



Term of Reference

Reference number	<i>TOR-VNM-2023-001</i> <i>(Please refer to this number in the application)</i>
Assignment title	National Junior Programme Consultant
Purpose	To provide technical support on coordination and programme activities
Location	Home-based with technical meetings in Hanoi, Viet Nam.
Contract duration	3 Jan 2023 to 30 August 2023 (maximum 128 working days with 16 days per months. The consultant is expected to come to the UN Women office two days per week)
Contract supervision	UN Women Programme Specialist UN Women Viet Nam Country Office
Application deadline	15 December 2022

I. Background

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.

UN Women leads the joint efforts with UN agencies and other gender advocates from government, development partners, and CSOs and community-based organizations to advocate for improved compliance with international standards on human rights and gender equality through the provision of evidenced-based technical support to law drafting and policy making bodies.

Additionally, under the SN 2022-2026, particularly the biannual 2022-2023 workplan UN Women has committed to support the Government for the amendment of Gender Equality Law, promoting the gender responsive budgeting approach in advancing substantive gender equality, and financing the implementation of the Sustainable Development Goals (SDGs), including the SDG5 on Gender Equality and the empowerment of women.

Thus, UN Women is looking for a national consultant who will work closely with UN Women Programme Specialist to support the coordination and programme activities in the approved 2023 AWP of the Viet Nam UN Women Country Office.

II. Objectives

The main objective of the consultancy is to provide quality support to the activities under the AWP 2023 of UN Women, including the internal UN coordination that contributes to the achievement of the development results under the Strategic Note 2022-2026.

III. Scope of Work and Expected Tasks

Scope of Work: The national consultant will directly support the implementation of the annual work plan of the UN Gender Theme Group and the programme activities under the following programmes: gender responsive budgeting, technical support for the amendment of Gender Equality Law, gender and social protection, and related technical support to the CEDAW review in Viet Nam.

Expected Tasks: Under the supervision of UN Women Programme Specialist, the junior national programme consultant will conduct the following tasks

Coordination:

1. Draft the 2022 annual report for the UN Gender Theme Group
2. Support the organization of UN activities on the 2023 International Women's Day under the biannual workplan 2022-2023 of the UN Gender Theme Group
3. Join the technical meetings with the Programme Specialist on the implementation of the specific actions under the GTG AWP, particularly on the areas of gender parity, and operations-related actions under the UNCT Gender Action Plan
4. Support the organization of the GTG meetings, including preparation of agenda, taking minutes and communicate with the GTG members for the follow up actions
5. Support the organization of the training for UN Staff on gender specific issues for the gender responsive implementation of the UN Result Groups.
6. Support the learning-related events for the GTG, including the Brown Bag Lunches
7. Provide technical support to the coordination activities to the Programme Specialist per request.

Programme activities:

1. Provide technical inputs for the programme documents and programme deliverables, including the liaison with the responsible partners and selected CSO to develop the technical documents
2. Participate into the technical discussion to document the discussions
3. Support the organization of the policy/technical discussions to advocate for gender responsive policies per the UN Women AWP, including the development of the concept note, agenda and review the documents to be discussed at the meeting
4. Review the final report in both EN and VN and work with the designer to design the publications on the areas of gender statistics, gender and social protection and the amendment of Gender Equality Law.
5. Provide technical support to the programme activities to the Programme Specialist per request.

IV. Institutional Arrangement

The consultant will work under the supervision and report directly to UN Women Programme Specialist. and will be ultimately responsible to the UN Women Representative in Viet Nam.

Work related travel of the consultant is considered as official mission and will be arranged by UN Women, in line with UN Women’s Duty Travel Policy and UN-EU cost norm.

V. Contract duration and duty station

Duration of Assignment: The tentative contractual period is from 2 Jan to 30 August 2023 with maximum 128 days (with maximum 16 days per month).

Duty station: Home based and participating in assigned meetings and Hanoi and can be in other provinces. The consultant is expected to work at UN Women Office 304 Kim Ma – Hanoi) two days per week.

