

## TERMS OF REFERENCE

### **Recruitment of experts to formulate a Vietnamese Youth Development Strategy between 2021 and 2030**

#### **1. Background:**

Follow the work plan of the “Support the Government of Viet Nam in developing and monitoring the implementation of national policies on Youth development” project, the Project Management Unit of VNM9P04 supports the Ministry of Home Affairs to develop a Vietnamese Youth Development Strategy between 2021 and 2030. To ensure the quality of the draft and deadline according to the approved 2020 work plan, the Project Management Unit of VNM9P04 wishes to recruit experienced experts to participate in the drafting of the Strategy.

#### **2. Purpose:**

The consultant team assists the Ministry of Home Affairs in drafting the Vietnamese Youth Development Strategy between 2021 and 2030. After that, the Strategy will be submitted to the Prime Minister for review and issuance.

#### **3. Goals:**

- Develop and finalize the draft content of the Vietnamese Youth Development Strategy for 2021 - 2030.
- Develop and complete the list of tasks, programs, schemes, and projects attached to the draft Vietnamese Youth Development Strategy for 2021-2030.
- Provide technical assistance to consultative meetings and seminars on the draft Vietnamese Youth Development Strategy for 2021 - 2030.

#### **4. Deliverable:**

The draft of the Vietnamese Youth Development Strategy in the period 2021 – 2030 which is reviewed and submitted to the competent authorities for approval.

#### **5. Methodology:**

The consultants work as a team to draft the Vietnamese Youth Development Strategy between 2021 and 2030 (hereinafter referred to as the Strategy for short), specifically by the following steps:

- Reviewing Vietnamese social, economic development strategy, and current legal documents; development strategies, programs, and goals in all sectors and fields related to youth development.

- Reviewing international documents related to youth development policies, including the United Nations strategy for youth 2030, the UNFPA's strategy for youth, etc.

- Reviewing Youth Law, Report on the implementation of the Vietnamese Youth Development Strategy between 2011 and 2020 of the Ministry of Home Affairs and ministries, branches, and localities.

- Reviewing the Vietnamese Youth Development Goals and related youth development indicators.

- Developing Strategy outline, with comments from UNFPA and approved by the Ministry of Home Affairs before drafting a detailed Strategy.

- Developing the detailed Strategy (draft 0, draft 1, draft 2) before finalizing the final product.

- Consulting with experts, scientists, and managers on draft Strategy; finalize the draft Strategy, with the comments of UNFPA, and get approval from the Ministry of Home Affairs.

## **6. Scope of work:**

The consultant team consists of 03 people, starts working after signing a contract with the Project Management Unit of VNM9P04. Each consultant works for 08 days, specifically as follows:

a) First consultant: Leading the development of youth development policies in education, training, and labor, employment - Team leader:

- Evaluating the results of the implementation of youth development goals and targets of ministries, branches, and localities in the 2011-2020 period in the field of education, training, labor, and employment: 01 day.

- Developing outline and view of the Strategy, taking the lead in drafting the Strategy in detail, collecting comments, synthesizing, and revising the Outline and the draft: 01 day.

- Developing contents of goals, targets on youth development in the field of education, training, and labor, employment in the period of 2021 - 2030: 01 day.

- Developing recommendations on youth development policies in education, training, and labor, employment: 0.5 day.

- Making a list of tasks, programs, projects, and projects attached to the draft Strategy in the fields of education, training, labor, and employment: 0.5 day.

- Summarizing and editing the draft Strategy and related reports: 02 days.

- Attending the workshops; and completing the draft Strategy: 02 days.

- Total of working day: 08 days.

b) Second consultant: Responsible for the development of youth development policies in the fields of science, technology, health, and culture - social issues - Team member:

- Evaluating the results of the implementation of youth development goals and targets of ministries, branches, and localities in the 2011-2020 period in science, technology, health, and culture - social issues: 01 day.

