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**Term of Reference**

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| **Reference number** | *TOR-VNM-2022-020*  ***(Please refer to this number in the application)*** |
| **Assignment title** | National consultant on post-distribution assessment of cash transfer |
| **Purpose** | To conduct post-distribution assessment of cash transfer program for LLH recovery in Tien Giang province and Ho Chi Minh City province in response to COVID-19 |
| **Location** | Home based with travel to Tien Giang province and Ho Chi Minh City |
| **Contract duration** | 10 September 2022 – 15 February 2023(maximum of 30 working days) |
| **Contract supervision** | UN Women Programme Analyst on Women Economic Empower, climate-resilient Livelihood (LLH) |

**1. 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.

In addition, Viet Nam still has many persistent gender gaps that need to be addressed. The recent assessment on gender equality issues in the Country Gender Equality Profile (CGEP) developed by UN Women, DFAT, ADB, and ILO in 2021 highlights some pertinent gender inequality issues, especially in Women’s economic empowerment, particularly ethnic minority women in disaster-effected areas towards creating alternate income generating opportunities.

**COVID-19 and its Impact on Gender Equality in Viet Nam**

The COVID-19 pandemic, together with these control measures, have had major multidimensional impacts on the lives of all people in Viet Nam, but especially on those of women, children and other vulnerable groups. The impact of COVID-19 threatens to reverse the progress towards gender equality and women’s empowerment and children’s and young people’s rights. The pandemic hit women’s employment particularly hard, and, on top of that, increased women’s double burden with responsibilities in the home. Women’s labour force participation rate fell 8 points between 2019 and 2021, from 70.9% to 62.3%. COVID-19 contributed to a reduction in working hours for women, and the loss of jobs across manufacturing and services. Younger and older workers were more likely to leave the labour force as a result. Only 30.5 % of women with disabilities participate in the workforce. According to the ILO, women’s loss of employment and income and increased unpaid care responsibilities only served to underscore inequality in gender roles and the increase of women’s economic dependence and vulnerability.

The fourth wave of the COVID-19 pandemic, which severely hit the country in late April 2021, but especially Ho Chi Minh city and the southern provinces. Despite a successful national strategy of control for the previous three waves of infections, on December 19, 2021, Viet Nam had recorded **1,537,626** laboratory-confirmed cases (F0) and **29,316** deaths[[1]](#footnote-1). HCMC alone, the largest city in the country with a population of over 14 million people, recorded **494,683 F0 cases** and **19,312 deaths** accounting for **over 32% of confirmed cases and over 66% death of the country’s totals** and Tien Giang (30.637 F0 cases and 754 deaths)[[2]](#footnote-2)respectively, during that outbreak.

Out of the 7 economic regions in Viet Nam, **the Southeast and the Mekong River Delta were the two most affected ones.** The number of workers in these two regions who said their jobs were negatively impacted by the pandemic accounted for the highest proportion, 59.1% and 44.7% respectively. This is a dynamic area, large export, generating a large source of revenue for the state budget, but facing difficulties, it greatly affects resources to cope with climate change in the coming time. Statistics estimated that in the first 6 months of 2021, the average growth rate of the Mekong Delta region was around 4.5%, lower than the national average of 5.64%. Even, it is expected that by the end of the year, the growth of the Mekong River Delta may be negative while they are home to 21,49 million people.

**The 4th wave of COVID 19 exacerbated the challenges faced in the agricultural sector where women make up the majority of the workforce**. There was a decrease of 10%-15% in income of the agriculture sector (340,000 VND, reaching 3.4 million VND per month and the monthly income of salaried employees was 6 million dong, down 795,000 dong respectively) compared to the previous year[[3]](#footnote-3). As women are dependent on in the agricultural sector (crops, poultry, livestock, fisheries) and are also less likely than men to be able to access information, loan, training, they became more vulnerable to agricultural related economic shock. An estimated 66% of farmers have encountered difficulties due to COVID-19 due to transportation blockage and supply disrupted which resulted in interruption of production and crop-sales.

