

TERMS OF REFERENCE

Review the set of statistical indicators on youth

I. GENERAL CONTEXT

In implementing the 2015 Statistics Law and Decree No.94/2016/ND-CP dated 01/7/2016 of the government; based on National action plan on the implementation of the sustainable development programme, including indicators of Vietnam sustainable development goals (SDGs) to 2030, Ministry of Home Affairs (MOHA) in collaboration with relevant agencies, review and update the set of statistical indicators on youth that were approved by the Decision No. 158/QD-TTg dated 25/01/2016 of the Prime Minister. This is to ensure youth database and indicators used in the development, monitoring and evaluation of the implementation of youth law and youth development policies in line with SDGs. This serves as a basis for the development and planning of strategies and programs on youth development at all levels in line with regional and global youth development indicators as well as integrating youth development issues in national and sub-national socio-economic plans.

Within the 2018 work plan of the VNM9P04 Project Management Unit supported by UNFPA for MOHA, VNM9P04 PMU implements the review and development of MOHA's draft regulating the set of statistical indicators on Vietnam youth. In order to ensure the quality of the review, PMU VNM9P04 needs to recruit two (02) national consultants to support MOHA in the accomplishing this activity.

II. OBJECTIVES OF THE ASSIGNMENT

The objective of this consultancy is to review, adjust the current set of statistical indicators on youth approved by the Decision No. 158/QD-TTg dated 25/01/2016 of the Prime Minister. Accordingly, MOHA stipulates the set of statistical indicators on Vietnam youth in accordance with the current regulations of the Law on Statistics.

Specific objectives:

1. To review and adjust the set of statistics indicators on youth based on the National Sustainable Development Indicators and the ASEAN Youth Development Index, in line with the current statutory provisions of the Law on Statistics and guiding documents.

2. Develop a draft MOHA's document stipulating the set of statistical indicators on Vietnam's youth.

III. METHODOLOGY

This review will be based on following research methods:

1. Desk review of the existing documents/regulations of statistical indicators: The consultants will review the Statistic Law 2015 and its guiding documents, the statistical indicators at the ministerial system, the Decision No 158/QĐ-TTg dated 25/01/2016 of Prime Minister on the set of statistical indicators on youth to identify the relevance of the current youth development index (YDI) to the ASEAN's YDI and the Viet Nam sustainable development indicators related to youth (VNSDGs).

2. Technical support to meetings, workshops: The consultants will work with in the expert team to review the current set of statistical indicators on youth, including concepts, contents, method of calculation and data sources, to provide recommendations for adjustment of the set of statistical indicators on youth in line with current regulation.

IV. FINAL PRODUCT

- 01 review report on the current set of statistical indicators on Viet Nam's youth based on ASEAN's YDI and the Viet Nam sustainable development index related to youth (VNSDGs).

- 01 draft MOHA's draft document stipulating the set of statistical indicators on Vietnam's youth in line with the current law regulations on statistics.

V. SCOPE OF WORK

The consultant team is consisting two (02) persons, start working upon signing the contract with PMU VNM9P04, 5 working days for each consultant

Task division:

1. Consultant 1:

- Review the provisions of the Statistics Law 2015 and its implementing guidelines in comparison with the ASEAN's YDI and Vietnam sustainable development indicators related to youth: 01 day.

- Develop MOHA's document draft stipulating the set of statistical indicators on Vietnam youth including concept, content and methodology for calculating component indicators within the set of statistical indicators on Vietnam youth: 01 day.

- Participate in and support technical meetings, workshops for consulting and revising the set of statistical indicators on Vietnam Youth: 03 days.

Number of working days: 05 working days.

2. Consultant 2:

- Review Decision No 158/QĐ-TTg dated 25/01/2016 of Prime Minister on the set of statistical indicators on youth and statistical indicator system at national and ministry, sector level: 01 day.

- Review and adjust indicators in the set of statistical indicators on youth, and develop the concept, content and methodology for calculating youth indicators

based on the ASEAN's YDI and the Vietnam sustainable development indicators related to youth: 01 day.

- Participate in and support technical meetings, workshops for consulting and revising the set of statistical indicators on Vietnam's Youth: 03 ngày.

Number of working days: 03 working 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	Time
1. Review the current set of statistical indicators on Viet Nam's youth based on ASEAN's YDI and the Viet Nam sustainable development index related to youth (VNSDGs)	Review the provisions of the Statistics Law 2015 and its implementing guidelines in comparison with the ASEAN's YDI and Vietnam sustainable development indicators related to youth: 01 day	Review Decision No 158/QĐ-TTg dated 25/01/2016 of Prime Minister on the set of statistical indicators on youth and statistical indicator system at national and ministry, sector level: 01 day	02 days
2. Adjust the current set of statistical indicators on Viet Nam's youth based on ASEAN's YDI and the Viet Nam sustainable development index related to youth (VNSDGs)		Review and adjust indicators in the set of statistical indicators on youth, and develop the concept, content and methodology for calculating youth indicators based on the ASEAN's YDI and the Vietnam sustainable development indicators related to youth: 01 day.	01 days
3. Develop MOHA's draft document stipulating the set	Develop MOHA's draft document stipulating the set of statistical indicators		01 days

of statistical indicators on Vietnam youth	on Vietnam youth including concept, content and methodology for calculating component indicators in the set of statistical indicators on Vietnam youth: 01 day.		
4. Technical support for consultation meetings on the proposal of adjusting the set of statistics on youth development	Participate and support technical meetings, workshops for consulting and revising the set of statistical indicators on Vietnam Youth: 03 days	Participate and support technical meetings, workshops for consulting and revising the set of statistical indicators on Vietnam Youth: 03 days	06 days
Total	05 days	05 days	10 days

VII. EXPERTISE AND QUALIFICATIONS

1. Consultant 1:

- Have master degree or higher in law or other disciplines related to the statistics;

- Have at least 8 or more year of experience in the field of making legal documents; planning strategies and decisions on statistics; developing statistical indicator systems and defining the concepts, contents, methods of calculation and major disaggregation, data sources and legal policies and so forth;

- Has experiences in the planning and implementation of the sectoral socio-economic development strategy related to statistics

- Have leadership ability in implementing tasks relating to statistics.

- Preference will be given to the person who already had 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 basic knowledge of English and be competent in using internet, emails and office application software (Word, Excel, Power Point...)

2. Consultant 2:

- Have master degree in economics and bachelor degree related to Statistics;

- Have at least 7 or more years of experience in the field of state governance on statistics and legal policies and so forth;
- Have experiences in the planning and implementation of the sectoral socio-economic development strategy other statistics related area
- Have experiences in projects and research related to the youth;
- Preference will be given to the person who already working experiences in statistics area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have basic knowledge of English and be competent 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 05 working days per consultant. A consultancy rate will be applied based on the qualifications and experiences of each consultant 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 after having the final report submitted by the consultant, commented by UNFPA and certified by PMU.

Payment currency shall be Vietnamese Dong (VND).