- Developing an overall goal and coordinating with the Team leader in drafting detailed Strategy; collecting comments, synthesizing, and adjusting the draft: 01 day.

- Developing contents of targets, goals for developing young people in the fields of science, technology, health, and culture - society in the period of 2021 - 2030: 01 day.

- Developing recommendations on youth development policies in science, technology, health, and culture - social issues: 0.5 day.

- Making a list of tasks, programs, projects, and projects attached to the draft Strategy in the fields of science, technology, health, and culture - social issues: 0.5 day.

- Summarizing, and completing the draft Strategy: 02 days.

- Attending the workshops; coordinating with the Team leader in consolidating and completing the draft Strategy: 02 days.

- Total of working day: 08 days.

c) Third consultant: Responsible for developing and synthesizing recommendations on mechanisms and policies for youth development - Team member:

- Assessing the situation of young people in the period of 2011 - 2020, forecasting the situation of Vietnamese youth in the next 10 years; difficulties and challenges for young people today and the needs and aspirations of the majority of young people: 01 day.

- Assessing the participation of youth in the process of developing and monitoring the implementation of policies and laws related to youth: 01 day.

- Summarizing and recommending policies according to fields and policies that meet youth development trends and youth-related issues in the 2021-2030 period: 02 days.

- Developing content to assign tasks and solutions to ministries, sectors, and localities to implement the Vietnamese Youth Development Strategy between 2021 and 2030 and resources to implement the Strategy: 02 days.

- Attending the workshops; coordinating with the Team leader in revising and completing the draft Strategy: 02 days.

- Total of working day: 08 days.

## 7. Schedule:

The expert group will coordinate with the Project Management Committee of VNM9P04 to carry out the activities to achieve the set results, specifically as follows:

No.	Joint activities of the consultant team	First consultant	Second consultant	Third consultant	Duration
1	<p><i>Drafting the Vietnamese Youth Development Strategy between 2021 and 2030</i></p>	<p><i>Taking charge of developing the following:</i></p>	<p><i>Taking charge of developing the following:</i></p>	<p><i>Taking charge of developing the following:</i></p>	<p><i>18 days</i></p>
<p>Evaluating the results of the implementation of youth development goals and targets of ministries, branches, and localities in the 2011-2020 period in the field of education, training, labor, and employment: 01 day.</p>		<p>- Evaluating the results of the implementation of youth development goals and targets of ministries, branches, and localities in the 2011-2020 period in science, technology, health, and culture – social issues: 01 day.</p>	<p>- Assessing the situation of young people in the period of 2011 – 2020, forecasting the situation of Vietnamese youth in the next 10 years; difficulties and challenges for young people today and the needs and aspirations of the majority of young people: 01 day.</p>	<p>03 days</p>	
<p>- Developing outline and view of the Strategy, taking the lead in drafting the Strategy in detail, collecting comments, synthesizing, and revising the Outline and the draft: 01 day.</p>		<p>- Developing an overall goal and coordinating with the Team leader in drafting detailed Strategy; collecting comments, synthesizing, and adjusting the draft: 01 day.</p>	<p>- Assessing the participation of youth in the process of developing and monitoring the implementation of policies and laws related to youth: 01 day.</p>	<p>03 days</p>	

		- Developing contents of goals, targets for developing young people in the field of education, training, and labor, employment in the period of 2021 - 2030: 01 day.	- Developing contents of targets, goals for developing young people in the fields of science, technology, health, and culture - social issues in the period of 2021 - 2030: 01 day.		02 days
		- Developing recommendations on youth development in education, training, and labor, employment: 0.5 days.	- Developing recommendations on youth development in science, technology, health, and culture - social issues: 0.5 day.	- Summarizing and recommending policies according to fields and policies that meet youth development trends and youth-related issues in the 2021-2030 period: 02 days.	03 days
		- Making a list of tasks, programs, projects, and projects attached to the draft Strategy in the fields of education, training, labor, and employment: 0.5 day.	- Making a list of tasks, programs, projects, and projects attached to the draft Strategy in the fields of science, technology, health, and culture - social issues: 0.5 day.	- Developing content to assign tasks and solutions to ministries, sectors, and localities to implement the Vietnamese Youth Development Strategy between 2021 and 2030 and resources to implement the Strategy: 02 days.	03 days
		- Summarizing and editing the draft Strategy and related reports: 02 days.	- Summarizing, acquiring, and completing the draft Strategy: 02 days.		04 days

