



Terms of reference

Reference number	<i>TOR-VNM-2022-026</i> <i>(Please refer to this number in the application)</i>
Assignment title	International Capacity Development Consultant
Purpose	To develop UN Women Viet Nam Capacity Development Strategy in line with its Strategic Note 2022-2026
Location	Home base
Contract duration	1 November to 16 December 2022 (max of 35 working days).
Contract supervision	UN Women Country Representative, UN Women Viet Nam Country Office

I. Background

UN Women

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of substantive equality between women and men. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws, policies and upscale successful strategies to deliver on national and international commitments to gender equality.

As UN Women programmes focus on reaching vulnerable and marginalised groups of women, capacity development strategies must address all dimensions to achieve and sustain results. UN Women recognizes that capacity development approaches need to be applied to support gender equality results and gender mainstreaming strategies in programming. UN Women's Strategy for Capacity Development draws upon the UNDG Capacity Assessment Methodology and Tool and identifies three interrelated levels of capacity in the country context: (1) individual competencies, (2) collective capabilities and (3) institutional capacity.

Viet Nam context

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 (UNSDCF) 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 Strategic Note (SN) for 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) 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) 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.

During 2022-2026 UN Women in Viet Nam will continue to strengthen its focus on strategic partnerships through engaging with civil society and government, research institutes, academia, UN agencies and private sector to enhance its reach and build partners' capacities more effectively. **As a core strategy, UN Women's capacity development strategy will aim to follow a coherent, long-term and strategic approach to ensure cost-effective and sustainable results.**

Viet Nam Country Office (VCO) aims to establish an **integrated strategic partnership and capacity development approach** based on its **thematic priorities and programmes** in a manner that integrates the work across thematic areas (Social Protection and Care Services, Climate Change Action and Disaster Risk Reduction (CC/DRR), Economic Empowerment and Resilience, Governance and Participation in public life, Ending Violence against Women and Girls, and Women, Peace and Security) and projects, as well as at different levels of partner organizations (central, provincial/city and district levels), rather than on a siloed project basis, building upon existing efforts and creating stronger synergies and long-lasting capacities.

The capacity development strategy will also help to **diversify its programme partner base by mapping key actors and undertaking pro-active efforts to build the capacities of other potential partners** involved in GEWE.

The strategy developed from this consultancy will specify **how VCO will specifically engage in strengthening civil society** through its convening role and platform which offers a bridge between civil society and the government on issues related to GEWE. Additionally, the strategy will provide strategic direction and institutionalize the VCO's relations with civil society through regular forums, especially with women's organizations, and continue to engage them in normative processes, such as CEDAW commitments.

In order to develop a Capacity Development Strategy for its strategic partners to support the effective implementation of the SN 2022-2026, UN Women VCO is seeking an international consultant to: 1) conduct an assessment to identify capacity gaps and capacity development needs of strategic partners; and 2) develop a Capacity Development Strategy for strategic partners based on the assessment with clear roadmap and guidance to be executed and monitored; and 3) together with UN Women VCO's Task Force on Capacity Development, develop a workplan to implement the Strategy during 2023-2026.

II. Objectives

This consultancy will support UN Women Viet Nam in the development of the Capacity Development strategy for the implementation of the 2022-2026 Strategic Note.

An overarching capacity development plan for the CO's strategic partners would lead to more sustainable results, increased national ownership and better value for money in terms of the funds invested in capacity development across projects. Integrating and systematic tracking of results from capacity development would help to ensure that VCO's efforts are cost-effective and impactful. For capacity development to be tangible and sustainable, the strategy's implementation of four steps is necessary: diagnosis, design, delivery and follow-up. The capacity development approach should cover the 3 dimensions of development: (1) individual competencies, (2) collective capabilities and (3) institutional capacity.

III. Scope of Work and Expected Tasks

Scope of Work

Working under the direct supervision of the Country Representative and the 2 Programme Analysts conforming the UN Women VCO's Taskforce, the International Capacity Development Consultant will: i) **design and conduct an assessment to identify capacity gaps and capacity development needs of VCO's partners** under SN 2022-2026; ii) **develop Capacity Development Strategy** for partners based on the assessment **with clear roadmap and guidance to be executed as well as performance indicators to be measured over time**; and iii) **work with the UN Women's TaskForce to develop a workplan** to implement the Strategy with measurable indicators and collaborative review.

The following key actions can be considered to conduct the assignment:

- Review CSO partners roster result that collected and finalized by the Capacity development VCO task force
- Mapping all partners, including CSOs, and existing areas of focus to identify synergies and identify ways of working to ensure streamlining or synergies.
- Develop a self-assessment tool for partners capacity development needs information collection
- With data from partners and sources of information (interviews, reports, etc.), develop the Capacity Development Strategy, including meaningful indicators to monitor progress and results.
- Organize validation workshop with representative from partner groups from UN agencies, government partners, CSOs and private sector.

