

TERMS OF REFERENCE

National consultants for the review, development Profile to summit proposal on development the revised Law of Youth.

I. GENERAL CONTEXT

In implementing the tasks assigned by the Government, the Ministry of Home Affairs is responsible for coordinating with related agencies in formulating the amended Youth Law to overcome existing shortcomings and timely supplementing new regulations to meet the actual requirements, contributing to raising awareness and responsibility of the society towards youth; at the same time, creating favorable conditions for the youth to develop their capabilities in the cause of national construction and development.

According to the 2018 Work plan of VNM9P04 project funded by the United Nations Population Fund (UNFPA) for the Ministry of Home Affairs, the VNM9P04 PMU undertakes the task of preparing a proposal on the development of revised Youth Law to submit the Government, Prime Minister. To ensure the quality, VNM9P04 PMU recruited five (05) national experts to support VNM9P04 PMU in reviewing and developing the proposal on th4e development the revised Youth Law to submit to the Government.

II. OBJECTIVES OF THE ASSIGNMENT

The purpose of the consultancy is to support the Ministry of Home Affairs to develop the proposal on the development of the revised Youth Law for submission to the Government and the Prime Minister.

Specific objectives:

1. Review and finalize the draft report reviewing 10 years of implementation of the Youth Law.
2. Develop a draft impact assessment report of the proposed policy on development of the revised Youth Law.
3. Draft an outline of the revised Youth Law.
4. Draft a proposal document on development the revised Youth Law for submission to the Government and the Prime Minister.
5. Provide technical assistance to consultation meetings on the draft proposal on the development of the Youth Law submitted by the Ministry of Home Affairs to the Government.

III. METHODOLOGY

The team will work in groups to develop a proposal on the development of the revised Youth Law, specifically as follows:

1. Review and finalize the draft report reviewing and evaluating 10 years of implementation of the Youth Law.

2. Draft a report on impact assessment of the policies proposed in the revised Youth Law on socio-economy, administrative procedures, gender equality and the legal system according to the Law on the Promulgation of Legal Documents, specific impacts are evaluated according to the following contents:

- Identifying problems of policy;
- The purpose of the proposed policies formulated in the revised Youth Law;
- Solutions to implement the policy

3. Draft an outline revised Youth Law.

4. Draft a proposal document for submission to the Government and the Prime Minister for development of the revised Youth Law.

5. Provide technical assistance to consultation meetings on drafting proposal on development of the revised Youth Law submitted by the Ministry of Home Affairs to the Government .

IV. FINAL PRODUCT

Draft a proposal on development of the revised Youth Law for submission to the Government and the Prime Minister including 04 documents as follows:

- 01 draft proposal document on development revised Youth Law submitted to the Government and the Prime Minister.
- 01 draft impact assessment report of the proposed policy in the revised Youth Law.
- 01 draft outline of the revised Youth Law.
- 01 final draft of the report on review and evaluation of 10 years of implementation of the Youth Law.

V. SCOPE OF WORK

The consultant team is consisting 05 people, start working upon signing the contract with VNM9P04 PMU, 5 working days for each consultant

Task division:

1. Consultant 1:

- Reviewing, adjusting and finalizing the report on review and evaluation of 10 years of implementation Youth Law: 01 day;
- Participating in summarizing and proposing the draft impact assessment report of the proposed policy in the revised Youth Law: 01 day;
- Assessing the impact of the State's policy on specific youth groups: 01 day;
- Participating in the technical meeting, finalizing the draft proposal on development of the revised Youth Law submitted to the Government and the Prime Minister: 02 days.

Number of working days: 05 working days.

2. Consultant 2:

- Develop a draft proposal document on development of the revised Youth Law for submission to the Government and the Prime Minister : 02 days;

- Draft the outline of the revised Youth Law: 01 day;

- Participating in the technical meeting, finalizing the draft proposal on development of the revised Youth Law submitted to Government and Prime Minister: 02 days.

- Number of working days: 05 days.

3. Consultant 3:

- Primarily responsible for consolidating and proposing the draft report on impact assessment policy the development of the revised Youth Law: 01 day;

- Impact assessment: policy on Youth Month, dialogue with youth and ensure the resources for implementation of youth development policy included in the proposal on the revised Youth Law: 02 days;

- Participating in the technical meeting, finalizing the draft proposal on development of the revised Youth Law submitted to the Government and the Prime Minister: 02 days

- Number of working days: 05 days.

4. Consultant 4:

- Evaluate the impact of proposed policy that regulates the responsibility of the government, family, school and society towards youth in the revised Youth Law: 03 days;

- Participate in technical meetings, finalizing the draft proposal on the development of the revised Youth Law: 02 days

Number of working days: 05 working days.

