



TERMS OF REFERENCE

Reference number	TOR-VNM-2022-030 (Please refer to this number in application email)
Position	National Consultant (as a team member)– Administration Legal Expert for the legal reviewing the rights and obligations of transgender after being recognized
Purpose	As part of the team conducting the Legal review concerning rights and obligations of transgender people after being recognized from civil and administration legal aspects, contribute to the draft Gender Affirmation Law version April 2022 (GAL)
Location	Homebased and Hanoi, Viet Nam
Contract duration	October 2022 –30 November 2023 (with 45 maximum working days)
Application deadline	31 st October 2022
Contract supervision	UN Women Programme Analyst, Viet Nam Country Office

I. 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.

Viet Nam context

In the third cycle of the Universal Periodic Review, Viet Nam committed to enact legislation to ensure access to gender affirmation treatment and legal gender recognition a law to fight discrimination, including of lesbian, gay, bisexual, transgender and intersex (LGBTI) persons,¹ and in the last 5 years, Viet Nam has taken important legal steps towards protecting the human rights of LGBTI persons. The Marriage and Family Law (2014) was revised to remove the explicit prohibition on same-sex marriage.² The revised Penal Code (2015) extended protection to gay and bisexual men and transgender women by recognizing that men and transgender women can be victims of rape.³ The revised Law on HIV/AIDS Prevention and Control (2020) recognizes transgender persons as an HIV key population for priority interventions. The revised Law on Drug Prevention and Control (2021) also recognizes transgender persons by regulating that drug detoxification centers have to arrange separate room for people whose gender expression and identity are different with the gender assigned at birth in ID documents. Importantly, the amended 2015 Civil Code (art. 37), which took effect in January 2017, allows for registering under a new gender marker.⁴

¹ By accepting the recommendations to “Develop legislation against discrimination on the grounds of sexual orientation and gender identity,” to “Take further steps to ensure the protection of all vulnerable groups in society including lesbian, gay, bisexual, transgender and intersex persons,” and to “Enact legislation to ensure access to gender affirmation treatment and legal gender recognition” Human Rights Council, A/HRC/41/7 (2019), para 38.109, 38.97 and 38.93. The UN Human Rights Committee also recommended that Viet Nam, to better comply with the International Covenant on Civil and Political Rights, “establish a procedure for legal gender recognition without a medical requirement that is compatible with the Covenant” CCPR/C/VNM/CO/3 (2019), para 16(b).

² Marriage and Family Law (2014), No. 52/2014/QH13. Art. 8. Please note that though marriage between persons of the same sex is not prohibited anymore, the law explicitly does not recognize such marriages.

³ No gender-specific language was used in the 1999 Penal Code or the revised 2015 Penal Code regarding rape. The significant change was that the 2015 revision expanded the scope of rape to include ‘other sexual activities’ in addition to ‘sexual intercourse’ in article 141. Penal Code (2015), No. 100/2015/QH13.

⁴ Civil Code (2015), No. 91/2015/QH13 of November 24, 2015 came into effect in January 2017. The Civil Code has two articles on redefining sex (Article 36) and changing sex (Article 37). Art. 36 is applied to people who were born with a combination of typically male and female biological characteristics (Intersex persons), and Art. 37 is applied to those wishing to change their sex assigned at birth (Transgender persons). Please see Article 37 (Sex reassignment) “The sex reassignment shall comply with regulations of law. Each transgender person who has undergone surgery has the right and obligation to apply for change of civil status affairs as prescribed in law on civil status affairs and has the personal rights in conformity with the transformed gender as prescribed in this Code and relevant laws.” Please note the Civil Code does not require sex reassignment surgery or treatment for a change of legal gender recognition, as the word “transformed” can be interpreted very broadly.

Allowing legal change is important, as civil registration is a key requirement for accessing a number of basic services including Government support and healthcare. Without civil registration matching their gender presentation/expression, transgender persons may be subjected to invasive questioning deterring them from accessing necessary social and health services. In addition, they face challenges and discrimination in relation to employment, housing and transportation, as their gender marker on identification cards does not reflect their gender identity. While there is no official estimate of the number of people in Viet Nam with a gender identity different from their sex assigned at birth, it is estimated to number several hundred thousand.⁵ Despite progress, transgender people in Viet Nam still confront significant challenges, as there is no guiding legislation or decrees to implement the new provision of the Civil Code yet. This leaves transgender persons vulnerable and marginalized, facing severe stigma and discrimination in access to justice, social security, health services, education, housing, and decent work.⁶

From the beginning, UN Women has worked very closely on this topic with various community-based organizations including It's T Time, the Institute for Social Economic and Environment (iSEE), and the Center for Supporting Community Development Initiatives (SCDI) have been our primary partners in this work and commission a GIA a gender mainstreaming report that must be prepared as part of the technical support to policy choices proposed in the draft GAL. Article 21(2) states: "The key drafting agency of legal normative documents has the responsibility to mainstream gender equality in the documents and prepare reports on the mainstreaming of gender equality in the development process of legal normative documents [...] and in annexes of information and statistics on gender related to the draft legal normative documents."

