

TERMS OF REFERENCE

Consultancy to develop a policy discussion report on framework for comprehensive national policy on ageing for the period 2021-2030, vision to 2035 AS AGREED BETWEEN UNFPA AND VNCA

TERMS OF REFERENCE	
Hiring office:	UNITED NATIONS POPULATION FUND (UNFPA) and VIET NAM NATIONAL COMMITTEE ON AGEING
Purpose of consultancy:	<p>The ageing of the population in Viet Nam will have significant implications for all sectors in the economy. It requires governments of all levels to undertake a leadership and facilitative role, to ensure people in Viet Nam are able to live healthy, active and fulfilling lives through their life-cycle. While the concern is mainly the older population, ageing in itself is beginning to affect everyone. Therefore, responding to population ageing doesn't mean addressing the expectation and needs of older population only, but it will require a more comprehensive approach to address the need of all population groups in preparing to an aged future. Yet, Viet Nam's current policies relating to ageing is mainly to deal with issues of older persons, while what the country need is an ageing policy rather than policy on the older persons. There is a need to understand the current situation and clarify how best to advise government in the development of their national policies and action plans on ageing.</p> <p>Under the UNFPA's supported project VNM9P03 to the Government of Vietnam on <i>"Support Viet Nam agencies in providing and utilizing quality population and development data and evidence to develop and monitor socio-economic development policies, strategies and plans, and sustainable development goals in Viet Nam in the period 2017-2021"</i>, UNFPA Vietnam CO and Vietnam National Committee on Ageing (VNCA) will recruit a consultant team to develop a policy discussion report to provide analysis and recommendations for Vietnam on a framework of national policy responding to ageing.</p> <p>A consultant team of one (01) international consultant as team leader and two (02) national consultants as team members (1 team researcher and 1 team assistant) will be recruited to undertake this assignment.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Specific tasks</p> <p>The selected consultant team will develop a policy discussion report on framework for comprehensive national policy on ageing for Vietnam for the period 2021-2030, vision to 2035. The consultant team is expected to undertake these following main tasks:</p> <ul style="list-style-type: none"> - Discuss and confirm the scope of the assignment with UNFPA and VNCA. This particularly includes: <ul style="list-style-type: none"> o The aspects of ageing context in Vietnam to be included in the analysis; o The geographic scope of the international experiences, while focussed on countries of the Asia-Pacific region, may include good practice examples from other regions appropriate for developing countries of this region; o The structure and content of the policy discussion report; - Develop an annotated outline of the policy discussion report; - Conduct a desk review of literature and a selection of national policy, strategy and law documents, including their implementation and M&E mechanisms, related to ageing, inside and beyond Asia, to analyse the content and relevance to the specific country context; - Conduct a situation analysis of Vietnam population ageing based on literature,

- according to the agreed scope, to identify needs and priorities in responding to ageing in Vietnam while considering the fiscal space of the Government budget;
- Review national planning and development policies, and current policies related to ageing in Vietnam to map out policy gaps against needs and national, regional and international commitments;
 - Conduct distance interviews (e.g. in person if possible or else by email, Skype or phone) as necessary with key stakeholders and experts;
 - Develop a framework for comprehensive national policy responding to ageing for Vietnam, which highlights the policy priorities for the period 2021-2030, vision to 2035;
 - Participate in meetings and discussion with UNFPA/VNCA and relevant experts from member organizations of VNCA to discuss and receive feedback/inputs on the content for the policy discussion report;
 - Share the draft Outputs with UNFPA and VNCA, make revisions and finalize the report based on feedback received from UNFPA and VNCA.

Key roles

Team leader:

- To lead the consultant team in developing a detailed annotated outline of the report, which includes clear description and suggestions on each section of the report, in consultation with UNFPA and VNCA;
- To lead the team in identifying and conducting analysis of relevant international ageing policies, experiences and priorities in developing national policy/strategy on ageing;
- To provide guidance and lead the national team members in conducting national situation analysis and mapping of policy gaps;
- To develop tools for interviews and necessary;
- To lead the team in developing recommendations for a framework of Vietnam national policy on ageing 2020-2030, vision to 2035, which clearly highlights the policy priorities in such period;
- To lead the team in developing a draft policy discussion report; and is responsible for assuring high quality standards of the report;
- To participate in expert meetings and present the draft reports at a consultation workshop to get inputs from relevant stakeholders (virtually);
- To finalize the report with support from the research team members, and inputs from UNFPA, VNCA and from the consultation workshop;
- To present the final report at dissemination workshop.

