

TERM OF REFERENCE

The analysis on selected agriculture and fishery value-chains in An Giang

1. Background and Rationale

Child labour (CL) is a challenge in Vietnam as well as in many countries. During the last decade, there was significant progress in eliminating CL worldwide. However, CL still exists under the hardest-to-reach forms, including CL in informal sectors, where lack of the supervision of enforcement actors.

Child labour has negative impacts on children's mental and physical health, and it deprives children from childhood, educational opportunities, potential and dignity. In long term, CL weaken the future labour force, which in turn can deteriorate the national development as a whole. Vietnam gained remarkable achievements in the area, however the National Child Labour Survey in 2012 showed that there is an estimated 1.75 million children and minors (from 5-17 aged) in CL in Viet Nam.

With financial support from the US Department of Labour (USDOL), the ILO is implementing a Project titled "*Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam*" (hereafter called the project) from 2015 to 2019, aimed to enhance National Capacity to Prevent and Reduce Child Labour in Viet Nam, particularly in identified sectors, i.e. handicraft, fishing, agricultural and garment sectors. The project has three components, in which component 3: "By the end of the project, intervention models for preventing and withdrawing children from child labour in selected geographical areas and sectors will have been implemented and documented and ready for replication". The Project has been implementing in 3 province/cities, namely Ha Noi, Ho Chi Minh city (HCMC) and An Giang, specifically targeting the handicraft, fishing, agricultural and garment sectors.

12 districts were pre-identified as the project districts, as following:

In Ha Noi: Chuong My, Gia lam, Hoai Duc, Thach That

In HCMC: Tan Phu, Binh Tan, Tan Binh, Cu Chi

In An Giang: Chau Phu, Chau Doc, An Phu, Cho Moi

The Project document stated that key project interventions are: providing suitable educational supports for children, supporting decent work/likelihood opportunities for targeted children aged 15-17 and their family members, and providing remediation support for children withdrawn from workplaces and for those remaining in the workplace. For An Giang, through data analysis and consultation with local stakeholders, the key factor that contribute to the prevalence of child labour in the project operational communes was identified as the need for labour forces in agriculture and fishery sector.

A number of Action programs that detail the project direct interventions will be developed for each province, based on participatory, evidence-based, context-sensitive approach. The provincial Action Programs will be developed with the collaboration within relevant government agencies, associations, and organizations related to child labour prevention and elimination. Livelihood promotion strategies will form a part of provincial Action Programs. To successfully implement livelihood promotion strategy, resources from relevant national and local sources will be identified and mobilized.

In An Giang, the project's strategy to improve the economic status of the households of targeted children will be to enhance value chain opportunities for these households within the agriculture and fishery sector where they are already working, or in other enterprise development and employment opportunities beyond the sectors.

The project's strategy on agriculture and fishery livelihood will apply a value chain approach for decent work opportunities. That means, to develop better integrated, pro-poor, sustainable value chains,

enabling poor value chain actors to improve their skills and products, and to link these to more profitable markets. Participatory approach, fostering ownership and enhancing coordinated local mechanism also will be key characteristics of the strategy as they are pivotal to sustainability. The strategy will look into a wide range of areas for interventions, including work safety, skills development, gender equality and entrepreneurship development, cooperative management, product design, and market linkages etc., in order to enhance household income through improving their productivity and competitiveness, improve working conditions, at the same time foster greater household awareness on child labour that all aimed to understand how the child labour issue links to the value chain to select appropriate interventions and supports to reduce and eliminate child labour in the projected areas.

Therefore, an analysis on prioritized agriculture and fishery value chains in the project areas where targeted households are engaged or potentially to be engaged for their livelihoods is needed. The involvement of a research institution will be required to assist the project in conducting this analysis.

2. Objectives of the value chain analysis

The purpose of the survey is to identify and specifically analyze the value chains in the agricultural and fishery sectors pointing out tasks and stages/steps in the value chain where children can work or have high risks to be engaged in child labor; to develop the detailed intervention plan to prevent and reduce CL in the value chains, promoting families' livelihood and economic development which will form an integral part of the project's provincial Action Plan in An Giang Province.

The specific objectives of the contract are:

- To identify 3-5 agricultural or fishery commodities that the project households (with children or 15-17 aged minors) are engaged or potentially to be engaged in for their livelihoods in four project districts of An Giang and conduct an in-depth value chain analysis of identified commodities.
- To formulate recommendations in order: 1) to prevent CL in the value chains; 2) to support households (with CL or children at risk) to take part in the value chains and improve their economic conditions and; 3) to support business/households (engaged in those value chains) to increase the productivity, competitiveness, market access, economic gain and working conditions (according to regulations and laws).

3. Activities and Scope of Work

The consultancy will consist of the following key tasks:

- Review relevant documents and discuss with project team to obtain a good understanding of the project.
- Develop a technical proposal (in English and Vietnamese) to conduct this study (including a detailed work plan, report outline, methodology (sampling, tools), to get comments from ILO and PMU in order to ensure that the study will be in line with the country's needs
- Undertake the desk review (including literature review on relevant policies and programs) to provide an inception/or review-based report on the agriculture and fishery and their commodity market in the projected and potential market beyond. A list of commodities to be studied through value chain analysis for the project districts will be proposed based on the analysis of business environment, the potential of various agriculture and fishery commodities, the beneficiaries, the potential impact on local economy and the potential in reducing child labour situation if the project assist these value chains development.
- Collaborate with ENHANCE team, An Giang DOLISA and related provincial/district partners and stakeholders (e.g. (DARD, An Giang Cooperative Alliance, AG Fishery Association, etc.) to prepare and facilitate consultation workshops in 4 projected districts to select 3-5 prioritized commodities in the agriculture and fishery sector for value chain analysis.

- Conduct detailed analysis on selected value chains, including but not limited following activities: (i) describe and analyze identified value chains, in particular: stakeholder analysis, e.g. key actors of value chains (including children and minors...) in each step of the value chain, their roles, responsibilities and influence in the chains, connection of stages in the chains and of key actors with the manager and so on; (ii) market access and potential; (iii) analyze working condition in the value chains and (iv) analyze constrains and opportunities and potential social responsibility risks (including child labour and violation of other labour standards), etc... The assessment will be based on primary data -- e.g. discussions/interviews with communities, with key informants e.g. SMEs, cooperatives, mass organizations, local government representatives, all stakeholders in the supply chain -- and possibly secondary data as well.
- Recommend specific solutions for assisting child labour prevention in the value chains; specific solutions to improve working conditions and ensure safety regulations in the value chains, as well as to improve economic conditions for households with child labour or children at risk based on the result of the assessment. This strategy to develop value chains (according to laws, regulations and aimed to prevent child labour) shall focus, for instance, on the input side of the supply chain (materials, labour, skills...), the process of production (issues of processing, working conditions, quality control, quality registration, labeling, design...), market access, consumption, high quality free of child labour products, policy recommendation...
- First draft report (in Vietnamese) to send to ILO and PMU for inputs and comments
- Present in a stakeholder workshop to get feedbacks and inputs for finalizing the report.
- Finalize and submit final report in both English and Vietnamese. The final report will summarize and reflect all the items above
- All data, information and report are assess of ILO and PMU and only ILO and PMU have sole authority in using and publishing.

4. Geographical Focus

The contract will be conducted with the engagement of the concerned and relevant stakeholders from the central to local grass-root levels in the project operational areas in An Giang to collect primary data. However, as the value chains analysis will need further information beyond An Giang market, the contracted research institutions will need to identify and use secondary data, such as available national and international agriculture and fishery value chain analysis and market assessment studies, domestic and international database and market map etc... The specific stakeholders and necessary secondary data will be identified through the mentioned first task in Section 3.

