# UNDP logo

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|  | **Terms of Reference** |
| **Title of Consultancy:** | 01 National Consultant working as Project Officer for the “Improving access to health and employment for Persons with Disabilities in the COVID-19 Recovery Context” Programme (herein after known as Project Officer”) |
| **Type of Contract:** | Individual Contract, full time |
| **Duration of the assignment:** | 1 September 2020- 31 March 2021 |
| **Duty station:** | 01 National Consultant will work at the Green One UN House, 304 Kim Ma, Hanoi |
| **Reporting to:** | Governance and Participation Unit Head, UNDP Viet Nam  Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. |

1. **National and specific context of people with disabilities in COVID-19:**
2. **National context**

COVID-19 was first reported in Viet Nam at the end of January 2020. Since then, the Government has taken decisive steps to curb the disease, including prevention, detection, tracing, isolation of confirmed and potential cases. On 1 April, the Prime Minister officially declared COVID-19 a national epidemic and issued strict nationwide social distancing rules. On 23 April, Viet Nam moved to a new phase of COVID-fight –continued implementation of measures to prevent and control the epidemic, while restarting and stimulating the economy. The second wave of the pandemic struck the country on 25 July 2020 with the social restriction applied in certain affected provinces, which, again, put PWDs in heightened vulnerability.

The impact of the crisis on the economy and businesses has been significant. The Government’s Statistics Office reports that GDP growth in Q1 of 2020 is 3.82%,which has been the lowest since 2010. It is estimated that COVID-19 has affected nearly 5 million workers and almost 85% of enterprises in Viet Nam as of mid-April. In early April 2020, the Government announced, among other measures, a support package of US$2.6billion for those affected by COVID-19.

According to the 2016 National Survey on Persons with Disabilities, 7% of the population in Viet Nam has a disability. The number of persons with disabilities was estimated to be around 6.2 million people and has increased due to the ageing population and traffic accidents. Persons with disabilities face several challenges during COVID-19. Many suffer from underlying health conditions and are at increased risk of serious consequences from COVID-19. They are disproportionately represented among older populations who are more vulnerable to infection. They may be prevented from accessing necessary medical care and supplies. They have lower levels of financial or job security. They may face difficulties in receiving essential information in accessible formats. They may also have difficulties in adopting recommended public health strategies, such as social distancing and washing hands.

1. **Impacts of COVID-19 on people with disabilities (PWDs)**

The Rapid Assessment on Health and Socio-Economic Impacts of COVID-19 on People with Disabilities conducted with 986 respondents by UNDP reveal that 82% of respondents express concern about protecting their health during COVID-19. In particular, 70% of respondents find it challenging to access medical care, including for check-ups, medicines, assistive devices and rehabilitation services. 28% of respondents also experience difficulties in getting hold of masks and hand sanitizer. 22% of respondents suffer from an underlying medical condition, potentially putting them at heightened risk from COVID-19. 41% of this group with underlying medical conditions are over 60 years of age. 24% of respondents do not have a Disability Certificate, which might limit their access to the services and assistance they need.

The Rapid Assessment of Impacts of COVID-19 on People with Disabilities also showed that 96% of respondents are concerned about their financial conditions during COVID-19. 72% of respondents had their income under one million VND /person in March 2020. 30% of PWDs lost their jobs during COVID-19, 49% had their work hours reduced, and 59% had their pay cut. Among those surveyed, 71% worked in the informal sector, which increased their vulnerability to the risk of left behind the Government’s support.

One of the key recommendations in the Rapid Assessment to support PWDs to recover from COVID-19 is enhancing the accessibility of healthcare services, especially in rural areas. In addition, developing a skillset for PWDs to make full use of new digital platforms in creating more working from home or online employment opportunities in the new industry 4.0 environment is also very important. For many persons with disabilities, the growth of these working arrangements can help them in improving their income opportunities and in turn fulfill their potential as active contributors to Viet Nam’s economic recovery.