Team researcher:

- To provide discussion and input in developing detailed annotated outline of the report;
- Under the guidance of the team leader, to carry out national situation analysis and mapping of policy gaps;
- Under the guidance of the team leader, to support in developing interview questions and carry out interviews as necessary with key stakeholders and experts;
- To support the team leader in developing recommendations for a framework of Vietnam national policy on ageing 2020-2030, vision to 2035;
- To support the team leader in developing a draft policy discussion report;
- To participate in experts meeting and workshops to get inputs from relevant stakeholders and disseminate the results;
- Under the guidance of the team leader, to develop a presentation of the final report to disseminate at relevant policy fora

Team assistant:

- To provide discussion and input in developing detailed annotated outline of the report;
- Under the guidance of the team leader, to collect relevant documents and literature for review and analysis; and to provide English-Vietnamese (and vice versa) translation support of documents and discussion as necessary;
- To support the team in conducting interviews as necessary with key stakeholders and experts, including arranging interviews, providing translation support, conducting summary of the interviews and other related supporting tasks;
- Under the guidance of the team leader, to support and provide input in all sections of the report;
- To attend expert meetings and workshops to get inputs from relevant stakeholders and disseminate the results;
- Under the guidance of the team leader, to conduct the English-Vietnamese (and vice versa as necessary) translation of the annotated outline, draft and final reports; and presentations;
- Carry out other support works as assigned by team leader.

Duration and working schedule:	<p>The consultant team will work from 30th August 2018 to 15th November 2018 according to the following timeframe:</p> <table border="1" data-bbox="379 197 1444 1451"> <thead> <tr> <th rowspan="2">Task</th> <th colspan="3">Estimated number of working days*</th> <th rowspan="2">Deadline</th> </tr> <tr> <th>Team leader</th> <th>Team member 1</th> <th>Team member 2</th> </tr> </thead> <tbody> <tr> <td>Discuss with UNFPA/VNCA and develop an annotated outline of the policy discussion report (in English)</td> <td>2</td> <td>1</td> <td>1</td> <td>5 Sep</td> </tr> <tr> <td>Develop the draft policy discussion report (in English and Vietnamese) which include: <ul style="list-style-type: none"> - Desk review of international policy experiences - Situation analysis of Vietnam - Mapping policy gaps in Vietnam - Recommendation of a framework for Vietnam national policy on ageing 2020-2030 </td> <td>10</td> <td>10</td> <td>7</td> <td>20 Sep</td> </tr> <tr> <td>Develop interview questions and conduct interviews with key stakeholders as necessary</td> <td>1</td> <td>2</td> <td>2</td> <td>27 Sep</td> </tr> <tr> <td>Present the draft of the policy discussion report for comments in expert meetings and consultation workshop. Team leader will carry out this task virtually.</td> <td>1</td> <td>1</td> <td>1</td> <td>27 Sep</td> </tr> <tr> <td>Revise and finalize the policy discussion report (in English and Vietnamese)</td> <td>3</td> <td>3</td> <td>3</td> <td>10 Oct</td> </tr> <tr> <td>Attend and make presentation at UNFPA/VNCA workshops</td> <td>1</td> <td>1</td> <td></td> <td>30 Oct</td> </tr> <tr> <td>TOTAL</td> <td>18 days</td> <td>18 days</td> <td>14 days</td> <td></td> </tr> </tbody> </table> <p><i>*Depending on the actual time required for each of the steps, there may be some shifts of working days among different tasks</i></p>	Task	Estimated number of working days*			Deadline	Team leader	Team member 1	Team member 2	Discuss with UNFPA/VNCA and develop an annotated outline of the policy discussion report (in English)	2	1	1	5 Sep	Develop the draft policy discussion report (in English and Vietnamese) which include: <ul style="list-style-type: none"> - Desk review of international policy experiences - Situation analysis of Vietnam - Mapping policy gaps in Vietnam - Recommendation of a framework for Vietnam national policy on ageing 2020-2030 	10	10	7	20 Sep	Develop interview questions and conduct interviews with key stakeholders as necessary	1	2	2	27 Sep	Present the draft of the policy discussion report for comments in expert meetings and consultation workshop. Team leader will carry out this task virtually.	1	1	1	27 Sep	Revise and finalize the policy discussion report (in English and Vietnamese)	3	3	3	10 Oct	Attend and make presentation at UNFPA/VNCA workshops	1	1		30 Oct	TOTAL	18 days	18 days	14 days	
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Place where services are to be delivered:	<ul style="list-style-type: none"> • Home-based and Ha Noi and/or relevant workshop venue. 																																											
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverables</p> <p>The consultant team is expected to deliver electronic copies of the following:</p> <ul style="list-style-type: none"> • An annotated outline of the report both in English and Vietnamese • A policy discussion report for development of a framework for Vietnam national policy on ageing 2021-2030, vision to 2035 both in English and Vietnamese • Presentation slides of the policy discussion report both in English and Vietnamese 																																											
Monitoring and progress control,	<ul style="list-style-type: none"> • The consultant team will work closely with and report the progress of the deliverables as mentioned in this ToR to the UNFPA Program Officer on Social 																																											

