

Ha Noi, April ..., 2021

TERMS OF REFERENCE

Position of domestic consulting expert to develop communication material on SRH, psychological care, life skill, job placement and training; for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic

(Attached Article No /TTNTW in April ..., 2021 of Director of the central centre for Youth and Adonescent)

I. GENERAL BACKGROUND

Due to the Covid 19 pandemic, Vietnamese young international migrant workers who returned from foreign countries meet to difficult of economic, psychological, lack of knowledge and skills professional care on SRH, GBV; lack of information and skills to seek help in training and replacement to integrate into community. To support Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic, Government of Japan committed to sponsor the Government of Vietnam through the project "Support the Government of Vietnam in the development and monitoring of the implementation of national policies on the comprehensive youth development - VNM9P04 project" period 2017-2021 funded by UNFPA. Implementing this task, within the framework of the Project, The Central Centre for Youth and Adolescent recruits 07 Vietnamese domestic consulting experts support to develop communication material to provide knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic. Material be used to offline and online communication activities for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic in Quang Tri, Ha Tinh and Nghe An provinces

II. PURPOSE

Developing communication material to provide knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic.

Material be used in project's framework to communicate for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic in 3 provinces and can be used in general purpose communication activities.

III. METHOD:

- Reviewing available material;
- Updating and developing new necessary content;
- Finalising training material base on expert's comment and experiment with youth.

IV. PRODUCTS:

The communication material to provide knowledge and skills on SRH and psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic, base on review available materials. Material including:

1. Booklet for communicator: 01;
2. Leaflets for: Vietnamese young international migrant workers who returned due to the Covid 19 pandemic: 01;
3. Communication clips: Developing 10 clips (Including online and offline) on CSE/LSE, psychological care, GBV prevention, information on job training and placement and seeking financial assistance.

V. SCOPE OF WORK:

The Central Centre for Youth and Adolescent, UNFPA and PMU VNM9P04 monitoring timely progress and implementation results, as follows:

1. Working content:

Expert 1: Developing on the content of booklet for communicator on providing knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic

Expert 2: Developing on the content of booklet on knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic

Expert 3, 4: Developing the content of 10 video clips communicate on knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic

Expert 5, 6, 7: Response of provide technical supporting expert (producer; fine art and editors) to develop 10 clip on knowledge and skills in SRH, psychological care, GBV prevention, information on job training and placement; life skills to integrate in family and community for Vietnamese young international migrant workers who returned from foreign countries due to the Covid 19 pandemic.

2. Detail tasks:

Experts on content development and material designers (experts 1-2) work closely with experts video clips development (3-4) and clips technicians to ensure information exactly and suitable for the target discussion. As followings:

No	Detail working	Working day
(1)	(2)	(3)
I	Expert 1	14 days
1	Developing booklet outline for communicators (Outline has to	02 days

No	Detail working	Working day
(1)	(2)	(3)
	approved before development	
2	Developing booklet	07 days
3	Experiment	02 days
4	Finalising booklet base on experiment result and expert's comment	03 days
II	Expert 2	10 days
1	Developing booklet for youth (<i>outline has to approved before development</i>)	02 days
	Developing booklet	05 days
2	Experiment	01 days
3	Comment for finalising	02 days
III	Expert 3	20 days
1	Reviewing available material to develop video clip outline on psychological care and professional care on SRH, LSE and GBV (<i>Outline has to approved before development</i>)	05 days
2	Developing video clip script content of psychological care and professional care on SRH, LSE and GBV	10 days
3	Finalising base on experiment result and expert's comment	5 days
IV	Expert 4	20 days
1	Reviewing available material to develop video clip outline on job replacement and seeking financial assistance (<i>Outline has to approved before development</i>)	05 days
2	Developing video clip script content on job replacement and seeking financial assistance. Providing content above to expert 1 and 2 adding booklet for communicator and youth.	10 days
3	Finalising base on experiment result and expert's comment	05 days
V	Technical supporting expert: Working together with expert on content to review material, developing outline, content; develop clips on 2D motion graphic combine graphics..	
1	Expert 5: Producer: Responsible for script, scene, technical management, graphics until the product is approved	36 days
a)	Reviewing materials.	03 days
b)	Developing script; work together with content expert, fine arts, edits (03 days/script/clip x 10 clips)	30 days
c)	Participating technical meetings	03 days
2	Expert 6: In charge of fine arts, including building major art styles; Building visual scripts; Illustrating and rendering 2D graphics; Post-production quality supervision to meet art criteria.	36 days
a)	Reviewing materials	03 days
b)	Demonstrating key art, visual script; Illustrating and rendering 2D graphics; work, supervise the editing in accordance with the approved artistic criteria (03 days/clip x 10 clip)	30 days
c)	Participating technical meetings	03 days

