



### Term of Reference

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<b>Reference number</b>	<i>TOR-VNM-2022-018</i> <b><i>(Please refer to this number in the application)</i></b>
<b>Assignment title</b>	National consultant on development of cash transfer procedure
<b>Purpose</b>	To provide Tien Giang and Ho Chi Minh City's Women's Union with technical support in cash transfer targeting in response to COVID-19
<b>Location</b>	Home based with travel to Tien Giang and Ho Chi Minh city
<b>Contract duration</b>	15 August – 30 December 2022 (with maximum of 20 working days)
<b>Contract supervision</b>	UN Women Programme Analyst on Women's Economic Empowerment on Climate-Resilient Livelihood

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## 1. BACKGROUND

### UN Women

The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the upcoming UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2022-2026 period are,

- i) People in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam's effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources;

- ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

Viet Nam is a lower middle-income country with a population of 98.51 million (2021) and a market-based economy with a socialist orientation. Over the past thirty years, Viet Nam has achieved steady economic growth and poverty reduction, advancing its regional and global integration process through various trade agreements. In the area of gender equality, over the past five years the country has maintained a good reputation based on comprehensive laws and policies following international treaties; a high rate of women's participation in the workforce; women's increased access to economic opportunities; and improved healthcare and education for women.

In addition, Viet Nam still has many persistent gender gaps that need to be addressed. The recent assessment on gender equality issues in the Country Gender Equality Profile (CGEP) developed by UN Women, DFAT, ADB, and ILO in 2021 highlights some pertinent gender inequality issues, especially in Women's economic empowerment, particularly ethnic minority women in disaster-affected areas towards creating alternate income generating opportunities.

### **COVID-19 and its Impact on Gender Equality in Viet Nam**

The COVID-19 pandemic, together with these control measures, have had major multidimensional impacts on the lives of all people in Viet Nam, but especially on those of women, children and other vulnerable groups. The impact of COVID-19 threatens to reverse the progress towards gender equality and women's empowerment and children's and young people's rights. The pandemic hit women's employment particularly hard, and, on top of that, increased women's double burden with responsibilities in the home. Women's labour force participation rate fell 8 points between 2019 and 2021, from 70.9% to 62.3%. COVID-19 contributed to a reduction in working hours for women, and the loss of jobs across manufacturing and services. Younger and older workers were more likely to leave the labour force as a result. Only 30.5 % of women with disabilities participate in the workforce. According to the ILO, women's loss of employment and income and increased unpaid care responsibilities only served to underscore inequality in gender roles and the increase of women's economic dependence and vulnerability.

The fourth wave of the COVID-19 pandemic, which severely hit the country in late April 2021, but especially Ho Chi Minh city and the southern provinces. Despite a successful national strategy of control for the previous three waves of infections, on December 19, 2021, Viet Nam had recorded **1,537,626** laboratory-confirmed cases (F0) and **29,316** deaths<sup>1</sup>. HCMC alone, the largest city in the country with a population of over 14 million people, recorded **494,683 F0 cases** and **19,312 deaths** accounting for **over**

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<sup>1</sup> MOH website.

**32% of confirmed cases and over 66% death of the country's totals** and Tien Giang (30.637 F0 cases and 754 deaths)<sup>2</sup> respectively, during that outbreak.

Out of the 7 economic regions in Viet Nam, **the Southeast and the Mekong River Delta were the two most affected ones.** The number of workers in these two regions who said their jobs were negatively impacted by the pandemic accounted for the highest proportion, 59.1% and 44.7% respectively. This is a dynamic area, large export, generating a large source of revenue for the state budget, but facing difficulties, it greatly affects resources to cope with climate change in the coming time. Statistics estimated that in the first 6 months of 2021, the average growth rate of the Mekong Delta region was around 4.5%, lower than the national average of 5.64%. Even, it is expected that by the end of the year, the growth of the Mekong River Delta may be negative while they are home to 21,49 million people.

