

Catholic Relief Services – Vietnam

The project “Inclusion of Vietnamese People with Disabilities”

TERMS OF REFERENCE

NATIONAL CONSULTANTS TO CONDUCT LABOR MARKET ASSESSMENT FOR PEOPLE WITH DISABILITIES

I. Background

Persons with disabilities are one of the most disadvantaged groups in Vietnam when it comes to accessing vocational training and employment opportunities. According to the National Action Plan, 93.4% of Persons with disabilities over 16 years old do not have professional qualification. The employment of person with disabilities mainly free trade (56%), services (16%), as in the private enterprises (8.82%) and state own enterprises (4.9%). Income from employment of person with disabilities is low, often unstable (31% under 1 million / month, 27% between 1 and 2 million, 26 % from 2.1 to 3 million and 16 % from 3.1 to 4 million or more)¹. Even among those who have access to vocational training, only 60% were able to find job after completion of training. These figures demonstrate the limited access and quality of vocation training available for Persons with disabilities in Vietnam.

Funded by the U.S. Agency for International Development (USAID), the Information Technology Training Program (ITTP) is a cooperative effort between Catholic Relief Services (CRS) and three Vietnamese higher education institutions under the Inclusion of Vietnamese with Disabilities project (2005-2014). The first ITTP site, the Hanoi College of Information Technology (or ESTIH), began training students in May 2007. The second site at Van Lang University, Ho Chi Minh City, joined in 2009. In 2012, ITTP has been expanded to Da Nang at Dong A University.

CRS and training centres’ collaborate closely with employers to ensure students receive training in skills that are in high demand in the job market. Since its start, more than 1400 young Vietnamese with disabilities have participated in ITTP training. More than 80% of the students who complete training and only 60% to 70% were able to find jobs.

II. Purpose of consultancy work

¹Source from research report of Research Centre for Social Sciences and Humanities (RCSSH)

Since 2005, CRS has become more involved in employment and job creation for young person with disabilities through the Inclusion of Vietnamese with Disabilities project and has carried out a midterm evaluation in 2007. From this evaluation, CRS found that IT skill building is the one of most suitable skills for persons with disabilities to improve their employment opportunity. Promoting more skill building for persons with disabilities also contributes towards the national strategy on Vocational Training for persons with disabilities for employment as well as USAID's country cooperation strategy of assisting persons with disabilities for their life independence and dignity.

Thus, CRS with funding support from USAID and from its own resource started implementing ITTP for persons with disabilities aiming towards employment of those who are graduated. One major challenge for the persons with disabilities is job search skills and CRS and partners had included soft skills teaching as compulsory part of the ITTP curriculum. Although, CRS and partners implemented with great effort and students have good IT skills, many graduated students could not either find a suitable job after completion IT training or could not continue a job for long term.

With this backdrop, CRS and its partners are seeking a consultant or consultancy group to conduct a job market survey for the person with disabilities in general and in IT sector particularly. The survey will be carried out in the North, Center and the South of Vietnam. Base on all the information collected from the field the consultant will analyse and provide recommendations for future support Persons with disabilities to have a job and sustainable income and contribute to additional USAID investments in vocational training for persons with disabilities

III. Objectives of the Assessment

CRS would like to conduct this assessment with following objectives:

1. Summary of the context of the Vocational training and employment for persons with disabilities including policy reference under the Social Protection Policy of MOLISA;
2. Identify potential and existing (if any) opportunities exists for vocational training in IT for the persons with Disabilities. Also, identify future opportunities through on the job training or skill development.
3. Roles of VCCI, Vietnam Business Forum, other existing chambers of commerce, Organization for Persons with Disability (DPO) in employment/job placement for persons with disabilities;
4. Provide detailed information on employers in private and public sectors that have existing or potential demand and willingness for employees, especially in the IT sector for persons with disabilities;
5. Analyzing the challenges/constraints to the current labor market system for persons with disabilities Provide recommendations on how the c/ constraints could be addressed;

6. Develop the list ITTP students who are currently employed and who are not, with detail of their contacts in targeted areas;
7. List specific types of jobs and apprenticeships that are currently available and also anticipated to emerge, disaggregated by region (focusing in HCMC, Danang and Hanoi);
8. Detail analysis of the skill sets and qualifications requirements (analyze for male and female persons with disabilities) for employment in the targeted sectors by sector/employment category (IT, graphic design, etc.);
9. Analyzing selected value chain constraints to take advantage of identified opportunities for persons with disabilities;
10. Recommendation for potential employment partnerships, business network involved in IT job market for Persons with disabilities, private and public sectors, role of VCCI, Vietnam Business Forum, Chambers of commerce and DPOs on the effectiveness in job linkages for Persons with disabilities.