Expected Tasks

Tasks	Deliverables	Timeframe
<ul style="list-style-type: none">• Conduct an assessment to identify capacity gaps and institutional and thematic area priorities/needs of partners under SN 2022-2026 for capacity development.	Assessment report with a matrix of identified capacity gaps and capacity development needs of VCO's personnel and partners under SN 2022-2026 approved by UN Women	15 November 2022
<ul style="list-style-type: none">• Develop a Capacity Development Strategy for partners based on the	Capacity Development Strategy with clear roadmap during 2022-2026 and guidance to be executed as well as	16 December 2022

<p>assessment with clear roadmap and guidance to be executed.</p> <ul style="list-style-type: none"> • Develop M&E framework that includes measurable indicators • Brief guidance for implementing the strategy. • Conduct validation workshop with partners. 	<p>performance indicators to be measured over time approved by UN Women</p>	
<ul style="list-style-type: none"> • Work with UN Women VCO's TaskForce to develop a workplan to implement and the Strategy. 	<p>Detailed workplan to implement the Strategy during 2023-2026 with measurable indicators and M&E plan and collaborative review approved by UN Women</p>	<p>16 December 2022</p>

IV. Institutional arrangement

The international consultant will work under the overall guidance of the UN Women Country Representative and technical supervision of 2 Programme Analysts in the VCO's taskforce. The consultant is home-based. Work related travel of the consultant, if needed, is considered as official mission and will be arranged by UN Women, in line with UN Women's Duty Travel Policy.

V. Deliverables and Schedule of Payment

The overall objective of the assignment is to develop strategy an integrated strategic partnership and capacity development approach based on its thematic priorities and programmes:

- Integrate work across thematic areas, projects (horizontally) and different levels of the partner organization (rather than on a siloed project basis), consolidating established partnership principles and building upon existing efforts. The strategy specifies how the Country Office will specifically engage in strengthening civil society through its convening role and platform which offers a bridge between civil society and the government on issues related to Gender Equality and Women's Empowerment.
- Develop a capacity development strategy for those strategic partners with performance indicators so that its cost-effectiveness can be measured over time. This strategy should be based on principles for capacity development, partner needs/capacity assessment, followed by an implementation plan with measurable indicators and collaborative review.

The below table describe deliverables with payment will be provided in two installments as follows:

Deadline	Deliverables	Schedule of Payments
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15 November 2022	<ul style="list-style-type: none"> • Self-assessment tool developed, with integrated UN Women inputs • The data and information collected and analyzed to develop the matrix on: <ul style="list-style-type: none"> - The i) Institutional and ii) Technical capacity existing gaps within partners/thematic areas that are or may be preventing the realization of the synergy among projects and - Aligning the vertical and horizontal area for integrating the work across thematic areas, projects (horizontally) 	40%
16 December 2022	<ul style="list-style-type: none"> • Assessment reports developed with a <ul style="list-style-type: none"> ○ Matrix of identified capacity gaps and capacity development needs of VCO's partners under SN 2022-2026 approved by UN Women ○ M&E framework with measurable indicators reflecting strategy success • Capacity Development Strategy with clear roadmap and guidance to be executed as well as performance indicators to be measured over time approved by UN Women • Validation workshop minutes • Workplan for strategy implementation with measurable output indicators and collaborative review approved by UN Women 	60%

VI. Duration of Assignment and Duty Station

The consultancy will last 7 weeks from 1 November to 16 December 2022 home based.

VII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). The technical evaluation will be based on the following criteria:

No.	Criteria	Point
1	Master's degree in social sciences, social work, gender studies, international development, or related field	10
2	At least 10 years of relevant experience in international development field, with knowledge of capacity development principles and strategy.	25
3	Having experience working in development issues on gender equality and women's empowerment, in particular, conducting capacity development activities on GEWE for wide range of stakeholders including the governments, CSOs, UN Agencies, academic institutions and private sectors.	25
4	Relevant experience working with UN agencies or international organizations.	20
5	Excellent English language skills, in particular excellent writing, and organizational skills. 2 relevant report samples will be submitted for evaluation.	20
Total		100

Core Values and Competencies

In addition to the aforementioned requirements and qualifications, the candidate must share the core values and core competencies of the organization.

Core Value

- 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 the financial points are 30%. Individual consultant 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;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

VIII. Application Procedure and Deadline

Candidates are requested to send the following documents in one application email to procurement.vietnam@unwomen.org

1. An application letter explaining your interest in the consultancy and why you are the most suited candidate for the consultancy position;
2. Updated CV and 2 relevant report samples in English;
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>;
4. Financial proposal specifying a daily consultancy rate in USD and a breakdown per deliverable. UN Women will bear the costs of requested travel expenses following the UN standard rates.

Deadline for Application: 23 October 2022

IIIX. 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. Link: <https://training.dss.un.org/>
- Release letter in case the selected consultant is government official.

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.)
