

Ha Noi, April....., 2021

TERMS OF REFERENCE

Position of domestic consulting expert to developing communication material and training for key youth on SRH, HIV/AIDS, GBV and drug prevention

(Attached Article No 12 /TTNTW in April ... , 2021 of Director of the central centre for Youth and Adonescent)

I. GENERAL BACKGROUND

To support post-detoxification young groups access information on SRH care, HIV/AIDS, gender-based violence; drug prevention and reintegrate into the community, AUSAID 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 03 Vietnamese domestic consulting experts to support developing communication material and training for peer-communicators on communication skills and SRH, HIV/AIDS, GBV and drug prevention.

II. PURPOSE

- Supporting design communication materials for peer-communicators are trained in communication process in the community
- Building capacity for peer-communicator on communication materials and training for key youth on SRH care, HIV/AIDS, gender-based violence; drug prevention and communication skills.

III. METHOD

Review available materials; update and renew materials.

IV. PRODUCTS

- Communication materials on SRH care, HIV/AIDS, GBV and drug prevention and communication skills is designed and using in project.
- Communicators of two models in Quang Ninh and Hai Phòng have enough knowledge and skills on communication in the community.

V. SCOPE OF WORK:

1. Working content: Experts will work with the Central Centre for Youth and Adolescent and UNFPA, specifically as follows:

Expert 1: Developing content on SRH care, HIV/AIDS, GBV and drug prevention and communication skills; working together to come up with ideas finalising material and trainer in two training courses in Quang Ninh.

Expert 2: Developing content on drug prevention and working together to come up with ideas finalising material;

Expert 3: Designer material, standee and flip painting according to the approved content.

2. Detail content:

STT	Specific work	Working day
(1)	(2)	(3)
I	Expert 1	20 days
1	Developing outline content on SRH care, HIV/AIDS, GBV and communication skills for standee, flip painting (approved by The Central Centre for Youth and Adolescent)	10 days
2	Working together designer to come up ideas and finalising material	06 days
3	Preparing material and trainer in training course (2 days prepare material, 2 days training)	04 days
II	Expert 2	09 days
1	Develop standee's content outline on drug, flip painting after approved by The Central Centre for Youth and Adolescent and UNFPA	05 days
2	Working together designer to come up ideas and finalising material;	02 days
3	Preparing material and trainer in training course (1 day prepare training material, 1 day training)	02 days
III	Expert 3: Designer standee and flip painting according to content approved.	07 days

VI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

1. Expert 1:

- Have a master's degree or higher in reproductive health care and counseling, mental health, and life skills education;
- Have at least 5 year or more working experience in the above content; 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 bachelor degree or higher in drug prevention field;
- Have at least 05 or more year working experience in field; 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.

3. Expert 3:

- Have bachelor degree in related field;
- Have at least 05 or more year working experience in field; 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;

Experts 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:

- Location: In Ha Noi and 03 project implementation provinces;
- Implementation time: As detail schedule from April to May 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: dthuy2595@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./.