

TERMS OF REFERENCE

National consultants for developing the revised Youth Law

I. GENERAL CONTEXT

In implementing the tasks assigned by the Government, the Ministry of Home Affairs is responsible for coordinating with related agencies in formulating the Youth Law (revised) to overcome existing shortcomings and timely supplementing new regulations to meet the actual requirements, contributing to raising awareness and responsibility of the society towards youth; at the same time, creating favorable conditions for the youth to develop their capabilities in the cause of national construction and development.

According to the 2018 Work plan of VNM9P04 project funded by the United Nations Population Fund (UNFPA) for the Ministry of Home Affairs, the Project Management Unit VNM9P04 (PMU VNM9P04) undertakes the task of preparing a Youth Law (revised). Based on the outline Youth Law (revised), PMU VNM9P04 recruited five (05) national experts to support Ministry of Home Affairs, VNM9P04 PMU in developing the Youth Law (revised).

II. OBJECTIVES OF THE ASSIGNMENT

The purpose of the consultancy is to support the Ministry of Home Affairs to develop the revised Youth Law.

Specific objectives:

1. Develop a draft Youth Law (revised).
2. Develop report of the proposed content in the Youth Law (revised).
3. Technical support for consultation meetings on the draft Youth Law (revised).

III. METHODOLOGY

The team will work in groups to develop the Youth Law (revised), specifically as follows:

1. Develop the content of the draft Youth Law (revised) according to specific policy groups.
2. Develop a report explaining the contents of the review of specific policy groups in the Youth Law (revised).
3. Technical support for consultation meetings on the draft Youth Law (revised).

IV. FINAL PRODUCT

- 01 draft of the Youth Law (revised).
2. Develop a report explaining the contents of the review of specific policy groups in the Youth Law (revised).

V. SCOPE OF WORK

The consultant team is consisting 05 people, start working upon signing the contract with VNM9P04 PMU with 07 working days for each consultant.

Task division:

1. Consultant 1:

- Responsible for development the following contents:

- Defining the rights and responsibilities of youth; the responsibility of the state and economic organizations for the youth;
- State responsibility for state management of youth;
- Government policy on talented youth and young people of ethnic minorities in the draft Youth Law (revised):

Total working days: 03 days;

- Reviewing with the legal policies stipulated in the laws relating to the above contents in order to ensure that the contents of the Youth Law (revised) add to the shortage or specific legal policies currently applicable to the talented youth, young people of ethnic minorities youth: 02 days;

- Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised): 01 day;

- Participating workshop on comments in the draft Youth Law (revised): 01 day.

Total working days: 07 days.

2. Consultant 2:

- Responsible for development the following contents:

• The rights and responsibilities of youth in learning, labor, employment, in science and technology, in the protection of natural resources and the environment, and the responsibility of the state for youth with the corresponding provisions above: 1.5 days;

• Government policies for young people aged 16-18 years, young volunteers, youth with disabilities, youth living with HIV, youth after drug treatment, youth after rehabilitation as defined in Draft Youth Law (revised): 1.5 days;

- To review the legal policies regulations of the laws relating to the above contents in order to ensure that the contents of the Youth Law (revised) supplement deficiencies or specific policies and regulations currently applicable to youth from 16 to under 18, young volunteers, youth with disabilities, youth living with HIV, youth after drug treatment, youth after rehabilitation: 02 days;

- Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised): 01 day;

- Participating workshop on comments in the draft Youth Law (revised): 01 day.

Total working days: 07 days.

3. Consultant 3:

- Preside in compiling contents of the draft Youth Law (revised): 01 day;
- Responsible for drafting content of the general provisions on youth dialogue;
- Resources to ensure the implementation of youth development policy;
- The rights and responsibilities of the youth in protecting the country, protecting the health, culture activities, arts, physical training and sports and the State's responsibility to assist the youth in fulfilling their duties in protecting the country, cultural activities, arts, entertainment, entertainment, physical training and sports in the draft Youth Law (amended):

Total number of working days: 02 days;

- Review the legal policies regulate in the law relating to the above content: 02 days;

- Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised): 01 day;

- Participating workshop on comments in the draft Youth Law (revised): 01 day.

Total working days: 07 days.

4. Consultant 4:

- Responsible for proposing draft contents as follows:

- Government policies for volunteer youth,
- Responsibility of the family, school for the youth,
- Provisions on youth organization in the draft Youth Law (revised).

Total working days: 03 days;

- Review the regulations of the law relating to the above content: 02 days;

- Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised): 01 day;

- Participating workshop on comments in the draft Youth Law (revised): 01 day.

Total working days: 07 days.

5. Consultant 5:

- Responsible for development the following contents:

- Responsibilities of the state, youth in health care and protection, marriage and family responsibilities of social organizations for youth;

- State Administration of Youth in the Draft Youth Law (revised):

Total working days: 03 working days;

- To review regulations of the law relating on the above contents: 02 day;

- Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised): 01 day;

- Support technical and participate workshop on comments in the draft Youth Law (revised): 01 day.

Total working days: 07 days.