The Table below lists the operational districts and communes in An Giang where the project targets for its direct interventions:

Location	Districts	Communes
An Giang Province	Chau Doc City	Nui Sam, Chau Phu A and Chau Phu B
	Cho Moi	Tan My, An Thanh Trung, My An, Hoi An, My Luong
	Chau Phu	Khanh Hoa, My Phu, Binh Chanh, Binh Phu and Vinh Thanh Trung
	An Phu	Phu Huu, Nhon Hoi, Phu Hoi, Khanh Binh and Quoc Thai

5. Timeline and Deliverables

This contract is estimated to be completed within a period of 5 months from the date of the Service Contract signing. Tentatively timeline is as following:

No	Deliverables	Duration
1	Final technical and financial proposal to the satisfaction of ILO requirements (with detailed methodology, implementation plan, tools)	March 2017
2	Undertake the desk review and write-up the inception report with a list of priority value chains on the agriculture and fishery in each project district of An Giang Province	April 2017
3	Conduct a consultation workshop to select 3 -5 prioritized commodities in the agriculture and fishery sector for value chain analysis.	April 2017
4	Conduct detailed analysis on selected value chains and write the first draft analysis report (in Vietnamese)	April -May 2017
5	Present the draft report in the stakeholder workshop for feedbacks	June 2017
6	Submit the final report and materials (both English and Vietnamese)	

6. Key skills, technical background, and experience required

- Evidence of the research institution's in-depth knowledge of the agriculture and fishery sector / issue;
- Proven track record on value chains analyses (already conducted at least three value chain analyses /assessments);
- Proven track record in providing technical support for agriculture and fishery value chain development, market system development and business development services;
- Clarity of analysis and written expression;
- Fluency in English and Vietnamese;
- Skills in research methodology in particular access to relevant data and information sources, including networking ability and contacts within government and agriculture and fishery sector;
- Good understanding of child labour and experience in conducting children or CL-related study is an asset.
- Experience working in the Mekong area is an asset.

7. Collaboration

The contracted research institution will work under the supervision of ILO ENHANCE Chief Technical Advisor (CTA) and/or his designated personnel. Besides, the contracted institution is expected to work with a group of experts assigned by the Government of Vietnam in conducting this analysis.

During the performance of the study, the ENHANCE project will provide the following support to the contracted consultants:

- Relevant documents to this study
- Review and provide comments to the methodology, work plan, sampling, study design, tools...
- Supervise field work (data collection at the field)
- Review and provide comments to the draft and final report and recommendations
- Other supports, if needed.

8. Budget and payment schedule

The budget for the study will include the professional fee, travel costs, allowance for interviewees and supply costs of the survey team.

The payments will be made in the Vietnamese currency with the mode of payment as follows:

- (i) First payment: Forty percent (40 %) will be transferred to the bank account of the contracted consultant/s upon completion of preparatory activities, including submission of deliverables # 1
- (ii) Second payment: Thirty percent (30 %) will be transferred to the bank account of the contracted consultant/s upon submission of the deliverables # 2,3 and 4.

Final payment: Thirty percent (30 %) will be transferred to the bank account of the contracted consultant/s after submission of the deliverables # 5 and 6 to the satisfaction of the ILO

9. Submission of proposal

The interested research institutions/ groups of consultants must submit their proposal (not exceeding 20 pages excluding resumes) to ILO ENHACE project with the following details:

- Detailed Value Chains Analysis methodology, sampling, work plan, report outline to be applied, including process for producing inception report to identify priority value chains;
- Types of data sources/ data collection tools/questionnaires/guidelines that will be applied in the study;
- Detailed budget estimations;
- Demonstrated experiences and capacity: describe your agency and why it is qualified to undertake this study;
- List of written/ published evidence: (i) similar assessment work done and published in Viet Nam; (ii) technical/business support for agriculture and fishery value chain development, market system development and business development services; (iii) capacity to access relevant data and information sources, networking and contacts within government and agriculture and fishery sectors.

All proposals must be submitted to the ENHANCE Project CTA through email at ogasawara@ilo.org with copy to huong@ilo.org by **17:00 pm on 15th March 2017**. Proposal submit after the deadline will not be accepted. Only short-listed candidates will be contacted.

10. Proposal evaluation

The proposals will be evaluated in accordance with ILO regulations and criteria. The proposals will be scored against the below criteria. The scoring will be tabulated and the proposals will be ranked based on the numerical scores received. Detailed screening results will not be released. Only shortlisted ones will be invited for interviews/ presentation of their proposal for final selection.

Criteria	Value of criteria
1. Technical proposal	70
• Research methodology	40
• Research institution's and research team's experience and capabilities	25
• References	5
2. Cost proposal	30
TOTAL	100