

TERMS OF REFERENCE

Position of domestic consulting expert to develop clip summarizing activities to support job change and communication 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 in 2021

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

I. GENERAL BACKGROUND

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 02 Vietnamese domestic consulting experts support developing clip summarizing activities to support job change and communication 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 in 2021.

II. PURPOSE

Developing clip summarizing activities to support job change and communication 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 in 2021.

III. METHOD:

To develop summarising scripts, collect data, interview manager, beneficiaries and post-processing work, including: content, techniques, sound and lighting, voiceover, The Central Centre for Youth and Adolescent, UNFPA working together with experts.

IV. PRODUCTS:

Summariaing Clip with 30 minute times including::

- Overview project;
- Project activities;
- Evaluate the effectiveness of program implementation.

V. SCOPE OF WORK:

The Central Centre for Youth and Adolescent, UNFPA work together with experts, as followings:

1. Working content:

- **Expert 1:** Responsible for editing (script, content, comments, data collection...)
- **Expert 2:** Responsible for technical (video, sound, lighting, technical room...)

2. Detail task:

No	Detail working	Working day
(1)	(2)	(3)
I	Expert 1	44 days
1	Developing script (Script's approved by The Central Centre for Youth and Adolescent, UNFPA)	03 days
2	Recording collection in 03 training workshop x 02 days	06 days
3	Workshop on supporting implementation activities	02 days
4	Select data of communication activities, expected in province (3 days/province x 3 provinces x 2 times, including interview related persons)	18 days
5	Post – processing (5 days/province x 3 provinces)	15 days
II	Expert 2	44 days
	Developing script (Script's approved by The Central Centre for Youth and Adolescent, UNFPA)	03 days
	Recording collection in 03 training workshop x 02 days	06 days
	Workshop on supporting implementation activities	02 days
	Select data of communication activities, expected in province (3 days/province x 3 provinces x 2 times, including interview related persons)	18 days
	Post – processing (5 days/province x 3 provinces)	15 days

VI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

1. Expert 1:

- **Have a Bachelor's degree or higher in** Journalism, communication, television;
- Have at least 15 year or more working experience in television, produce television report, communication video clip; preference will be given to the person who already researching experiences in UN/UNFPA's youth issues; working experience in television; preference will be given to the person who already working experiences in developing UN/UNFPA's communication materials;
- Be able to work independently and in a team; have a good method of research and report writing skills in English.

2. Expert 2

- **Have a Bachelor's degree or higher in multi media** communication, television or relateds fields;

- Have at least 15 year or more working experience in editor, produce news, television report, developing communication product on health, education; preference will be given to the person who already experiences above and working experience in UN/ UN/UNFPA's communication;
- Be able to work independently and in a team; have a good method of research and report writing skills in English.

VII. LOCATION AND IMPLEMENTATION TIME:

- Location: In Ha Noi and 03 project implementation provinces;
- Implementation time: From April 25 to December 15, 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./.