

Ha Noi, April..... 2021

TERMS OF REFERENCE

Position of domestic consulting expert to translate communication materials to provide knowledge and skills on SRH care, HIV/AIDS, GBV and drug prevention in 2021

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

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 job replacement to intergrate 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 01 Vietnamese domestic consultant to support translate communication materials to provide knowledge and skills on SRH care, HIV/AIDS, GBV and drug prevention in 2021

II. PURPOSE

Translate materials from English - Vietnamese and Vietnamese - English at request of the Central Centre for Youth and Adolescent

III. METHOD

The Central Centre for Youth and Adolescent provide materials to advise translators to translate English-Vietnamese and vice versa for project activities.

IV. PRODUCTS

Materials, reports were translated as request of the Central Centre for Youth and Adolescent

V. SCOPE OF WORK:

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

Translate materials from English - Vietnamese and Vietnamese - English at request of the Central Centre for Youth and Adolescent; number of working days according to jobs requirements

VI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Have bachelor degree or higher in English language or related field;

- Have at least 05 working experience in the interpreter for community development project; preference will be given to the person who already translating experiences for UN/UNFPA;

- Be able to work independently and in a team; 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 project provinces;

- Implementation time: As detail schedule of the Central Centre for Youth and Adolescent from April to December 3, 02021

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./.