including reporting requirements, periodicity format and deadline:	<p>Protection and Director of VNCA Office.</p> <ul style="list-style-type: none"> • The international consultant will act as the team leader and be responsible for leading the development of the report, and accountable for the progress and the quality of the report. The team leader will manage the team, assign the responsibilities and tasks for team members, and guide team members to achieve expected results in the timeframe indicated in this ToR. • The team members will work under the supervision of the team leader, conduct the assigned tasks timely, as requested by team leader. • The consultants will send the request for payment stating number of actual working days (not exceeding 18 days for Team Leader, 18 days for Team Researcher, and 14 days for Team Assistant)
Supervisory arrangements:	<ul style="list-style-type: none"> • VNCA and UNFPA will monitor and assess the performance of the consultants. • An UNFPA Programme Associate and a VNCA Assistant will provide necessary support during the implementation of this ICC relating to logistics, contractual procedures and financial issues.
Expected travel:	The team leader (if based outside Viet Nam) is expected to make a 2-day mission to Viet Nam to present the final report at dissemination workshop.
Required expertise, qualifications and competencies, including language requirements:	<p><u>The Team Leader</u></p> <ul style="list-style-type: none"> • Advanced degree in Economics and/or Demography, or other fields directly relevant to the interrelations between population ageing and sustainable development; • Have at least 10 years' experience in policy formulation and application – on population issues and their policy implications, with emphasis on population ageing and the linkages between population, economic and social policies; • Demonstrated expertise in population ageing; • Strong conceptual and analytical skills with the ability to articulate a holistic and interdisciplinary vision of population ageing; • Experience in providing rights-based policy recommendations based on his/her previous research findings; • Have excellent writing and communication skills in English, and experience in developing policy papers, and reports; • Understanding of economic, social, political and cultural context in Viet Nam. <p><u>The Team Researcher</u></p> <ul style="list-style-type: none"> • Advanced degree in Economics and/or Demography, or other fields directly relevant to the interrelations between population ageing and sustainable development; • Having experience in ageing population, knowledgeable in the situation of ageing and older people issues in Viet Nam; • Having at least 7-year experience and demonstrated expertise in population ageing policies, social areas, health, older person works; • Strong analytical skills and extensive experience in developing report and writing policy discussion papers; • Have excellent writing and communication skills in English and Vietnamese. <p><u>The Team Assistant</u></p> <ul style="list-style-type: none"> • University degree or equivalent experience in the relevant field; • Having at least 2-year experience and demonstrated expertise in population ageing policies, social areas, health, older person works; • Knowledgeable in the situation of ageing and older people issues in Viet Nam is an