The official proposal documents on the GAL law proposing were sent to the Government for review on the 28th of June 2022. It is slated to be presented to the National Assembly in June of 2024. In order to take stock of current situation, and assist Ministry of Health (MOH) in its deliberations, UN Women, in collaboration with SCDI has convene a Policy Dialogue to protect the rights of lesbians, bisexual women, transgender and intersex through advocate for GAL to address increased vulnerabilities of LGBTQI+ in Hanoi 26th August 2022. Through open discussions and deliberations, this Policy Dialogue informed the work of the MOH and government in development of GAL. The Policy Dialogue aimed to sensitize high-level attendees on the issue of gender identity recognition in legal documents, including the issues of age and marital status requirements that remain in the draft GAL, and looking to the way forward.

In this context, the Gender Affirmation Law has been drafted by the MOH to implement the Civil Code. The draft includes conditions related to legal gender recognition and access to health services regarding gender affirmation, critically important to protect the rights of people seeking to transition, access health services and change their legal gender markers.⁷

As part of the UN efforts to support Viet Nam to develop the GAL in alignment with international laws and standards to ensure that transgender persons are equal members of society and protected and free from any forms of violence and discrimination; no one should be discriminated against

⁵ The Viet Nam Authority on HIV/AIDS Control (VAAC), under the MOH conducted a pilot size estimation was conducted with support from UNAIDS and the GFATM, a size estimation of the Transgender population in Viet Nam in 2019. In Asia and Pacific, it is estimated that there are 9 to 9.5 million trans people (0.3% of the adult population). Health Policy Project, Asia Pacific Transgender Network, United Nations Development Programme. 2015. Blueprint for the Provision of Comprehensive Care for Trans People and Trans Communities. Washington, DC: Futures Group, Health Policy Project.

⁶ A previous research reveals that transgender people are suffering from worse discrimination than gay and bisexual people. The Institute for Studies of Society, Economy and Environment (iSEE) (2015), "Is it because I am LGBT?: Discriminations on Sexual Orientation and Gender Identity in Vietnam," page 62.

⁷ Further guiding documents on civil registration for persons who have undergone gender affirming medical interventions will need to be provided by the Ministry of Justice, art. 23(3) of the Draft Law.

based on perceived gender identity or gender expression. In this context, in line with this technical assistance, UN Women is looking for a national consultant who is a team member, **administration legal expert** to work with two team members conduct legal reviewing the rights and obligations of transgender after being recognized from civil and administration aspects for further drafting process of the GAL and contribution to the Gender Equality Law (GEL) revision process, if any.

The assignment deliverables will contribute to the achievement of the deliverable 3.1 under the UN HIV Joint Programme on HIV led by the UN HIV Thematic Group and use of joint UNAIDS Budget, Results and Accountability Framework's resources, which is "International standards and good practices on human rights incorporated in the amendment processes of the Law on HIV/AIDS Prevention and Control, the Law on Drugs Prevention and Control and other related laws and policies".

II. OBJECTIVE

The study aims at supporting MOH's efforts to promote gender equality and LGBTQI rights, through the development of the GAL. The process of developing the legal review will provide technical inputs to strengthen GAL provisions from a gender equality point of view.

The questions to answer include but not limited to i) Are there any civil laws/regulations on rights and obligations of transgender after being recognized. ii) If there exist those laws, how are they? iii) What are the current issues of being recognized for the transgender people iv) How are the implementation of the existing laws? If not been well implemented, make comparison, and propose recommendations from the perspective of civil rights such as civil marriage, cohabitation, inheritance, child adoption/rearing, access to legal assistance, the right to be protected from discrimination...

Additionally, the research will also seek the answer the rights and obligations of transgender people after being recognized from administration legal aspect such as procedures for identity recognition⁸, legislation covers discrimination in health sector, in military services, sports.

The review will study the available legal rights and obligations regulation, identify the legal gaps, issues in legislation implementation, good as well as bad practices, compare with international laws and suggest recommendations for rights and obligations of transgender after being recognized for the GAL development process.

