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**Terms of reference**

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| **Reference number**  | ***TOR-VNM-2022-011*** ***(Please refer to this number in the application)*** |
| **Assignment title** | International Gender Consultant – Knowledge Management and Communications |
| **Purpose** | To operationalize the UN Women Viet Nam Knowledge Management Plan for the 2022-2026 Strategic Note and provide technical support with the KM and communication activities under the project *“Emergency Response and Recovery Support for Women at Risk of Violence in Ho Chi Minh City and other Provinces Most Affected by The Fourth Wave of COVID-19 in the South of Viet Nam” (DFAT COVID project)*  |
| **Location** | Ha Noi, Viet Nam |
| **Contract duration** | 1 June 2022 to 31 December 2022 (**max of 112 working days).**  |
| **Contract supervision** | UN Women Programme Specialist, UN Women Viet Nam Country Office |
| **Application deadline**  | 15 May 2022  |

**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.

**Viet Nam context**

In Viet Nam, UN Women’s country strategy focuses on two areas: (i) Removal of structural barriers that inhibit women’s economic empowerment and resilience to economic shifts, disasters and climate change; and (ii) End discrimination and violence against women and girls. A cross-cutting priority for UN Women is the focus on gender statistics, which includes, but is not limited to, sex-disaggregated data collection, to support evidence-based advocacy for gender-responsive normative frameworks and programmatic work highlighting women and girls with intersectional needs. In line with this, UN Women supports the development of many knowledge products every year across thematic areas.

In 2021, UN Women developed the organizational Strategic Note (SN) for the 2022-2026 cycle approved in early January 2022. To support the implementation of this SN, UN Women developed a Knowledge Management (KM) Plan based on the UN Women Global Strategy for KM, with the overarching goal of the UN Women Viet Nam Country Office (VCO) becoming a knowledge curator in the realm of gender equality and women’s empowerment. In the SN 2022-2026, women economic empowerment remains one of the key priorities. Specifically, under DFAT COVID project, UN Women will implement the project “*Emergency Response and Recovery Support for Women at Risk of Violence in Ho Chi Minh City and other Provinces Most Affected by The Fourth Wave of COVID-19 in the South of Viet Nam*” funded by Department of Foreign Affairs and Trade of Australian Government (DFAT).

The UN Women VCO is seeking an international consultant to: 1) operationalize and implement the KM plan both internally and externally, in order to strengthen the VCO’s knowledge production and sharing, and to foster a knowledge-sharing culture. The KM plan will take into consideration multiple audiences: national, regional, and global UN Women offices, other UN agencies, local CSOs, government stakeholders, development partners, as well as the general public to name a few; and 2) to provide technical support for documentation and communication the activities of the DFAT COVID project.

**II. Objectives**

Firstly, this consultancy will support UN Women Viet Nam to operationalize the implementation of the 2022-2026 Strategic Note’s Knowledge Management Plan. Secondly, it will provide technical support for the knowledge management, documentation and communication activities of the DFAT COVID project, benefiting the achievement of Outcome two under the SN 2022-2026.

**III. Scope of Work and Expected Tasks**

**Scope of Work**

The International Gender Consultant will provide technical support for establishing the systems for implementation and monitoring and evaluation (M&E) of the approved KM Plan. The KM Plan highlights the importance of capturing and sharing of best practices and lessons learned, as well as raising the overall visibility of the office’s activities internally and externally. The International Consultant will work to ensure the highest organization, efficacy, and reach of all UN Women VCO knowledge products. In addition, the consultant will support the effective delivery of the DFAT COVID project activities under her/his responsibility with focus on the documentation and communication. Expected time distribution of the consultants’ work will be 60% for KM and 40% for DFAT COVID project.

**Expected Tasks**

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| **Tasks** | **Deliverables**  | **Timeframe** |
| *Knowledge management** Review UN Women documents (UN Women Strategic Note 2022-2026, UN Women Global KM Strategy, UN Women VCO KM Work Plan) to propose structure of operationalization of the KM Plan, including an M&E system (with measurable indicators).
* Work proactively with the programme teams to identify opportunities for capturing, sharing and disseminating information, knowledge and lessons learned from VCO projects, following high quality control standards and approval process.

*DFAT COVID* * The knowledge management and documentation
* Conduct documentation to reflect process of implementation (beneficiary selection, multi stakeholder coordination) changes and impacts brought about by the DFAT project including analyzing how the programme contributed to make that change happened.

Provide evidence that can be used to influence policy, practice, capacity building of Vietnamese Women to contribute to the changes of economic recovery/women economic empowerment support Collect ‘beneficiary voice”, success stories to validate the findings and analysis and recommend inputs to inform our programme and policy works. Editing and finalization of documentation material, where applicable | * Aplan for the management of VCO knowledge products for the next five years, that includes: an M&E system (with measurable indicators), a quality control review & approval process and KM sharing strategy.

*DFAT COVID* * A documentation and communication plan for DFAT COVID project
* Provide inputs for communication activities where applicable
 | * Q2
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| *Knowledge management** Develop and follow up implementation of an internal and external management systems for KM, with workflow, for the organization production, review and dissemination of knowledge products. Ensure knowledge products are easily understood and accessible to all UN Women staff.