2	<i>Attending the workshops; acquiring and completing the draft Strategy: 02 days.</i>	<i>02 days</i>	<i>02 days</i>	<i>02 days</i>	<i>06 days</i>
	<b>Total:</b>	<b>08 days</b>	<b>08 days</b>	<b>08 days</b>	<b>24 days</b>

## **8. Qualifications and experience of consultants:**

### **a) First consultants:**

- Having a doctoral degree in law;
- Having at least 15 years of working experience in the field of legal research and training;
- Having experience in studying The Criminal Code of Vietnam, Youth Law; justice for youth and adolescents, human rights,...;
- Priority to people who have experience in training and teaching of law;
- Ability to work independently and in groups;
- Good research and writing skills;
- Ability to use English; proficient in using Internet, email, and office software (Word, Excel, PowerPoint...).

### **b) Second consultants:**

- Having a Master's degree in law or related subjects for young people;
- Having at least 05 years of experience in the field of youth research and law related to youth; propagandizing and disseminating laws related to the youth; study and formulate the Youth Law;
- Prioritizing people with experience working in the field of socio-economic conditions to ensure the development of the youth; mechanisms and conditions to ensure the participation of youth in activities of monitoring and defending policies for young people; threats of violence and mental health of Vietnamese youth today;
- Ability to work independently and work in teams;
- Having good research method and writing skill;
- Fluent in English and the Internet, email, and office software (Word, Excel, Powerpoint...).

### **c) Third consultants:**

- Having a doctoral degree in law or specialized subjects related to the youth work;
- Having at least 15 years of experience in supervising the formulation and implementation of policies and laws;
- Prioritizing people with experience in research on public policy formulation; state institutions; organization and operation of local government;
- Ability to work independently and work in teams;
- Having good research method and writing skill;
- Fluent in English and the Internet, email, and office software (Word, Excel, Powerpoint...).



## **9. Payment:**

Based on the requirements, the Project Management Committee of VNM9P04 will sign an individual consulting contract with each selected consultants. The individual consultant contract will cover all costs related to the implementation of the counseling service.

The total time for consultancy is 24 days, in which, three (03) consultants, each consultants works within 08 days. The consultancy cost norm is applied based on the qualifications and experience of each consultant in accordance with VN-EU cost norms (2017 update), included personal income tax. in accordance with applicable law.

Method of payment: The VNM9P04 Project Management Committee will transfer consultancy fees to the consultants's bank account after the consultants submits the final report confirmed by the VNM9P04 Project Management Committee. The deliverable is the Vietnamese Youth Development Strategy in the period of 2021-2020 and will be submitted to the competent authorities for consideration and approval.

Consultants will have to send the CV and financial proposals to the Project Management Unit of VNM9P04 no later than 17:00 on June 29, 2020, at the email address: [ngatvuhuong@gmail.com](mailto:ngatvuhuong@gmail.com) or send directly to Room 915, Project Management Committee VNM9P04, headquarter of Ministry of Home Affairs; address: 8 Ton That Thuyet, Nam Tu Liem, Hanoi.

The Youth Affairs Department of the Ministry of Home Affairs, the Project Management Unit of VNM9P04, and UNFPA specialist monitor the quality and pay the costs (perform the contract as prescribed). Costs are paid in VND at the current exchange rate after the product has been tested and accepted./.

*Hà Nội, June 2020*

**PROJECT MANAGEMENT COMMITTEE OF  
VNM9P04  
DIRECTOR  
(signed and sealed)**

**Doan Duc Hao**