5. Consultant 5:

- Evaluate the impact of the proposed policy on youth's responsibilities in development and defense of the country; Youth organization's responsibility, state management on youth affairs in the revised Youth Law: 03 days;

- Participate in technical meetings, finalizing the draft proposal on the development of the revised Youth Law.

Number of working days: 05 working days.

VI. SCHEDULE

The expert team will coordinate with VNM9P04 Project Management Unit, Ministry of Home Affairs to perform activities to achieve the expected results as follows:

Consultant team's general activities	Expert 1	Expert 2	Expert 3	Expert 4	Expert 5	Time
1. Reviewing and finalizing the draft report on reviewing and evaluating 10 years of implementation of the Youth Law	Reviewing, adjusting and finalizing the report on review and evaluation of 10 years of implementation Youth Law: 01 day					01 day
2. Draft the proposal document on the development the revised Youth Law to the Government and the Prime Minister		Draft a proposal document for submission to the Government and the Prime Minister for development of the revised Youth Law: 02 days				02 days
3. Draft a report on impact assessment of the policy proposed in the revised Youth Law	- Participate in summarizing and developing		- Primarily responsible for proposing draft	Evaluate impact of policy that regulates the	Evaluate Impact of the policy on	11 days

	<p>the draft impact assessment report of the proposed policy in the revised Youth Law: 01 day</p> <p>- Assessing the impact of the State's policy on specific youth groups: 01 day</p>		<p>reports on impact assessment of the proposed policy: 01 day;</p> <p>- Impact assessment of policy on Youth Month, dialogue with youth and ensure resources for implementation of youth development policy included: 02 days.</p>	<p>responsibility of the state, family, school and society to youth: 03 days.</p>	<p>youth's responsibilities in development and defense of the country; Youth organization's responsibility, the responsibility of the state management of youth affairs: 03 days</p>	
4. Draft the outline of the revised Youth Law		Draft the outline of the revised Youth Law: 01 day				01 day
5. Technical support in consultation meetings to finalize the draft proposal on development of the revised Youth Law submitted to the Government and the Prime Minister.	02 days	02 days	02 days	02 days	02 days	10 days

Total	05 days	05 days	05 days	05 days	05 days	25 days
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VII. EXPERTISE AND QUALIFICATIONS

1. Consultant 1:

- Have Ph.D on psychology or higher;
- Have at least 20 or more working experience in research on youth or related to youth areas;
- Have experience in research, assessment issues of youth;
- Preference will be given to the person who already working experiences in this area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

2. Consultant 2:

- Have law master degree or higher;
- Have at least 10 or more year working experience in area related to elected representative and appraisal of law projects;
- Have experience in research and participation to projects on law appraisal related to youth;
- Preference will be given to the person who already working experiences in this area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

3. Consultant 3:

- Have Ph.d or higher related to youth;
- Have at least 20 or more year working experience in youth and adolescent field;
- Have consultancy experience in projects of youth development policies;
- Have experience in research on youth and youth development;
- Preference will be given to the person who already working experiences in this area;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

4. Consultant 4:

- Have Ph.d in economics or higher;
- Have at least 15 or more year of experience in the field of scientific research and participating in the development of laws and policies on the organization of the state administrative management;
- Have consultancy experience in projects on state management and policy;
- Preference will be given to the person who already had working experiences in research on structure of state administration;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

5. Consultant 5:

- Have law graduate degree and master degree or higher in relation to state management and government organization;
- Have at least 15 or more year of experience in the field of state management, state organization;
- Have experience in developing and implementing socio-economic development strategies and areas related to structure of government organizations.
- Have experience in researching and participating in projects related to state management and organization;
- Preference will be given to the person who already had working experiences in home affairs and local government areas;
- Be able to work independently and in a team;
- Have a good method of research and report writing skills;
- Have good skill in using internet, emails and office application software (Word, Excel, Power Point...).

VIII. PAYMENT

Based on the request, VNM9P04 Project Management Unit will sign an Individual Consultant Contract (ICC) with each of the selected consultants. The ICC will cover all costs related to the implementation of the consultancy service.

Total working time for the consultancy is 05 working days per consultant. A consultancy rate will be applied based on the qualifications and experiences of each consultant as specified in VN-EU cost norms that covers the personal income tax as required by laws.

Payment method: VNM9P04 Project management will transfer the payment to the consultant's bank account after having the final report submitted by the consultant, commented by UN and UNFPA and certified by MOHA.

Payment currency shall be Vietnamese Dong (VND).