III. SCOPE OF WORK AND EXPECTED TASKS

The national consultant will work under the technical guidance of the team leader. The consultant will maintain close communication with focal points at UN Women, MOH's Legal Department, Ministry of Justice (MOJ) as well as other key stakeholders including the Civil Society Organization (CSO) coalition for transgender rights including, but not limited to, Institute for Social, Economic and Environmental Research (iSEE), Center for Supporting Community Development Initiatives (SCDI), and It's T Time.

Under the leadership of the Civil Legal expert (Team leader), the **Administration Legal Expert** will be expected to carry but not limited to the following tasks:

⁸ For example, the recognition procedures for transgender who had undertaken surgery abroad and/or procedure of transgenders who can't undertake surgery due to health condition.

- Develop the workplan and outline for the report.
- Lead on developing a literature review which will focus on transgender rights and obligations from administration legal aspects to identify administration legal gaps and provide recommendations to be incorporated in the draft GAL.
- Work in team with the team leader, and in collaboration with stakeholder coordinator, will facilitate, collect, and analyze all data gathered from qualitative interviews and quantitative surveys, if need be.
- Attend and, if required, present at other meetings, consultations and facilitate discussions at the request of MOH and UN Women, in particular consultations that might be undertaken by other stakeholders on civil, administration aspects of the GAL.
- Consolidate feedback from the consultations and data collection exercises into the legal review in order to have the final text ready for submission to MOH and UN Women in accordance with the timelines below.
- Review and finalize the report after development together with other team members, and in consultation with stakeholders.

Together, the **Administration Legal expert** will work in team with the following tasks

Task	Civil Legal Expert (Team leader)	Administration Legal Expert (Team member)	Partner Coordinator (Team member)
General communication	Work under supervise of the UN Women Programme Analyst, communicate with, and between, MOH, Ministry of Justice (MOJ) CSOs, transgender advocacy groups, and other relevant stakeholders.	Work under supervise of the UN Women Programme Analyst, communicate with, and between, MOH, Ministry of Justice (MOJ) CSOs, transgender advocacy groups, and other relevant stakeholders.	Be the focal point for the civil legal expert and administration legal expert, CSOs and other stakeholders
Develop detailed workplan, report outline including the proposed review methodology	In consultation with MOH, UN Women, and other relevant stakeholders and administration legal expert and stakeholder coordinator develop the detailed workplan, report outline including the proposed review methodology ensuring the work falls within the requirements of the GAL making process	In consultation with MOH, UN Women, and other relevant stakeholders and civil legal expert and stakeholder coordinator develop the detailed workplan, report outline including the proposed review methodology ensuring the work falls within the requirements of the GAL making process	Provide inputs to the outline and detailed work proposal as agreed with the team.
Conduct a literature review to compile and analyze information regarding	Based on available materials on transgender rights, obligations in Viet Nam summarize identified transgender rights and obligations after being recognized gaps, compare	Based on available materials on transgender rights, in Viet Nam summarize identified transgender rights and obligations of transgender after being recognized gaps,	Create, update, share, and maintain a comprehensive digital folder comprised of the relevant materials

identified civil and administration legal issues gaps for the review	with international laws and provide recommendations from civil legal aspects. Develop the tool for collection of data(virtually) and information rights and obligations gaps of transgender after being recognized from civil legal aspects and analyze the data collected and Consolidate the result matrix	compare with international laws and provide recommendations from administration legal aspects. Develop the tool for collection of data(virtually) and information rights and obligations gaps of transgender after being recognized from administration legal aspects and analyze the data collected and Consolidate the result matrix	from UN agencies, CSOs and MOH, as well as other relevant documentation.
Develop legal review (1 st draft)	Develop the 1 st draft of the civil legal review session. Consolidate the 1 st draft of review report submit for review by UN Women and MOH. Provide inputs to the 1 st draft developed by the Administration Legal Expert	Develop the 1 st draft of administration legal review session and submit to the team leader for being consolidated the 1 st draft of legal review report. Provide inputs to the 1 st draft of the civil and consolidated review report.	Contribute to the draft report with inputs from MOH and relevant ministries as agreed with the team lead. Update in a timely manner MOH, UN Women, and the drafting team on the status of the draft report and collect comments and feedback from the Department of Legal affairs of MOH on the draft report.
Participate in the technical meetings, organized by UN Women, MOH, and other stakeholders to collect feedback on the first draft of the report	Develop the consultation agenda, present the report and facilitate the discussions to collect comments from the relevant stakeholders, including CSOs for civil legal review session.	Develop the consultation agenda, present the report and facilitate the discussions to collect comments from the relevant stakeholders, including CSOs for administration legal review session	Work with MOH, UN Women to prepare the stakeholder list for consultation. Take minutes of the meeting for later distribution to all related stakeholders.
Develop legal review (2 nd draft)	Incorporate feedback from the technical consultation as well as any additional feedback from UN Women, MOH, the CSO coalition on	Incorporate feedback from the technical consultation as well as any additional feedback from UN Women,	Follow up with MOH to ensure that the comments from MOH are reflected

