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**TERMS OF REFERENCE**

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| Reference number | **TOR-VNM-2022-006**  (Please refer to this number in the application letter) |
| Title | National consultant on gender responsive planning and budgeting |
| Purpose | To provide technical support to UN Women on gender responsive planning for the implementation of the Joint programme on Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs. |
| Duty Station | Hanoi, Viet Nam |
| Contract duration | From 30 April 2022 to 30 October 2022 (max 30 working days) |
| Contract Supervision | Programme Specialist |
| Application deadline | 30 March 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,

1. 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;
2. 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;
3. 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 has made notable progress in gender equality during the past few decades, including improvements to policies, legal frameworks and the national institutional mechanism on gender equality and the advancement of women. This progress has been reflected in diverse areas, including education and training, the economy, employment, health care, labour and political participation.

Although the Government has made great efforts to follow and act in the spirit of the Gender Equality Law 2006 (GEL) and the National Strategy on Gender Equality (NSGE) 2011–2020, efforts towards gender equality and the advancement of women continue to face challenges. Violence against women and girls as well as the sex ratio imbalance at birth induced by deep seated beliefs and traditions that value boys more than girls remain significant concerns within Vietnamese society. Meanwhile, challenges in informal sector employment, climate change impacts and social security system access limitations have affected the lives of a large segment of the country’s population, and disproportionately the women among the poor. Women’s representation in politics and decision-making, especially in leadership and management positions in public institutions from local to central levels, has not been commensurate with improved gender equality in education and the economy. Persistent gender stereotypes, exacerbated by media portrayal of the traditional roles of women and men, remain barriers to changing society’s perceptions of women and gender.

In June 2015, the National Assembly approved revisions to the State Budget Law and Law on Promulgation of Legal Documents. A notable change in the former is that gender equality has been included as one of the principles for state management of budgets. Integrating considerations for gender equality in all stages of the State Budget process is a significant undertaking yet Gender Responsive Budgeting (GRB) is still an unfamiliar concept in Viet Nam with little capacity in government to drive and ensure that this commitment in the State Budget Law (2015) will be translated into any change in resource allocation. Time is therefore right to systematically introduce GRB. The implementation of GRB must be an integral part of the ongoing public finance management (PFM) reform process including reform of legal and policy frameworks on the budget process, institutional changes to promote transparency and accountability, and the participation of citizens in budget formulation and allocation.

UN Women’s GRB activities have been built on its 2015 Report by UN Women titled ‘Gender Responsive Budgeting in Viet Nam’ which proposed a roadmap for reform and provides guiding principles for how to apply GRB in sectoral interventions in the Viet Nam context to promote the use of sectoral budget for gender equality. In the past few years, UN Women developed guidance for GRB through sectoral interventions such as: GRB guidance for People’s Council during the regular monitoring activities, GRB guidance in poverty reduction programmes in ethnic minority regions, recommendations for the application of GRB in transport sector in Viet Nam. UN Women has targeted its efforts in developing the GRB capacity for key stakeholders, including local government staff in Ho Chi Minh city, local staff working on poverty reductions of selected provinces. Around 150 staff have been trained on how to apply GRB in their planning process. Their experience and challenges in GRB applications were shared at the national workshop chaired by UN Women and Parliament Committee on Social Affairs. In 2020, UN Women worked closely with Embassy of Australia and the Gender Equality Department to advance the financial commitment for gender equality under the framework of the National Strategy for gender equality for the period 2021-2030.

In 2020, together with UN Agencies (UNDP, UNICEF and UNEP), UN Women developed a joint programme named Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs. The objective of the joint programme (JP) is to support Viet Nam’s transformation to a more inclusive, productive green and climate resilient economy and accelerate the achievement of the SDGs. The JP will assist the development and rolling-out of Viet Nam’s 2030 integrated financing and investment strategy, of which the SDGs are at the heart, while considering the impact of the recent pandemic, COVID-19. The JP will focus on improving public spending on health and education; and increasing finance for climate issues and green growth. The JP will engage the national stakeholders working for gender equality in Viet Nam, as well as women-led enterprises in the policy consultations and dialogues to ensure women’s views on gender equality are fully incorporated. Boosting the growth and competitiveness of private SMEs, especially women-led enterprises, will work towards providing decent jobs as well as improving women’s empowerment.

From gender equality, implementing commitments to gender equality and women’s empowerment requires a range of tools and efforts, all underpinned by financial investments if countries want to achieve gender-related targets on the SDGs. This joint programme will contribute and provide more evidence on how financing for gender equality and women’s empowerment can be strengthened through domestic resource as a way forward in order to ensure more and better financing for gender equality.

With its efforts to promote and show cases on financing for gender equality through gender responsive budgeting approach, UN Women works with Department of Science, Education, Natural Resources and Environment – Ministry of Planning and Investment – which is the government counterpart of the the Gov-UN joint programme Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs. Under this collaboration, the training modules on gender responsive budgeting for the government staff working on planning sector was developed in 2021.

Under this partnership, UN Women is looking for a national consultant on gender responsive planning to support UN Women for the implementation of the Joint programme on **Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs**.

**II. OBJECTIVES**

The objective of the consultancy is to strengthen the national stakeholders on gender responsive planning and budgeting in Viet Nam and generate knowledge on how financing for gender equality and women’s empowerment can be strengthened through domestic resource at both national and sub-national level as, a way forward in order to ensure more and better financing for gender equality and the empowerment of women toward the achievement of the SDGs in Viet Nam.