No	Detail working	Working day
(1)	(2)	(3)
3	Expert 7: Editing using input materials (2D graphics) and post-production; Matching, dubbing, creating sound effects, music; Adjust image, color; Production of finished clips.	36 days
a)	Reviewing materials	03 days
b)	Producing, receive comments, finalise it(3days x10 clips)	30 days
c)	Participating technical meetings	03 days

VI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

1. Expert 1, 2, 3:

- Have master's degree or higher in SRH, mental health, psychology, LSE.
- Have at least 05 years researching experiences in field above. preference will be given to the person who already working experiences in developing UN/UNFPA's communication materials;

2. Expert 4:

- Have master's degree or higher in start-up, job replacement and seek finance assistance;
- Have at least 5 years working experience in field above; preference will be given to the person who already implementation experiences in related project;

3. Technical expert on clip production

Expert 5: Have a Bachelor's degree or higher in Journalism, communication, television; Have at least 10 years or more working experience in television, produce television report; preference will be given to the person who already researching experiences in UN/UNFPA's communication materials

Expert 6: Have a Bachelor's degree or higher in art, graphic or related fields. Have at least 5 years working experience in television, produce television report; preference will be given to the person who already researching experiences in UN/UNFPA's communication materials;

Expert 7: Have a Bachelor's degree or higher in multi-media communication, television. Have at least 5 years working experience in television, produce television report; preference will be given to the person who already researching experiences in UN/UNFPA's communication materials;

Experts be able to work independently and in a team; have a good method of research and report writing skills in English; have knowledge in English and have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

VII. LOCATION AND IMPLEMENTATION TIME:

1. Location: In Ha Noi and 03 project imlementation provinces;
2. Implementation time: From April 20 to June 30, 2021.

VIII. PAYMENT

Pursuant to requirements of the Project, Central Centre for Youth and Adolescent shall sign Individual Consultancy Contract (ICC) with each expert chosen. ICC shall include costs related to consultant service, exclude DSA and field trip cost. Cost norm for consultancy shall be based on the qualification and experience of each expert as stipulated in the VN-EU cost norms, including personal income tax in accordance with current law.

Salary payment: Central Centre for Youth and Adolescent shall transfer consultancy cost into bank account of each expert after expert sends the final report confirmed by Central Centre for Youth and Adolescent. Costs shall be paid in Vietnam dong (VND) according to current exchange rate after products are checked and taken over.

Recommend the expert to attach a scientific CV sent to the Central Centre for Youth and Adolescent before 16h00, **April 27, 2021** as following Email: dt Huy2595@gmail.com, cellphone: 0869.056.555 or to the Central Centre for Youth and Adolescent. Address No 3 Nguyen Quy Duc, Thanh Xuan Bac, Thanh Xuan, Ha Noi. The Central Centre for Youth and Adolescent will base on the candidate's profile and ability to meet the job to choose the appropriate Expert. Short-list candidates selected by the UNFPA, who have worked on UNFPA projects, are a priority./.