IV. **Consultant's deliverables.**

The consultant will

- Work closely with CRS staff to develop a work plan, design of the assessment and tools;
- Conduct a desk review relevant policies supportive to job placement for persons with disabilities and how the policies have been executed. Summary document, highlighting key market sectors and related statistics (basic data);
- Conduct assessment in close collaboration with CRS staff and CRS's partners especially in HCMC, Hanoi, Quang Nam, Danang) the employers who recruited persons with disabilities and who have not yet;
- Conduct interview project partners graduated students in Hanoi, Danang, and HCMC on their experiences of IT training and job placement for Persons with disabilities;
- Meet key Business houses, Chambers of Commerce, Corporates/private and public sectors in the targeted areas, assess their awareness on the CSR and the opportunities for employment of persons with disabilities;
- Conduct Semi-structured interviews with the ITTP students, project partners and DPOs/Clubs in the assessment areas/provinces (Danang, HCMC, Hanoi). Assessment of the skills required to meet the job market demands for the persons with disabilities;
- Conduct a short debriefing meeting on the summary of findings with CRS and partners;
- Compile raw data from market research and interviews in electronic format.
- Submit the report.

The consultant shall Submit the Final Analytical report provided in Vietnamese and English, which should include but not be limited to the following sections with not more than 20 pages report (with all contents), follow bellowing format:

- a. Background (0.5 pages)
- b. Objectives (0.5 page)
- c. Methodology and limitations (1 page)
- d. Executive Summary (3 pages)
- e. Findings and analysis (area wise) (12 pages)
 - a. Da Nang City

- b. HCMC
- c. Hanoi City
- f. Recommendations (3 pages)
- g. Annexes

V. Time frame: tentatively from 1 March 2015 – 10 April 2015

No	Activities	Deliverables	Timeline	Total time/day	Location
1.	To develop a work plan and Assessment Design (tools and methodologies for the assessment);	Assessment methodology with a few simple tools e.g. Questionnaires, groups discussion; a tentative of field trip work plan and logistics support needed.		3	Hanoi and CRS office
2.	Meeting with CRS team and finalise all support documents	Agreed on tool, field trip plan and logistic work		1	CRS office
3.	Desk study at CRS and in Hanoi	Project documents, law and policies in disability field		3	HN
4.	Field trip in Hanoi, Danang and HCMC (not including travel time)	Main tasks of survey		11	HN 4 days, DN 2, HCMC 4 days
5.	Summary findings and draft report contents shared with partners and CRS team	Key findings and recommendation		2	Hanoi, DN and HCM and CRS Representative
6.	Write report in Vietnamese and English (first draft report is shared with CRS for comments and then revise it before finalization).	A final report is submitted with an analysis of survey results and recommendations for follow up		10 (7 for report writing and 3 days for translation)	
7.	Total consultancy			30 working days	

Estimate of Days

- From March 1-31, 2014.
- Total number of working days per person: up to **30** working days.

VI. Requirements for consultants

- ✓ Knowledgeable in disability field
- ✓ Knowledge and experience in the private sector in the IT field
- ✓ Extensive experience in market research, social studies.
- ✓ Experience in research related to labor issues of Persons with disabilities or social support to Persons with disabilities.
- ✓ Strong communication skills in both Vietnamese and English
- ✓ Excellent English writing skills required.
- ✓ Excellent in performing data analysis related to social issues.
- ✓ Experience as team leader in study and/or research.
- ✓ Excellent report writing and presentation skills.

VII. Budget, Reporting and Work Relationships

- CRS will pay the consultant based on the actual qualification and experiences.
- Payment will be paid based on actual working days and the work plan approved by CRS
- CRS will arrange travel, accommodation and tickets for the consultant when requiring the field trips.
- Based on CRS policy, the consultant will be entitled to daily per diem including PIT for conducting the assessment in the field. The consultant will not be entitled to daily rate per diem for assigned tasks in Hanoi.
- Payment will be made upon receipt of the final report verified and approved duty staff of CRS.
- The consultant will report to Dinh Thi Nguyet, CRS IVWD project **Chief of Party** for the assigned tasks.
- The consultant will work closely with CRS staff in charge and with Technical Advisor during performance the assigned tasks.
- The consultant will report to CRS on the assessment results together with the written reports.

VIII. Application requirements

Institutions and Individuals interested in this assignment are invited to submit your applications via email to Catholic Relief Services at: recruitment.vietnam@crs.org;

Applications should include:

- i) Expression of Interest;
- ii) A related work sample (to be produced in the interview);
- iii) A tentative work plan with indicative budget;

iv) CVs demonstrating relevant capacity and experience and including two references.

Deadline for submission: by **30th April 2015**

For further information, please contact:

Ms. Dinh Thi Nguyet

Tel: 04. 37738300, ext: 130

Email: nguyet.dinh@crs.org

CRS is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDS.