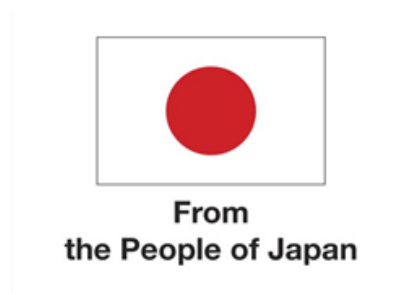




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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

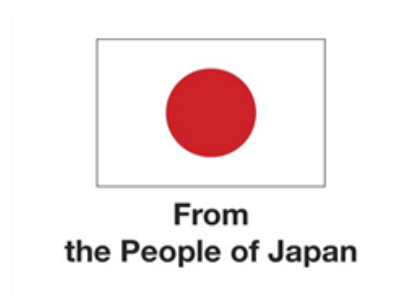
A National Consultant to provide technical support for the implementation of COVID-19 related activities to ensure uninterrupted quality care for older persons and support the pilot of expansion of social assistance and integrated care for older persons in 5 provinces

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNITED NATIONS POPULATION FUND (UNFPA)- VIET NAM COUNTRY OFFICE
Purpose of consultancy:	<p>While Viet Nam has been generally successful in containing COVID-19, the socio-economic impact of the pandemic has been significant, which has become the country’s top development agenda. In 2020, UNFPA mobilized a total of US\$2,863,635 for COVID-19 interventions from April 2021 to March 2022 to ensure that the negative impacts of COVID-19 are mitigated for vulnerable and disadvantaged populations in Viet Nam. The care for the elderly in COVID-19 is one of the components of the Japan-funded project.</p> <p>The purposes of the consultancy are:</p> <ul style="list-style-type: none"> - To provide technical and management support for the implementation of the COVID-19 related activities supported by the Japanese government for uninterrupted quality care for older persons, ensuring that care for older people, particularly those with disabilities, is integrated and continuous during COVID-19 emergency situations and promoting greater private sector involvement in the care of the elderly. - To provide technical and management support to the pilot expansion of social assistance and integrated care for older persons in 5 provinces (Da Nang, Nghe An, Thai Nguyen, Thanh Hoa, Vinh Long) in COVID-19 and new normal context, funded by the Japanese Government.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the day-to-day supervision of the UNFPA Programme Officer on Inclusive Growth and Social Protection, and under the overall guidance by the Assistant Representative of UNFPA Viet Nam, the consultant will fulfil the following main tasks:</p> <ol style="list-style-type: none"> 1. To support the planning, managing and timely implementation of the Covid-19 related activities supported by the Japanese government on older persons: <ol style="list-style-type: none"> (a) Provide technical and management support to the development and finalization of the plan for expansion of social assistance for older persons and integrated care model for older persons for piloting



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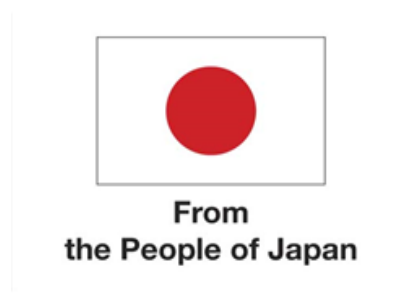


	<ul style="list-style-type: none"> (b) Provide technical and management support to the development of training materials for providing uninterrupted, integrated elderly care in COVID-10 and new normal context, including: <ul style="list-style-type: none"> - Guidelines on SOP for providing quality uninterrupted, integrated elderly care; - Manuals for care managers and caregivers on case management and provision of quality uninterrupted, integrated elderly care (including elderly care in protection centers, in home and in community); (c) Provide technical and management support to the development of a e-service management system, including: <ul style="list-style-type: none"> - Providing technical support to develop service management information template and records - Providing technical support and monitoring the development of a computer-based service management system <p>2. To support the planning, implementation and monitoring the expansion of social assistance and the pilot of integrated care for older persons in 5 provinces in COVID-19 and new normal context, funded by the Japanese Government:</p> <ul style="list-style-type: none"> (a) Planning, providing technical and management support, and monitoring the development of provincial plan for expansion of social assistance for older persons, and the pilot of integrated care model for older persons for piloting in 5 provinces (b) Provide technical and management support, and monitoring trainings for the 5 provinces to pilot the integrated care model for older persons <p>3. Provide timely feedback to the Programme Officer on Inclusive Growth and Social Protection on program implementation, monitoring</p> <p>4. Conduct other relevant tasks assigned.</p>
Duration and working schedule:	15 July 2021 to 31 March 2022
Place where services are to be delivered:	Green One UN House, 304 Kim Ma, Ha Noi with travel to provinces whenever required
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> 1. The plan for expansion of social assistance for older persons and integrated care model for older persons developed and finalized for piloting 2. Guidelines on SOP and manuals for care managers and caregivers for management and provision of uninterrupted, integrated elderly care in COVID-10 and new normal context developed 3. E-service management system on provision of elderly care services developed