**The 4th wave of COVID 19 exacerbated the challenges faced in the agricultural sector where women make up the majority of the workforce.** There was a decrease of 10%-15% in income of the agriculture sector (340,000 VND, reaching 3.4 million VND per month and the monthly income of salaried employees was 6 million dong, down 795,000 dong respectively) compared to the previous year<sup>3</sup>. As women are dependent on in the agricultural sector (crops, poultry, livestock, fisheries) and are also less likely than men to be able to access information, loan, training, they became more vulnerable to agricultural related economic shock. An estimated 66% of farmers have encountered difficulties due to COVID-19 due to transportation blockage and supply disrupted which resulted in interruption of production and crop-sales.

The government issued the Resolution 126/NQ-CP to support business households into the targeted beneficiaries, businesses and employees facing difficulties due to the impact of the pandemic but gaps on economic recovery exist. It is clear that the support package covers the employers and employees who are established by contracts, with paying social insurance. Thus, the governmental funded Program does not cover the “non-registered sector” including households doing business in agriculture, forestry, fishery, salt making, and those selling street goods, snacks, trips, mobile businesses, seasonal businesses, and service providers with low incomes.

Based on the emergency situation experienced in Q2-Q3 of 2021, UN Women Viet Nam developed a project proposal for the generous funding of Australia's DFAT proposing an intervention that included the delivery of livelihood recovery for vulnerable women in a gender-responsive manner following UN guidance. UN Women will ensure strong ownership by Viet Nam Women's Union (VWU) and other national stakeholders by maximizing their mandates to protect and realize women's human rights and gender equality. UN Women selected HCMC (urban) and Tien Giang province(rural) who were most

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<sup>2</sup> Viet Nam COVID-19 Situation Report #73, WHO

<sup>3</sup> IMPACT REPORT OF COVID-19 TO LABOR AND EMPLOYMENT SITUATION, Q3 2021 dated October 12, 2021. GSO, MPI

affected by COVID-19 as project intervention areas. This will allow the project to test the approach and compare its effectiveness in different geographic areas for future preparedness and resilience building.

Currently, the project is conducting an assessment of livelihood opportunities for economic recovery impact from COVID-19 and the objectives of the assessment from that the results will feed into this consultancy as inputs.

## **II. Objectives of the consultancy**

The overall objective of the consultancy is to provide technical support to Tien Giang and Ho Chi Minh City Women's Union in beneficiary targeting for the cash transfer for the most vulnerable women affected by COVID-19 under the project of "Emergency Response and Recovery Support for Women at Risk of Violence in Ho Chi Minh City and Tien Giang that Most Affected by The Fourth Wave of COVID-19 in the South of Viet Nam"

## **III. Specific Tasks**

The responsibilities of the national consultant will be as follows:

- Develop a procedure for cash transfer targeting to COVID-19 beneficiary for the project in Tien Giang and Ho Chi Minh City. The procedure and guidance include:
  - o Tools of collecting, prioritizing long list and scoring/voting for short list that is in Google form extracted/Excel file or other in user-friendly Application and in scanned version or other for consolidation and Excel file (in Vietnamese)
  - o Process who doing what at each step for Women's Union and local authority Tien Giang and Ho Chi Minh City to implement selection beneficiaries based on project criteria that described in proposal, recommended from LLH Assessment, further discussed and agreed with partners.
  - o Beneficiary verification process and
  - o Steps of selection beneficiary provide technical support to Tien Giang and Ho Chi Minh City Women's Union throughout verification process.
- Provide trainings on cash transfer procedures and beneficiaries targeting process to Tien Giang and Ho Chi Minh City Women's Union and local authorities and provide technical support throughout the targeting process, and steps of selecting beneficiaries. The training will be done for each province, so in total there will be at least 2 trainings (maximum 6) for 2 provinces.
- Conduct the spot check of the final list of selected beneficiaries to ensure that the selection is done with accuracy and the selected beneficiaries who are met project criteria

## **IV. Institutional Arrangement**

The national consultant will work under the supervision of the Programme Analyst on DRR/CC and will be ultimately responsible for the UN Women Representative in Viet Nam.