*DFAT COVID* The knowledge management and documentation * Conduct documentation to reflect the process of implementation (beneficiary selection, multi stakeholder coordination, etc), as well as changes and impacts brought about by the DFAT project, including analyzing how the programme contributed to make that change happened.
* Capture evidence that can be used to influence policy, practice, and capacity building to contribute to the changes of economic recovery/women economic empowerment support.

Collect ‘beneficiary voice”, success stories to validate the findings and analysis and recommend inputs to inform our programme and policy works.* Editing and finalization of documentation material, where applicable.
 | * Annual, office-wide plan for development of knowledge product
* A template for inclusion of knowledge products in both office and individual AWPs
* Updated M&E framework with UN Women’s results.
* A formalized system for internal review and approval of KM products based on sound quality control standards.
* Checklist for dissemination plans for all knowledge products
* Feedback system for stakeholders on knowledge products
* Formalized system cataloguing media standards and contacts

*DFAT COVID** Outline and initial draft document systematizing the project design and implementation process and lesson learnt
* Provide inputs for communication activities where applicable
 | * Q3
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| *Knowledge management** Review implementation of internal and external systems for the KM Plan, gather lessons learned and propose concrete recommendations for improvement.

*DFAT COVID*The knowledge management and documentation * Conduct documentation to reflect the process of implementation (beneficiary selection, multi stakeholder coordination, etc), as well as changes and impacts brought about by the DFAT project, including analyzing how the programme contributed to make that change happened.
* Provide evidence that can be used to influence policy, practice, capacity building to contribute to the changes of economic recovery/women economic empowerment support.
* Collect ‘beneficiary voice”, success stories to validate the findings and analysis and recommend inputs to inform our programme and policy works.
* Technical input to donor report.
 | * Brief report collecting lessons learned (LL) and recommendations for improved KM plan implementation
* Updated documentation from Q3, based on the LL and recommendations’ report.

*DFAT COVID** 3-5 stories of COVID DFAT project programme developed for being published
* Development of beneficiaries’ satisfactory analysis as an annex in donor report.
* Input to donor report for the KM and comms activities.
* Final Document systematizing the project design and implementation process and lesson learnt Provide inputs for communication activities where applicable
 | * Q4
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**IV. Institutional arrangement**

The international consultant will work under the overall guidance of the UN Women Country Representative and day-to-day supervision of the UN Women Programme Specialist (for the KM work) and of the Programme Analysist on climate-resilient Livelihood (for the COVID DFAT work). The consultant is based in Ha Noi, Viet Nam, with the option of some home-based work.

**V. Deliverables and Schedule of Payment**

The payment will be provided in 4 installments as follows:

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| **Deadline** | **Deliverables**  | **Schedule of Payments** |
| 30 June 2022 | Knowledge Management* Adraft plan for the management of VCO knowledge products for the next five years, that includes: an M&E system (with measurable indicators), a quality control review & approval process and KM sharing strategy.

*DFAT COVID* * A detailed documentation and communication plan for DFAT COVID project
* Proof of input to comms activities, if required.
 | 20%  |
| 31 August 2022 | Knowledge Management* Updated M&E framework for the KM Work Plan.
* Annual, office-wide plan for development of knowledge product
* A template for inclusion of knowledge products in both office and individual AWPs
* A formalized system for internal review and approval of KM products based on sound quality control standards.
* Checklist for dissemination plans for all knowledge products
* Feedback system for stakeholders on knowledge products
* Formalized system cataloguing media standards and contacts

DFAT COVID* Outline and draft project design and implementation process documentation developed as a lesson learnt document.
* Proof of input to comms activities, if required.
 | 40% |
| 31 December 2022 | * Brief report collecting lessons learned (LL) and recommendations for improved KM plan implementation
* Updated documentation from Q3, based on the LL and recommendations’ report.

DFAT COVID* 3- 5 stories of COVID DFAT project programme developed for being published
* Development of beneficiaries’ satisfactory analysis as an annex in donor report.
* Proof of technical input into donor report.
* Project design and implementation process documentation finalized as a lesson learnt document
* Proof of input to comms activities, if required.
 | 40% |

**VI. Duration of Assignment and Duty Station**

The consultancy will last for 7 months from 1 June 2022 to 31 December 2022 based at the UN building in Ha Noi with the option for some home-based work.

**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:

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| **No.** | **Criteria**  | **Point** |
| 1 | Master’s degree in social sciences, social work, gender studies, international development, or related field | 15 |
| 2 | At least 4 years of relevant experience in international development field and gender equality. Experience in the Vietnamese context will be an advantage. | 25 |
| 3 | Having experience working in knowledge management, documentation and communications on gender equality. | 25 |
| 4 | Relevant experience working with UN agencies or international organizations. | 15 |
| 5 | Excellent English language skills, in particular excellent writing, and organizational skills. | 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:

1. Responsive/compliant/acceptable;
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 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
3. Report/documents to as evidence of English language skills, in particular excellent writing
4. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>;
5. Financial proposal, including a daily consultancy rate in USD. If the consultant is selected and is authorized to travel for the working purposes per UN Women’s request, UN Women will arrange the bear the costs of requested travel expenses following the UN cost norm.

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: 15 May 2021**

**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. Link: <https://training.dss.un.org/>
	+ 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 before taking up their assignment.
	+ Release letter in case the selected consultant is government official.