	<ul style="list-style-type: none"> asset; • Good analytical skills in developing report and writing policy discussion papers; • Good computer application skills; • Excellent knowledge of and having excellent writing and communication skills in English and Vietnamese.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> • UNFPA will assign one Programme Officer and one Assistant, and VNCA will assign a focal point to work closely with the consultant team during the assignment; • UNFPA Country Office (CO) and VNCA will: <ul style="list-style-type: none"> ○ provide background documents to selected consultant team for desk review; ○ provide the necessary logistic arrangements to selected consultant team to complete the assignment, mentioned in this TOR; ○ monitor the progress and quality of the consultancy assignment; ○ provide timely comments to the deliverables at each phase and the final report before they are finalized.
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • <u>For international consultant</u> <ul style="list-style-type: none"> ○ UNFPA will sign an Individual consultant contract (ICC) with the selected international consultant; ○ Interested international consultants are requested to register into the UNFPA global consultant roster: http://www.unfpa.org/unfpa-consultant-roster; ○ All the cost for the international consultant related to the implementation of the ICC will be covered by UNFPA, including costs for airfare, terminal fees and DSA, following relevant UNFPA Policy and Guidelines. • <u>For national consultants</u> <ul style="list-style-type: none"> ○ VNCA will sign Individual consultant contracts (ICC) with selected national consultants; ○ All the cost for the national consultants related to the implementation of the ICC will be covered by VNCA, including costs for airfare, terminal fees, and DSA, following relevant Government’s Policy and Guidelines and the current UN Cost norms • The payment will be made upon the submission the consultants’ certification for payment stating number of actual working days (UNFPA form), consultancy report and other supporting documents (if any). The payment can be made after the satisfactory submission of the final products (consultants’ report in English and Vietnamese and relevant documents in Vietnamese), certification for payment and confirmation and certification of the quality of products by VNCA and UNFPA.
<p>APPLICATION PROCEDURES</p>	<ul style="list-style-type: none"> • Interested international consultants are invited to submit the following documents/information to demonstrate their relevant qualifications and experience: <ul style="list-style-type: none"> ○ Statement of Interests ○ Updated Curriculum Vitae and signed UN Personal History form (P-11) ○ Applications should be sent via email to Ms. Tran Thi Thanh Nga, UNFPA Programme Associate at nga@unfpa.org with a subject line: <i>“Lead consultant for Report on Framework for Viet Nam National Policy on Ageing – {Full Name of Applicant}”</i> • Interested national consultants are invited to submit the following documents/information to demonstrate their relevant qualifications and experience: <ul style="list-style-type: none"> ○ Statement of Interests

	<ul style="list-style-type: none"> ○ Updated Curriculum Vitae ○ Applications should be sent via email to Mr. Duong Viet Anh, VNCA Officer at duongvietanhvn@gmail.com with a subject line: <i>“Team Researcher for Report on Framework for Viet Nam National Policy on Ageing – {Full Name of Applicant}”</i> or <i>“Team Assistant for Report on Framework for Viet Nam National Policy on Ageing – {Full Name of Applicant}”</i> <p>NOTICE: There is no application, processing or other fee at any stage of the application process. UNFPA and VNCA do not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.</p> <p>Submission Deadline: 22 August 2018</p>
<p>Certified by hiring office:</p> <p>Date:</p>	

ANNEX 1: List of some suggested reference documents

- Party’s Resolution 15-NQ/TW on social policies 2012-2020, 1/6/2012
- Party’s Resolution 20-NQ/TW on health dated 25/10/2017
- Party’s Resolution 21-NQ/TW on population dated 25/10/2017
- Government’s Resolution 137-NQ/CP on the implementation of the Party’s resolution on population, 31/12/2017
- Law on the Elderly 39/2009/QH12, 23/11/2009, and all government’s documents on the implementation of the law
- National program of action on older persons 2012-2020 1781/QĐ-TTg, 22/11/2012
- Government Decision 1533/QĐ-TTg on the implementation of community-based model on older persons
- UNFPA-HelpAge report “Review of Good Practice in National Policies and Law on Ageing, 2015
- UNFPA-HelpAge booklet “Critical choice in developing comprehensive policy frameworks on ageing in the Asia and Pacific”, 2015