In the events that the consultant needs to travel during the consultancy for assignment-related purposes in Tien Giang and Ho Chi Minh City, UN Women will bear the requested travel expenses following EU-UN cost norm.

## **V. Deliverables and Schedule of Payment**

The payment will be provided in 3 instalments as below:

Time	Expected deliverables	Amount
30 October 2022	<p>A procedure for cash transfer targeting to COVID-19 beneficiary that includes:</p> <ul style="list-style-type: none"> <li>- Tools of collecting, prioritizing long list and scoring/voting for short list that is in Google form extracted/Excel file or other in user-friendly Application) and in scanned version or other for consolidation and Excel file (in Vietnamese)</li> <li>- Process who doing what at each step for the Women’s Union and local authority Tien Giang and Ho Chi Minh City to implement selection beneficiaries</li> <li>- Beneficiary verification process and, steps of selection beneficiary provide technical support to Tien Giang and Ho Chi Minh City Women’s Union</li> </ul>	40% of contract value
30 November 2022	<ul style="list-style-type: none"> <li>- PPTs and agenda for trainings on cash transfer procedures and beneficiaries targeting process to Tien Giang and Ho Chi Minh</li> <li>- Training report on cash transfer procedures and beneficiaries targeting process to Tien Giang and Ho Chi Minh City Women’s Union and local authorities and provide technical support throughout the targeting process, and steps of selecting beneficiaries</li> <li>- Final list of selected beneficiaries in Google form extracted/Excel file or other in Application with (in Vietnamese) and in scanned version</li> </ul>	40% of contract value
30 December 2022	<ul style="list-style-type: none"> <li>- Final brief guidance on beneficiary selection process (in Vietnamese)</li> </ul>	20% of contract value

#### VI. Duration of Assignment and Duty Station

The tentative contractual period is when the result from LLH assessment ready, expected from 15 September to 30 December 2022 with a maximum of 20 working days.

The consultancy is home-based and expected to travel to Tien Giang and Ho Chi Minh City for the training and the spot check. UN Women will arrange the travelling for the consultant following the EU-UN cost norm.

#### VII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%).

Technical evaluation will be based on the following criteria stated as below:

	Evaluation criteria	Max. point

1	Bachelor' degree or training in disaster management, response, preparedness, recovery or related areas	10 points
2	Minimum 10 years of relevant work experience at the community level on disaster risk management and emergency response	25 points
3	Proven experience working on cash transfer including developing guidance on beneficiary targeting procedures	25 points
4	Good knowledge on gender equality in disaster risk management, economic recovery and emergency response	15 points
5	Experience in facilitating and training courses	15 points
6	Experience with working with local government and mass organizations	10 points
	<b>Total</b>	<b>100</b>

#### Core Values and Competencies

In addition to the aforementioned requirements and qualifications, it is important that the consultant shares the core values and core competencies of the organization.

##### Core Values

- Respect for Diversity
- Integrity
- Professionalism

##### Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application. UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)

## II. Application Procedure and Deadline

Candidates are requested to send the following documents in separated attachment in one application email to [procurement.vietnam@unwomen.org](mailto:procurement.vietnam@unwomen.org)

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this position.
2. Updated CV.
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Example of 2 reports on similar topics, one in English and one in Vietnamese.
5. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable, UN Women will bear the costs of requested travel expenses following the UN-EU cost norm.

Deadline for Application: 11 August 2022

## III. Evaluation

The evaluation will be based on the combination of the weighted technical and financial scores (70 per cent technical and 30 per cent financial).

**NOTE:** Documents required before contract signing:

- UN Personal History Form
- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.

EN: <https://agora.unicef.org/course/info.php?id=17891>

- Release letter in case the selected consultant is government official.