The government issued the Resolution 126/NQ-CP to support business households into the targeted beneficiaries, businesses and employees facing difficulties due to the impact of the pandemic but gaps on economic recovery exist. It is clear that the support package covers the employers and employees who are established by contracts, with paying social insurance. Thus, the governmental funded Program does not cover the “non-registered sector” including households doing business in agriculture, forestry, fishery, salt making, and those selling street goods, snacks, trips, mobile businesses, seasonal businesses, and service providers with low incomes.

Based on the emergency situation experienced in Q2-Q3 of 2021, UN Women Viet Nam developed a project proposal for the generous funding of Australia’s DFAT proposing an intervention that included the delivery of livelihood recovery for vulnerable women in a gender-responsive manner following UN guidance. UN Women will ensure strong ownership by Viet Nam Women’s Union (VWU) and other national stakeholders by maximizing their mandates to protect and realize women’s human rights and gender equality. UN Women selected HCMC (urban) and Tien Giang province(rural) who were most affected by COVID-19 as project intervention areas. This will allow the project to test the approach and compare its effectiveness in different geographic areas for future preparedness and resilience building.

Currently, the project is conducting an assessment of livelihood opportunities for economic recovery impact from COVID-19 and the objectives of the assessment from that the results will feed into this consultancy as inputs. As a year has elapsed since the design of the project. The consultant should focus on the present context and needs and propose relevant solutions for women livelihoods’ strengthening in Q3-Q4 2022.

In this context, UN Women is looking for a qualified national consultant to conduct a post-distribution assessments of cash transfer program in Tien Giang province and Ho Chi Minh City province in response to impacts of COVID-19 with a focus on building resilience for future shocks in Tien Giang province and Ho Chi Minh City province.

**II. Objectives of the consultancy**

The overall objective of the consultancy is to work closely with Tien Giang province and Ho Chi Minh City Women’s Union and UN Women to conduct post-distribution assessments of cash transfer program regarding needs and economic recovery to impacts of COVID-19 in Tien Giang province and Ho Chi Minh City province on implementation.

The assessment will focus on assessing the design, the implementation cash transfer and use of the distributed cash and its impacts to life of beneficiaries in Tien Giang province and Ho Chi Minh City from gender equality perspectives.

**III. Specific Tasks**

The responsibilities of the national consultant will be as follows:

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| **Task** | **2022** | **2023** |
| * Develop a **post** **assessment plan** with a feasible workplan and methodology to conduct post-distribution assessment * Develop **a data collection tools in user-friendly survey App** forpost-distribution assessment * Provide **trainings on data collection tools** for provincial/district remunerators (Women’s Union local authorities at provincial and district level) * Conduct **1 fieldwork of post distribution for data collection** among the project beneficiaries (at least 300 beneficiaries-10%of the total project beneficiaries). The fieldwork will be in Tien Giang province and Ho Chi Minh City provinces to **provide technical supports and monitor the data collection** of the provincial remunerators | **Q3-Q4**  **1 day**  **2 days**  **4 days** |  |
| * Develop and produce full-fledged human-impact stories better document the impact of the work UN Women undertakes in two project sites and increase visibility towards donors and partners. * Conduct **data analysis of the data and information collected from beneficiary database from the beneficiary selection from the beginning of project and post-distribution** * **Draft a report for inputs** from stakeholders | Q4  **1 days**  **3 days**  **5 days** |  |
| * Based on the data analysis results development of the **report with** consolidated comments/inputs from UN Women and Tien Giang province and Ho Chi Minh City Women’s Union to the report. * Finalize the report. | **Q4**  **3 days**  **2 days** | Q1  **3 days** |
| * Develop a **policy brief with advocacy recommendations targeting policymakers and development partners in Viet Nam** to advocate for the of cash transfer for LLH/economic recovery process that meets the beneficiary needs |  | Q1  **6 days** |
| **TOTAL** | **21 working days** | **9 working days** |

The assessment should cover but not limited to the following contents, especially from gender perspectives:

* The selection criteria and process
* The amount of cash and the distribution methods and the use of cash grant
* Development of capacity building activities, technical support
* The communication on gender equality and prevention of violence against women
* The impacts of the cash grant to life of women and girls in the family (including food security, livelihoods, health, voices and power relations between men and women…).