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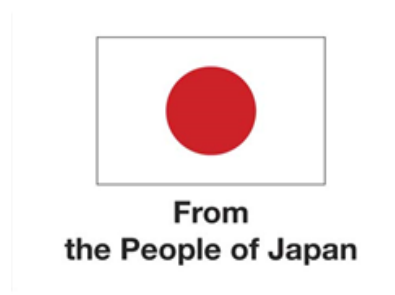


	<ol style="list-style-type: none"> 4. Provincial plans on expansion of social assistance for older persons and PWDs developed for 5 pilot provinces 5. Integrated care model for older persons in COVID-19 and new normal context piloted in 5 provinces, including training courses for managerial staff and caregivers 6. Evaluation report on results of the pilot model developed and finalized 7. Workplan on older persons related activities supported by the Japanese government and SDGF are planned, implemented, closely monitored and timely reported in close review and approval by the UNFPA Programme Officer on Inclusive Growth and Social Protection: <ul style="list-style-type: none"> - quarterly work plans thoroughly consulted, reviewed and finalized; quarterly FACE forms submitted timely - project activities closely monitored, budget and expenses closely kept track, work plan/ budget revision promptly facilitated - periodical technical and financial reports submitted to donors (if required) 																																																																																																																																																						
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The selected consultant will work at UNFPA country office maximum 15 full days per month from 15 July 2021 to 31 March 2022 and will directly report to Programme Officer on Inclusive Growth and Social Protection.</p> <table border="1" data-bbox="456 1249 1457 2114"> <thead> <tr> <th>Progress control</th> <th>Jul-21</th> <th>Aug-21</th> <th>Sep-21</th> <th>Oct-21</th> <th>Nov-21</th> <th>Dec-21</th> <th>Jan-22</th> <th>Feb-22</th> <th>Mar-22</th> </tr> </thead> <tbody> <tr> <td>Core framework and plan for expansion of social assistance for older persons and integrated care model for older persons developed</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Draft provincial plans on expansion of social assistance for older persons and PWDs and integrated care model for older persons developed for 5 pilot provinces</td> 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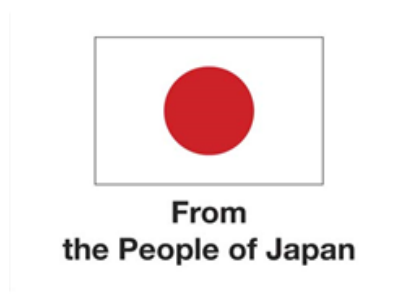


<p>Supervisory arrangements:</p>	<p>The consultant will report directly to the Programme Officer on Inclusive Growth and Social Protection who will supervise his/her work, advise and respond to the comments and questions by the consultant. The Programme Officer on Inclusive Growth and Social Protection will also provide comments and feedback on the consultant’s performance for the certification of payment.</p> <p>The Programme Associate will provide programme/ logistics/ admin./financial support including the final payment</p>
<p>Expected travel:</p>	<p>Upon request</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Holds a post graduate degree in population health, social studies, social care or other relevant related fields or equivalent training and working experiences; • Having 8-year experience in elderly care, training, communication and advocacy on ageing and older persons; • Having 10-year experience in the management of development projects; • Experience working with UN organisations on management and implementation of ODA funded projects and programmes is an advantage; • Has good network with government and development partners; and • Demonstrates excellent written and spoken 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 be responsible for providing the consultant with office space and necessary equipment • An individual consultant contract (ICC) will be signed between the selected consultant and UNFPA. • Honorarium will be applied using the UN salary scale, level NOB, considering the qualification of the selected consultant as well as the requirement of this technical service • Travel expenses (including DSA and travel costs) will be paid for travels outside of Hanoi, using the UN-EU Costs Norms
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • Interested consultants are requested to register into the UNFPA global consultant roster: http://www.unfpa.org/unfpa-consultant-roster; send the completed and signed P11 form and the updated CV; • Before signing the ICC, the consultant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC



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	<ol style="list-style-type: none">1. BSAFE, Link: https://training.dss.un.org/course/category/62. Fraud and Corruption Awareness and Prevention Link: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <ul style="list-style-type: none">• Payment of consultancy fee shall be made on a monthly basis and with certification of Programme Officer on Inclusive Growth and Social Protection on the timesheet and the corresponding deliverables. The consultant must provide a proof of min. 15 working days per month in the timesheet.
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