1. **Scope of Work**

There are two key components related to Protecting Persons with Disabilities under the UNDP COVID-19 Recovery Programme:

1. **Health Component:** Strengthened access to healthcare for PWD, particularly PWD in rural areas, through strategic assessment and applying innovative approach.
2. **Employment Component:** Increase the employability opportunities for PWDs in the digital economy in the COVID-19 recovery context.

The Project Officer is requested to support and coordinate delivery of Programmatic Activities related to Protecting Persons with Disabilities under the UNDP COVID-19 Recovery Programme (PWD Programme) with the following services:

* Support UNDP with coordination and implementation of Programmatic Activities under the PWD Programme, including administrative and financial management: recruitment of consultants, organizing workshops, delivery of trainings, translation and proofreading of documents, and engagement with partners and key stakeholders etc.
* Support and deliver activities promoting PWDs in the COVID-19 recovery context.
* Preparation and submission of reporting and financial documentation to the donor, ensuring that donor reporting requirements are met and that transactions are correctly recorded.
* Conducting basic research on issues relevant to the Programme, including on COVID-19 response and recovery, promotion and protection of the rights of PWDs, health and employability recovery to COVID-19.

1. **Expected Outputs**

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| **Outputs** | **Description** | **Expected Results** | **Deadlines** |
| Output 1 | 1. Strengthened access to healthcare for PWD, particularly PWD in rural areas, through strategic assessment and applying innovative approach. | * Support design, coordination and implementation of healthcare response component related to training for health professionals * Support design, coordination and implementation of delivery healthcare response component related to allocation of assistive devices and rehabilitation equipment * Support design, coordination and implementation of delivery healthcare response component related to ensuring accessibility for PWDs to local healthcare facilities | * 31 March 2021 |
| Output 2 | 1. Increase the employability opportunities for PWDs in the digital economy in the COVID-19 recovery context. | * Support design and implementation of employability component related to training of PWDs on digital skills and employment. * Support design and implementation of employability component related to allocation of ICT hardware and technologies to support PWDs in securing digital employment opportunities | * 31 March 2021 |

1. **Duration of the assignment and Duty Station:**

The selected consultant is expected to conduct the service for 7 months, during the period of 1 September 2020–31 March 2021.

The consultant will work full time.

**Duty Station:**

01 National consultant will work at Green One UN House, 304 Kim Ma, Hanoi, Viet Nam.

1. **Qualifications Requirements**

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| * Education: | * Bachelor Degree preferably with specialised focus in Development, social work, health, business, project management, administration, disability or a related field. |
| * Experience: | At least two years of work experience in:   * The area of disability, project management, healthcare support, employment support, community development, administrative support, research * Conducting research and working with PWDs would be desirable * Working with government partners. |
| * Language Requirements: | * Fluency in English and Vietnamese. |
| * Others: | * Vietnamese national * Ability to work with colleagues and collaborators of different national and cultural backgrounds * Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages |

1. **Schedule of Payments:**

The selected consultants will be paid monthly for the actual number of working days recorded in the timesheet with the successful service delivery certified by the Head of GPT. Payment for the last month will be paid upon actual number of worked days and satisfactorily completion of all outputs in the TOR.

1. Evaluation Criteria

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| 1. **Project Officer Consultant’s experiences/qualification related to the services** | | | | |
| **1.1** | Knowledge of disability issues and development: understanding of issues related to PWDs, health impacts of the pandemic, digital employment, project management, administration, research. | | | **300** |
| **1.2** | At least two years of practical experience from similar project, working with PWDs, report writing, management;  experience working with UNDP is an asset | | | **200**  **50** |
| **1.3** | Bachelor degree, preferably with specialised focus in Development, social work, health, business, management, administration, disability or a related field. | | | **200** |
| **1.4** | Practical experience in administration: project management, budgeting, reporting. | | | **150** |
| **1.5** | Excellent report writing in English language by provision of two English writing reports | | | **100** |
| Total |  | | |  |
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