VI. Deliverables and Schedule of Payment

The payment will be provided in three installments as bellow:

Deadline	Deliverables	Payments
First payment before 31 March (3 Jan to 31 March 2023)	Coordination A report that includes the following: <ul style="list-style-type: none"> - GTG activities - Support the organization of UN events on the 2023 International Women’s Day - Join the technical meetings with the Programme Specialist on the implementation of the specific actions under the GTG AWP, particularly on the 	38%

	<p>areas of gender parity, and operations-related actions under the UNCT Gender Action Plan</p> <ul style="list-style-type: none"> - Support the organization of the training for UN Staff on gender specific issues for the gender responsive implementation of the UN Result Groups. - Support the learning-related events for the GTG, including the Brown Bag Lunches <p>Programme activities:</p> <ul style="list-style-type: none"> - Technical inputs for the programme documents and programme deliverables, including the liaison with the responsible partners and selected CSO to develop the technical documents - Note on the technical discussion to document the discussions - Progress on the support the organization of the policy/technical discussions to advocate for gender responsive policies per the AWP, including the development of the agenda and review the documents to be discussed at the meeting - Technical updates of the documents are being reviewed for publication <p>Time sheet for period from 3 Jan to 31 March 2022</p>	
<p>Second Payment before 30 June 2023 (for the period 1 April to 30 June 2023)</p>	<p>Coordination A report that includes the following:</p> <ul style="list-style-type: none"> - GTG activities - Join the technical meetings with the Programme Specialist on the implementation of the specific actions under the GTG AWP, particularly on the areas of gender parity, and operations-related actions under the UNCT Gender Action Plan - Support the organization of the training for UN Staff on gender specific issues for the gender responsive implementation of the UN Result Groups. - Support the learning-related events for the GTG, including the Brown Bag Lunches <p>Programme activities:</p> <ul style="list-style-type: none"> - Technical inputs for the programme documents and programme deliverables, including the liaison with the responsible partners and selected CSO to develop the technical documents - Note on the technical discussion to document the discussions 	<p>38%</p>

	<ul style="list-style-type: none"> - Progress on the support the organization of the policy/technical discussions to advocate for gender responsive polices per the AWP, including the development of the agenda and review the documents to be discussed at the meeting - Technical updates of the documents are being reviewed for publication <p>Time sheet for period from 1 April to 30 June 2023</p>	
Final payment (1 July to 30 August 2023)	<p>Coordination A report that includes the following:</p> <ul style="list-style-type: none"> - GTG activities - Join the technical meetings with the Programme Specialist on the implementation of the specific actions under the GTG AWP, particularly on the areas of gender parity, and operations-related actions under the UNCT Gender Action Plan - Support the organization of the training for UN Staff on gender specific issues for the gender responsive implementation of the UN Result Groups. - Support the learning-related events for the GTG, including the Brown Bag Lunches <p>Programme activities:</p> <ul style="list-style-type: none"> - Technical inputs for the programme documents and programme deliverables, including the liaison with the responsible partners and selected CSO to develop the technical documents - Note on the technical discussion to document the discussions - Progress on the support the organization of the policy/technical discussions to advocate for gender responsive polices per the AWP, including the development of the agenda and review the documents to be discussed at the meeting - Technical updates of the documents are being reviewed for publication <p>Time sheet for period from 1 July to 30 August 2023.</p>	24%

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.

1	Bachelor's degree in Gender and Development, Sociology, Statistics, or other relevant disciplines.	15
2	At least 5 years working experience working in development sectors with focus on gender equality and the empowerment of women	20
3	At least two-year working experience on one of the following issues on gender responsive budgeting, CEDAW, ethnic minority women issues, gender and HIV and national specific policies for gender equality	25
4	At least one year experience on the UN coordination for gender	15
4	Having working experience on reviewing and designing publication on gender equality will be an advantage	15
5	Good English writing skill (at least 2 writing samples to be submitted)	10
	Total	100

Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the intern 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

Candidates are requested to send the following documents in one application email to 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. Financial proposal specifying a daily consultancy rate in Vietnamse Dong and the number of working days.

X. 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).

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.)

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.
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