VI. SCHEDULE

The expert team will coordinate with VNM9P04 Project Management Unit, Ministry of Home Affairs to perform activities to achieve the expected results as follows:

Consultant team's general activities	Expert 1	Expert 2	Expert 3	Expert 4	Expert 5	Time
<p>1. Develop draft of the Youth Law (revised)</p>	<p>- Responsible for development the following contents:</p> <ul style="list-style-type: none"> • Defining the rights and responsibilities of youth; the responsibility of the state and economic organizations for the youth; • State responsibility for state management of youth; • Government policy on talented youth and young people of ethnic minorities in the draft Youth Law (revised): <p>Total working days: 03 days;</p> <p>- Reviewing with the legal policies stipulated in the laws relating to the above contents in order to ensure that the contents of the Youth Law (revised) add to the shortage or specific legal policies currently applicable to the</p>	<p>- Responsible for development the following contents:</p> <ul style="list-style-type: none"> • The rights and responsibilities of youth in learning, labor, employment, in science and technology, in the protection of natural resources and the environment, and the responsibility of the state for youth with the corresponding provisions above: 1.5 days; • Government policies for young people aged 16-18 years, young volunteers, youth with disabilities, youth living with HIV, youth after drug treatment, youth after rehabilitation as defined in Draft Youth Law (revised): 1.5 days; <p>- To review the legal policies regulations of the laws relating to the above contents in order to ensure that the contents of the Youth Law (revised) supplement deficiencies or</p>	<p>- Preside in compiling contents of the draft Youth Law (revised): 01 day;</p> <ul style="list-style-type: none"> • Responsible for drafting content of the general provisions on youth dialogue; • Resources to ensure the implementation of youth development policy; • The rights and responsibilities of the youth in protecting the country, protecting the health, culture activities, arts, physical training and sports and the State's responsibility to assist the youth in fulfilling their duties in protecting the country, cultural activities, arts, entertainment, physical training and sports in the draft Youth Law 	<p>- Responsible for proposing draft contents as follows:</p> <ul style="list-style-type: none"> • Government policies for volunteer youth, • Responsibility of the family, school for the youth, • Provisions on youth organization in the draft Youth Law (revised). <p>Total working days: 03 days;</p> <p>- Review the regulations of the law relating to the above content: 02 days.</p>	<p>- Responsible for development the following contents:</p> <ul style="list-style-type: none"> • Responsibilities of the state, youth in health care and protection, marriage and family responsibilities of social organizations for youth; • State Administration of Youth in the Draft Youth Law (revised): <p>Total working days: 03 working days;</p> <p>- To review regulations of the law relating on the above contents: 02 day.</p>	<p>25 days</p>

	talented youth, young people of ethnic minority's youth: 02 days.	specific policies and regulations currently applicable to youth from 16 to under 18, young volunteers, youth with disabilities, youth living with HIV, youth after drug treatment, youth after rehabilitation: 02 days	(amended): Total number of working days: 02 days; - Review the legal policies regulate in the law relating to the above content: 02 days.			
2. Participating in consultation meetings, collecting comments and taking part in drafting the Youth Law (revised)	01 day	01 day	01 day	01 day	01 day	05 days
3. Support technical and participate workshop on comments in the draft Youth Law (revised)	01 day	01 day	01 day	01 day	01 day	05 days
Total	07 days	07 days	07 days	07 days	07 days	35 days

VII. EXPERTISE AND QUALIFICATIONS

1. Consultant 1:

- Have master's degree in law or higher;
- Have at least 10 or more working experience in the law field;
- Have experience in development at least 05 Law's projects and legal documents;
- Have experience in verifying, evaluating and adjusting project of law.
- Preference will be given to the person who already working experiences in this area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

2. Consultant 2:

- Have bachelor degree in law;
- Have at least 20 or more year working experience in area related to law;
- Have experience in development at least 05 Law's projects and legal documents;
- Preference will be given to the person who already working experiences in law area and development law on labor, employment and society;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

3. Consultant 3:

- Have Ph.D. or higher related to youth;
- Have at least 20 or more year working experience in youth and adolescent field;
- Have consultancy experience in projects of youth development policies;
- Have experience in research on youth and youth development;
- Preference will be given to the person who already working experiences in this area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

4. Consultant 4:

- Have bachelor degree in law and PhD in educational management;
- Have at least 10 years of experience in the field of youth and legal research;
- Experienced, project consultant on youth issues and law;
- Preference will be given to persons who already had working experiences in the field of youth research and the law relating to youth;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

5. Consultant 5:

- Have a bachelor degree in law and master degree related to state management or higher;
- Have at least 07 years of experience in the legal field;
- Having experience in development from 07 law's projects and legal normative documents;
- Preference will be given to persons who already had working experiences in the field of law making and related to law making;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

VIII. PAYMENT

Based on the request, VNM9P04 Project Management Unit will sign an Individual Consultant Contract (ICC) with each of the selected consultants. The ICC will cover all costs related to the implementation of the consultancy service.

Total working time for the consultancy is 07 working days per consultant. A consultancy rate will be applied based on the qualifications and experiences of each consultant. However, it's not exceed the level of national consultant VNM3 as specified in VN-EU cost norms that covers the personal income tax as required by laws.

Payment method: VNM9P04 Project management will transfer the payment to the consultant's bank account as agreed in the individual consultant contract (ICC).

Recommend the expert to attach a scientific CV and financial proposal to the PMU VNM9P04 before September 14th 2018 as following Email: ngatvuhuong@gmail.com or to PMU VNM9P04. Address Room number 015, No 8 Ton That Thuyet, Nam Tu Liem, Ha Noi.

Department of Youth Affairs, MOHA, PMU VNM9P04 and UNFPA's programming officer, supervise the quality of the program and payment of expenses (performance of contracts as prescribed). Payment currency shall be Vietnamese Dong (VND) by current exchange rate after having the final report submitted by the consultant./.

**PROJECT MANAGEMENT UNIT
VNM9P04**