	transgender rights, and produce the 2 nd draft of the review. Consolidate the 2 nd draft report.	MOH, the CSO coalition on transgender rights, and produce the 2 nd draft review submit to the Team leader to be consolidated	in the 2 nd draft report
Validation meeting to collect feedback on 2 nd draft	Present the updates on legal review, civil legal session of the report and facilitate the discussions to collect further comments from the relevant stakeholders.	Present the updates on the administration legal session of the report and facilitate the discussions to collect further comments from the relevant stakeholders.	Work with MOH, UN Women, CSOs to prepare the stakeholder list for consultation. Prepare the report of consultation which will be shared with MOH to track the revision of draft report. Take minutes of the meeting for later distribution to all partners.
Finalization of the legal review	Incorporate feedback from the validation consultation as well as any additional feedback from UN Women, MOH and the CSO coalition on transgender rights, and produce the 3 rd (and final) draft of the civil legal review session Consolidated the 3 st draft of review report. Produce a brief on rights and obligations of transgender after being recognized from civil legal aspects Consolidate the policy brief	Incorporate feedback from the validation consultation as well as any additional feedback from UN Women, MOH and the CSO coalition on transgender rights, and produce the 3 rd (and final) draft of the administration legal review session submit to the Team leader for being consolidated the 3 st draft of review report. Produce a brief on rights and obligations of transgender after being recognized from administration legal aspects to submit to Team leader for being consolidated	
Presentation for National Assembly (if needed)	Prepare for and present final legal review report on civil aspects for the National Assembly. Answer any legislative questions that may arise.	Prepare for and present final report on administration aspects for the National Assembly. Answer any gender questions that may arise.	Prepare the logistics for the setting; agenda, invitation, presentation and take minutes to be circulated after the presentation.

Specific tasks will mainly cover the followings up to a maximum of 55 working days:

#	Tasks	Description of tasks	Location and Timeline	Estimated days of working
1	Develop report outline and detailed workplan	In line with the roadmap to draft the GAL produce the outline of the administration legal review and detailed workplan of the report development process. The consultant shall accommodate feedback from UN Women, MOH, and the CSO coalition, and keep the 3 parties informed of the progress against the workplan.	Home-based, Hanoi November 2022	4
2	Conduct a literature review outline to compile and analyze information regarding civil legal issues on rights and obligations of for transgender after being recognized Develop the tool for collection of data, conduct data collection and analyze	Based on readily available materials on transgender rights, obligations in Viet Nam laws summarize identified transgender rights and obligations gaps gaps of transgender after being recognized from civil and administration legal aspects to provide inputs to the draft GAL in the form of a literature review. Develop the tool for collection of data(virtually) and information rights and obligations gaps of transgender after being recognized from civil and administration legal aspects and analyze the data collected and Consolidate the result matrix	Home-based, Hanoi December 2022	6 5 5
3	Develop legal review report (1 st draft)	Produce a comprehensive 1 st draft of the legal review and submit for review by UN Women, MOH	Home-based, Hanoi May 2023	5
4	Present draft civil legal review at a technical consultation	Prepare a powerpoint presentation detailing the legal review methodology and and present at a technical consultation with key stakeholders. The timing, participants and agenda of the consultation will be mutually agreed between UN Women and MOH.	Home-based, Hanoi August 2023	2
5	2 nd draft 2 nd draft legal review report	Incorporate feedback from the technical consultation as well as any additional feedback from UN Women, MOH and the CSO coalition on transgender rights, and produce the legal review report (2 nd draft), in order to be included in the full dossier which will be posted on MOH's website for 2 months for public consultation.	Home-based, Hanoi Sep and Oct 2023	5

