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**TERMS OF REFERENCE**

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| Reference number | **TOR-VNM-2022-005**  (Please refer to this number in the application letter) |
| Title | National Senior Expert on Gender Responsive Bugdeting (retainer) |
| Purpose | To provide technical support to UN Women on gender responsive budgeting for diverse projects |
| Duty Station | Home-based in Viet Nam with travelling to some selected provinces and cities in Viet Nam for the implementation of activities |
| Contract duration | Maximum 64 working days from 1 April 2022 – 15 December 2022 |
| Contract Supervision | Programme Specialist |
| Application deadline | 23 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.

In Viet Nam, although the Government has made great efforts to follow and act in the spirit of the Gender Equality Law 2006 (GEL) and the National Strategies on Gender Equality (NSGE) 2011–2020 and 2021-2030, 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 road-map for reform and provides guiding principles for how to apply GRB in sectoral interventions in the Viet Nam context. 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 GRB 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 2021, with the support from SDG fund, more than 300 staff at the provincial levels were strengthened their capacity on gender responsive budgeting. UN Women has conducted a number of studies to support gender mainstreaming into the financial policies and programmes in Viet Nam.

UN Women Viet Nam is looking for a national consultant (retainer contract) to provide technical support on GRB activities under its annual work plan 2022.

**II. OBJECTIVES**

The objective of the consultancy is to promote and strengthen implementation of gender responsive budgeting interventions in Viet Nam as specified in the 2022 AWP of UN Women Viet Nam.

**III. SCOPE AND SPECIFIC TASKS**

In close consultation with the UN Women Programme Specialist, the consultant will:

* Conduct the trainings and workshop on gender responsive budgeting for government staff at the national and provincial levels to advance gender mainstreaming and budgeting in the implementation of the National Plan on SDGs.
* Support UN Women to facilicate the exchange of experiences among stakeholders and document national and provincial efforts in financing gender equality.
* Conduct relevant studies and develop knowledge papers to increase better understanding on how gender has been financed at the subnational level and promote a reporting mechanism on financial contribution to gender equality.
* Facilicate the discussion among stakeholders to apply GRB in the programme interventions and policies, including costing the provision of essential services to the survivors of violence against women.
* Technical inputs to GRB related events organized by UN Women.

**IV. INSTITUTIONAL ARRANGMENT**

The national consultant will work under the direct supervision of the UN Women Programme Specialist. 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 1 April 2022 – 15 December 2022.

**Duty Station**: Home-based with travel to provinces and cities (to be confirmed after the consultation with the UN Women responsible partners).

**VI. PAYMENT**

Payments for this consultancy will be based on the submission of the proposal and certification that it has been satisfactorily completed.

**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 Gender and Development, Sociology, Economics or other relevant field. | 20 points |
| 2 | A minimum of 10 years working experience to advance gender equality in Viet Nam | 20 points |
| 3 | At least 5-year practical experience on gender responsive budgeting through advancing the national financial policies on gender responsive budgeting, including the experience in developing policy papers on gender responsive budgeting in sectoral policies (as main authors) | 20 points |
| 4 | Having knowledge and experience in delivering trainings on gender equality, and gender responsive budgeting for governmental staff | 20 points |
| 5 | Having experience in developing research and policy papers on gender, climate change and gender responsive budgeting will be an advantage | 10 points |
| 6 | Good writing skills | 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. A technical proposal outlining the overall approach to the work plan and stakeholder engagement (approximately 2-3 standard A4 pages)
3. Three writing examples to prove the writing skills (prefer the technical papers on gender responsive budgeting related issues) (in English)
4. Updated CV, including professional reference.
5. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
6. 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.

**Deadline for Application: 23 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.

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.)