**The expected output** will be a report capturing

* Project process evidence based with comparison of rural and urban setting economic recovery.
* Satisfaction level of beneficiary
* Implication and recommendations on designing, implementation process.
* Leaning and best practices with at least 6 case stories of which 3 from each province
* The analysis of best practices and existing operational models

**IV. Institutional Arrangement**

The national consultant will work under the supervision of the Programme Analyst on Women Economic Empower, climate-resilient Livelihood (LLH) and will be ultimately responsible for the UN Women Representative in Viet Nam.

In the events that the consultant needs to travel during the consultancy for assignment-related purposes, UN Women will bear the requested travel expenses following EU-UN cost norm.

**V. Deliverables and Schedule of Payment**

The payment will be provided in one instalment as below:

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| --- | --- | --- |
| Time | Expected deliverables | Amount |
| 10 December 2022 | Outline of the report with methodology developed, agreed with UN Women  A questionnaire for post-assessment (in Vietnamese).  Tools for data collection developed in a user-friendly survey app (in Vietnamese) | 30% |
| 15 January 2023 | One mission to Tien Giang province and Ho Chi Minh City completed.  Dataset collected available in user-friendly survey app and from the Mission  Note from consultation conducted with stakeholders | 40% |
| 15 February 2023 | A final post distribution assessment report documenting the project results (in English and Vietnamese)  A policy brief in English and Vietnamese with advocacy recommendations targeting policymakers and development partners in Viet Nam to advocate for the of cash transfer for LLH/economic recovery process that meets the beneficiary needs  At least 6 case stories of women with impact from cash transfer for LLH/economic recovery which is from 500 to 700 words in English | 30% |

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

The tentative contractual period is from 10 September 2022 to 15 February 2023 with a maximum of 30 working days.

The consultancy is home-based and expected to travel to Tien Giang province and Ho Chi Minh City 1 time for the field work.

**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 criteria stated below:

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| --- | --- | --- |
|  | **Criteria** | **Max. Points** |
| **1** | Master Decree on Social Science, Gender and Development or related fields | 10 Points |
| 2 | At least 10 years working experience on gender and women’s economic empowerment | 25 points |
| 3 | Experience in conducting research, study, assessment at community level | 25 points |
| 4 | Experience on assessment of cash transfer or humanitarian actions, economic recovery, particularly livelihood recovery will be an advantage | 20 points |
| 5 | Experience working for UN and international organizations will be an advantage | 10 points |
| 6 | Proven good writing skills in English and Vietnamese | 10 points |
|  | **Total** | **100** |

# Core Values and Competencies

In addition to the 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-](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf)  [women-employment-values-and-competencies-definitions-en.pdf](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.

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.)

# 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.
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Example of 2 reports on similar topics, one in English and one in Vietnamese.
5. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable, UN Women will bear the costs of requested travel expenses following the UN-EU cost norm. Work related travel of the UN Women’s the consultant is considered as official mission and will be arranged by UN Women, in line with UN Women’s Duty Travel Policy.

# Deadline for Application: 30 August 2022

1. **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.

1. MOH website. [↑](#footnote-ref-1)
2. Viet Nam COVID-19 Situation Report #73, WHO [↑](#footnote-ref-2)
3. Impact report of COVID-19 to labor and employment situation, Q3 2021 dated October 12. 2021. GSO, MPI [↑](#footnote-ref-3)