**CONSULTANCY NOTICE SPG 2013-01**

**Summary**

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| **Title** | Individual consultant to support the National Academy for Public Administration (NAPA) in training programme development on result based planning, monitoring and evaluation (PM&E) |
| **Purpose** | This consultancy will help develop the institutional capacity of the Government of Viet Nam at both national and sub-national level on result based PM&E through NAPA. |
| **Location** | Viet Nam |
| **Duration** | 27 working days |
| **Start Date** | 1st July 2013 |
| **Reporting to** | Social Policy and Governance Specialist |
| **WBS/PBA Expiry Date** | 31/12/2013 |
| **Project and activity codes** | MPI Multi-year Work Plan (2012-2013) – Activity # 4. |

**Background**

Since 2006, UNICEF Viet Nam has been working with the Ministry of Planning and Investment and six provinces (An Giang, Dong Thap, Dien Bien, Kon Tum, Ninh Thuan and Ho Chi Minh City) to support the reform of planning, monitoring and evaluation for SEDP with a strong focus on results based, participatory and child sensitive approaches. Continued in the new country programme 2012-2016, these efforts foster capturing citizen’s feedback during the PM&E reforms in a qualitative way through the use of different feedback tools including citizen report card, community score card, public expenditure tracking survey, and child rights based social audits. The programme has facilitated a number of training courses on PM&E reforms at the central level and in the project provinces, which empowered officials to asses and adapt their social policies and programmes.

Within the 2012-2016 programme, UNICEF has set up a partnership with the National Academy for Public Administration (NAPA). NAPA has as mission to build capacity for the Government’s officials on public administration and state management. The cooperation between UNICEF and NAPA aims for increased awareness and strengthened capacity of senior government officials at national and sub-national levels in PM&E reform and more particularly in capturing citizens' feedback in monitoring and evaluating public services with focus on children in a sustainable and systematic manner.

NAPA training programmes have been designed under three main forms including: (1) In-service training for Government officials (senior officials, principal officials and officials); (2) Undergraduate and post-graduate education (bachelor and master degrees); and (3) Short training courses. Recently, under the programme on Public Administration Reforms (PAR), the Ministry of Home Affairs has requested NAPA to design three special training courses for chairpersons of district people’s committees, chairpersons of provincial people’s committees and directors of line ministries’ departments. One of these short-term training courses will be supported by UNICEF and is the object of this assignment.

**Purposes, Objectives, Scope and Focus, Conceptual Framework**

**Purpose:**

This consultancy will help develop the institutional capacity of the Government of Viet Nam at both national and sub-national level on result based PM&E through NAPA.

**Objective(s):**

The objective of this consultancy is to develop a training module, including course materials, on result-based PM&E and citizen feedback mechanisms and to train NAPA trainers to deliver the course. Target audiences for the course include chairpersons of district people’s committees, chairpersons of provincial people’s committees, and directors of line ministries’ departments.

**Methodology and technical approach**

The consultant will work with NAPA and apply appropriate adult and inter-active training methodology in developing the training programme/module on result based PM&E, taking into account key principles of the Human Right based Approaches and Gender Equality Analysis.

**Activities, Task, deliverables & timeframe**

|   | **Activities and Tasks** | **Expected outputs and deliverables** | **Timeframe *(indicative)*** |
| --- | --- | --- | --- |
| 1 | Development of training courses, including:* Conduct rapid Training Need Assessments (TNA) (2 days)
* Conduct consultation to develop the training outline (1 day)
* Design the training session/programme (5 days)
* Develop training materials (5 days)
* Conduct consultations to comment and revise the training programme and training materials (2 days)
 | * TNA results document
* Design of the training session on result-based PME and citizen feedback in public service delivery
* Training materials
 | 15 days(*10 days of home base work for designing and developing course outline and materials*) |
| 2 | Pre-test the training sessions for three target groups (in three regions: the North, the South and the Central Highland) and adapt training outline and material accordingly | * Tested and adapted training module and materials to suit local contexts of different regions
 | 6 days (3 days of pretesting and 3 days of adaptations) |
| 3 | Conduct Training-of-Trainers (TOT) courses for core lecturers and trainers in the Ha Noi and HCMC | * TOT courses conducted in Hanoi and HCMC
* Annotated training materials for trainers
 | 6 days |
| **Total** | **27 days** |

**Deliverables, timeframe and payment schedule**

**Deliverables and timeframe:**

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| --- | --- | --- | --- |
| **Key tasks and Time / Month** | **M1** | **M2** | **M3** |
| Task 1: Development of training courses*Output:* TNA results document, design of the training session on result-based PME and citizen feedback in public service delivery, and training materials |  |  |  |
| Task 2: Pre-test the training sessions for three target groups (in three regions: the North, the South and the Central Highland) and adapt training outline and material accordingly*Output:* Tested and adapted training module and materials to suit local contexts of different regions |  |  |  |
| Task 3: Conduct Training-of-Trainers (TOT) courses for core lecturers and trainers in the Ha Noi and HCMC*Output:* TOT courses conducted in Hanoi and HCMCAnnotated training materials for trainers |  |  |  |

**Management**

The assignment will be undertaken under the supervision of the Chief of Social Policy and Governance Programme (SPG) of UNICEF Viet Nam with strong support from SPG’s Social Policy and Governance Specialist.

**Qualifications and experience required:**

In order to fully achieve this assignment’s objectives, UNICEF is looking for an international consultant with the following experience and qualifications:

* Master’s Degree in related field (Social Sciences, Public Administration, Economics, Political Sciences).
* Minimum 10 years of experience providing professional advice in the area of public administration, local governance, socio-economic planning and result-based management;
* Experience in designing and reviewing training courses in public administration (preferably result based PM&E and citizen feedback capturing), including development of training materials;
* Demonstrated familiarity with the Vietnamese institutional and political context; and
* Fluency in written and oral English is required.

**Policy both parties should be aware of:**

* Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorization is issued.
* No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
* Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
* Consultants will not have supervisory responsibilities or authority on UNICEF budget.
* Consultant will be required to sign the Health Statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.

**Interested candidates are kindly requested to submit the following information:**

* Letter of interest
* Proposed fees
* P-11 form *(* [*UN Personal History Form*](http://www.unicef.org/about/employ/files/P11.doc) *)*

Please indicate the title of the assignment on the top left corner of envelop and address to UNICEF at:

**Human Resources Unit**

**UNICEF Viet Nam**

**81A Tran Quoc Toan street, Ha Noi, Viet Nam**

**Or via email: vietnamhr@unicef.org**

Submission Deadline: **13 May 2013 at 17:00 PM (Ha Noi Time).**

**Only short-listed candidates will be called for test/interview. Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.**

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