draft of the training plan and training materials			30 Oct 2017	Feedback from UNFPA on the training plan and the training manual			31 Oct 2017	Revise the training manual taken into account the comments/inputs from UNFPA	0.5	0.5	31 Oct 2017	Deliver training in Thanh Hoa province	2	2	First week of Nov 2017	Revise training plan and manual taking into account the experience and lessons learnt from the first training	0.5	0.5	Second week of Nov 2017	Deliver training in Can Tho province	2	2	Second week of Nov 2017	Report on the two TOT training courses	1	0.5	Third week of Nov 2017	Total	9	7	
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Supervisory arrangements:	<p><u>General arrangements</u></p> <ul style="list-style-type: none"> ○ The selected consultants 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. ○ The training plan including the training contents, timeframe, proposed facilitation methods, and the training materials with the required contents 																																															

	<p>will be finalized, taking into account the consultation of UNFPA.</p> <ul style="list-style-type: none"> ○ All other deliverables and products should follow the proposed timeline in this TOR. <p><u>Specific arrangements</u></p> <p>One consultant will be the team leader and primarily responsible for the deliverables and the quality of the training. S/he will assume the coordinating role to ensure all consultancy inputs in the preparation and delivery of the training courses. S/he will also be responsible for the quality of and reporting on the training.</p> <p>The second consultant as team member will contribute to the design and delivery of the training according to the agreement with the team leader. S/he will contribute to ensure the quality of and reporting on the two trainings</p>
Expected travel:	Travels to Thanh Hoa and Can Tho provinces will be required.
Required expertise, qualifications and competencies, including language requirements:	<p>The 2 consultants should have complementary knowledge, expertise and skills in the topics of gender equality, gender issues including GBSS and SRB in Vietnam, and gender sensitive media communication. Both consultants should have strong competence in capacity building, training, and can act as independent trainers. Specific requirements for each consultant are as follows:</p> <p>Consultant 1 (team leader)</p> <ul style="list-style-type: none"> ○ Having a post-graduate degree on communication or related field; ○ Having strong competence in behavior change communication, gender sensitive media and communication; ○ Excellent communications skills, training and facilitation skills, experience in training on gender sensitive media is an asset; ○ Having knowledge and experience on gender equality, gender issues, especially GBSS in Viet Nam; and ○ Prior experience with United Nations agencies in Viet Nam and government agencies is desirable. <p>Consultant 2 (team member)</p> <ul style="list-style-type: none"> ○ Having a post-graduate degree on gender, social development or related field; ○ Having solid understanding of gender issues, GBSS in Viet Nam; ○ Having experience in gender sensitive media communication; ○ Excellent communications skills, training and facilitation skills; ○ Track records in conducting training on gender equality, and training experience in GBSS is an asset; and ○ Prior experience with United Nations agencies in Viet Nam and government agencies is desirable.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will:</p> <ul style="list-style-type: none"> ○ Support the liaison for consultants' meeting with relevant stakeholders; ○ Assign one national program officer to work with the consultant during the mission; ○ Provide all necessary background documents as follows: <ul style="list-style-type: none"> ● TOR; ● Reference documents on gender sensitive media communication that have been developed for previous trainings; ● Materials and documents on GBSS and SRB in Viet Nam; and ● Any related documents if requested.
Other relevant information or special conditions, if any:	<p>An Individual Contract (IC) will be signed with each of the selected consultants for the expected duration from 27 October to 15 December 2017.</p> <p>One-time payment of the consultancy fee will be made upon of UNFPA's acceptance of the final training report. The consultant's fee is based on a determination of the level and qualifications required to perform the assignment.</p>

For working days in locations out of the consultants' place of residence, travel expenses and per-diem will be settled by the UNFPA following the UN-EU established cost norms;

Payment is based on all-inclusive rate (inclusive of all applicable tax and insurance, and other subsidies, if any).