6	Present report at a general consultation organized by UN Women/MOH/CSO	Attend one general consultation present key highlights of the review, and collect feedbacks for the legal review report summarize the identified rights and obligations gaps of transgender after being recognized from civil and administration legal aspects. The timing, participants and agenda of the event will be mutually agreed between UN Women and MOH.	Home-based, Hanoi Sep and Oct 2023	2
7	Revise the report based on feedback	Incorporate relevant feedback received from relevant ministries, agencies. The feedback from different channels will be consolidated by MOH and shared with the consultant.	Home-based, Hanoi September/October 2023	5
8	Finalization legal review report based on feedback	Address any additional feedback to finalise the final legal review draft report to be shared with MOH with relevant ministries and agencies.	Home-based, Hanoi Oct-Nov 2023	2
9	Presentation for National Assembly (if needed)	Prepare for and present final report on behalf of the team for the National Assembly. Answer any legislative questions that may arise.	Home-based, Hanoi Oct-Nov 2023	1
10	Produce a policy brief	Produce a brief on rights and obligations of transgender after being recognized from administration legal aspects to submit to Team leader for being consolidated	Home-based, Hanoi Oct-Nov 2023	3
	Total			45

In addition to above, the national consultant must attend Zoom calls and meetings at the request of UN Women and MOH. After each submission of deliverables, UN Women and MOH will review for approval and may come back for further revision if necessary.

IV. INSTITUTIONAL ARRANGMENT

The consultant will work with two team members that the role and responsibilities described above, under the supervision of the UN Women Programme Analyst and ultimately responsible to the UN Women Country Representative in Viet Nam.

V. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from October 2022- November 2023 with a maximum of 45 working days. The consultancy is home-based and in Hanoi and is expected to travel to provinces and cities (to be confirmed after the consultation with the UN Women responsible partners) to provide the technical support for the implementation of the activities. Work related travel of UN Women’s SSA consultants is considered as official mission and will be arranged by UN Women, in line with UN Women’s Travel Policy and UN-EU cost norm.

VI. DELIVERABLES AND SCHEDULE OF PAYMENT

The payment will be provided in four instalments as bellow:

Time	Expected deliverables	Amount
2 nd week of December 2022	<ul style="list-style-type: none"> Detailed workplan Literature review outline to compile and analyse information regarding administration legal issues for transgender people after being recognized Summary of identified administration legal issues/gaps for transgender people after being recognized in the Vietnam law by literature review, specifying contributions that the administration legal expert is in charge of Presentation of the administration legal issues to UN Women and MOH Deliverables in Vietnamese	35%
June 2023	<ul style="list-style-type: none"> 1st draft, specifying contributions that the legal expert is in charge of Presentation of the draft for the technical consultation (which includes consultation with CSO coalition on transgender rights) Summarize collected inputs on the 1st draft from relevant stakeholders Deliverables in Vietnamese	25%
September 2023	<ul style="list-style-type: none"> 2nd draft, specifying contributions that the legal expert is in charge of Presentation of the 2nd draft Prepared question to facilitate the consultation for feedback on the 2nd draft Deliverables in Vietnamese	20%
November 2023	<ul style="list-style-type: none"> Finalized review report approved by UN Women and MOH (in both Vietnamese and English) A policy brief developed, approved and shared to stakeholders 	20%

VII. QUALIFICATIONS/SKILLS

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	Master's Degree in Law, Human Rights, Political Science, or other relevant disciplines	10 points
2	Knowledge and experience on legal review, assessment of the laws and policies, including a very good understanding for the administration legislation requirements on legal review.	25 points
3	At least 10 years of relevant experience in the field of legal reform and policy making in general with a focus on transgender rights	25 points

4	Knowledge on international standards on gender equality, LGBTQI, and human rights	20 points
5	Prior experience supporting UN agencies for policy advocacy	10 points
6	Good writing skills in English and Vietnamese (at least 01 report samples in English and 01 in Vietnamese on relevant subjects will be submitted for evaluation)	10 points
	Total	100 points

Core Values and Competencies

In addition to 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.

VIII. Application Procedure and Deadline

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

Technical component:

- Letter of interest explaining why you are the most suitable for the work and your proposal for the number of working days
- Signed Curriculum vitae with contact details for 3 references
- Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
- Two reports legal review on rights and obligations of LGBTI, or gender equality or related areas of which 01 in English and 01 in Vietnamese as evidence of written skills.

Financial proposal (with your signature)

Financial proposal specifying the total lump sum amount (breakdown of the daily professional fee in local currency and proposed number of working days). The candidate does not to include the travelling cost as UN Women will follow the EU-UN cost norms and UN Women travel policy.

Complete applications should be sent to <procurement.vietnam@unwomen.org>. Only applications with all items mentioned above will be considered.

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.)

Deadline for Application: 31 October 2022

IX. 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.