**III. SCOPE AND SPECIFIC TASKS**

Under the supervision of the UN Women Programme Specialist, the national consultant will work closely with the National Senior Expert on GRB and assigned staff from the Department of Science, Education, Natural Resources and Environment – Ministry of Planning and Investment (MPI) to:

1. **S****upport the organization of two 2-day trainings on gender responsive budgeting for staff working on planning sector.** The training will be conducted based on the training module on gender responsive budgeting developed by UN Women and of the activities under Joint programme on Supporting Viet Nam towards the 2030 integrated Finance Strategy for accelerating the achievement of the SDGs. For this activity, the consultant (TOR-2022-006) will be a team member and work closely with other national GRB expert. The the consultant (TOR-2022-006) will be responsible for gender responsive planning components of the GRB trainings.
   * Provide inputs on the 2-day training agenda on GRB (0.5 days)
   * Prepare the sessions on planning policies in Viet Nam and gender responsive planning for the two GRB trainings (4 days)
   * Deliver sessions on planning policies in Viet Nam and gender responsive planning as part of the gender responsive budgeting trainings (4 days)
   * Review and provide inputs to finalize the training modules on GRB for the planning sector which was developed by UN Women and DSENRE in 2021 (1.5 days)
2. **Technically support to conduct the study in Da Nang on how gender has been invested, financed and tracked. The study will aim at proposing a reporting mechanism on financial investment in gender equality.** For this activity, under the coordination of the UN Women Programme Specialist, the consultant will work closely with other two other national consultants. The GRB expert will lead the study, and other consultants will support the stakeholder coordination and the implementation of the Sustainable Development Goals at the subnational level for the study, this consultant (TOR-2022-006) will be a team member and responsible for the analysis on gender responsive planning.
   * Provide inputs on the research concept note based on the discussion with DSENRE and the stakeholders in Da Nang (2 days)
   * Design the research methodology that helps to unpack to what extend gender responsive budgeting has been realized and implemented at the sub national level and contribute to the gender responsive budgeting? How was the gender responsive planning was institutionalized and reported by provincial departments? The capacity development on gender responsive planning and budgeting has been implemented? and suggest an annual reporting mechanism to capture the public investment on gender equality and the empowerment of women toward the achievement of the SDGs in Viet Nam and the National Strategy on Gender Equality 2021-2030. Conduct the field work to collect data for the analysis (3 days for inputs to the methodology and 3 days for field visits)
   * Write selected session of the report focusing on gender responsive planning under the coordination of the UN Women Programme Specialist (6 days)
   * Provide inputs into other sessions developed by other team members (2 days)
   * Participate into the validation workshop and facilitate the discussion among the participants to collect comments from the relevant stakeholders (2 days)
   * Together with UN Women and DSENRE, finalize the report based on the comments from relevant stakeholders (2 days)

**IV. INSTITUTIONAL ARRANGEMENT**

The national consultant will work under the direct supervision of UN Women Programme Specialist and in close collaboration with two other national consultants on GRB and SDGs as noted in the sections above. The consultant will be ultimately responsible to UN Women Country Representative in Viet Nam. If the national consultant is not based in Hanoi, UN Women will cover the travelling cost for the consultant to conduct and attend meetings in Hanoi following the UN-EU cost norms.

**V. DURATION OF ASSIGNMENT AND DUTY STATION**

**Duration of Assignment**: The tentative contractual period is from 30 April 2022 to 30 October 2022 (max 30 working days)

**Duty Station**: Home-based and meetings in Hanoi and Da Nang and other cities (based on the discussion with MPI) for the implementation of the activities.

**VI. DELIVERABLES AND SCHEDULE OF PAYMENT**

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| No. | Deliverables | Proposed deadline | Schedule of payment |
| 1 | GRB trainings:   * + Inputs on the 2-day training agenda   + Prepare the sessions on planning policies in Viet Nam and gender responsive planning   + PPTs to deliver at the two trainings on planning policies in Viet Nam and gender responsive planning as part of the gender responsive budgeting trainings.   + Review and provide inputs to finalize the training modules on GRB for the planning sector.   GRB study in Da Nang   * + Written inputs to the concept note of the study   + Written inputs to the design the research methodology that helps to unpack to what extend gender responsive budgeting has been realized and implemented at the sub national level and contribute to the gender responsive budgeting? How was the gender responsive planning was institutionalized and reported by provincial departments? The capacity development on gender responsive planning and budgeting has been implemented?   **All deliverables in Vietnamese.** | 30 July 2022 | 40% of payment |
| 2 | GRB study in Da Nang   * + Draft selected sessions of the report based on the discussion with MPI and UN Women on gender responsive planning   + Written inputs into other sessions developed by the team leader   + PPTs presented by the consultant at the validation workshop in Da Nang   + Written inputs to finalize the report after the validation workshop.   **All deliverables in Vietnamese.** | 30 October 2022 | 60% of the payment |

**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.

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| 1 | Master’s degree on Sociology, Social Development, Public Policy and Planning, Sustainable Development, Economics or other relevant fields. | 10 points |
| 2 | A minimum of 12 years working experience on planning policy or sustainable development at the national and subnational level. | 25 points |
| 3 | Having a good understanding on the gender responsive planning and budgeting | 25 points |
| 4 | Having experience in developing research on gender issues or sustainable development | 20 points |
| 5 | Having experience in conducting trainings and delivering the presentations at training workshops | 10 points |
| 6 | Good writing skills in Vietnamese. Knowledge of English considered an asset. | 10 points |
|  | **Total** | **100 points** |

**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:

1. Responsive/compliant/acceptable; and
2. 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 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, including professional reference.
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 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.

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: 30 March 2022**

**IIX. 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
  + Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).
  + Completed UNDSS BSAFE online training course.   
    EN: <https://agora.unicef.org/course/info.php?id=17891>
  + Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Doctor prior to taking up their assignment.
  + Release letter in case the selected consultant is government official.