**TERMS OF REFERENCE**

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| TOR reference number | **TOR-VNM-2023-018**  *Please refer to this number in the application email* |
| Title | **National Consultant** |
| Purpose | To provide programme and communication support to UN Women programme/projects |
| Duty Station | Remote (Home-based)  Presential (Office-based)  Ha Noi, Viet Nam (with mission travel as required) |
| Contract duration | 01 September 2023 to 30 November 2024 (maximum 280 working days) |
| Contract Supervision | Programme Analyst on Ending Violence Against Women (EVAW)  Programme Analyst on Safe and Fair Migration |
| Application deadline | 24 July 2023 |

**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 concrete actions 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 the period 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (UNSDCF) 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 2030 Sustainable Development Agenda. The key priorities of UN Women in the 2022-2026 period are:

1. By 2026, 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, despite the strong political commitment of the government to addressing violence against women situation, this issue is still persistent. According to the report on “Results of a National Study on Violence against Women in Viet Nam 2019”, nearly 2 out of 3 women (63 per cent) in Viet Nam experienced one or more forms of violence in their life-time, while 32 per cent in the past 12 months (also referred to as current violence). Violence against women has brought significant impact on women themselves, their families and the economy as a whole. Available evidence shows that women experiencing physical and sexual violence are likely to have a 30.8 per cent reduction in their annual income. Unfortunately, most women (90.4 per cent) who experienced physical and/or sexual violence by a husband/ partner did not seek help from formal services or authorities.

In efforts to address gender-based violence against women, UN Women Viet Nam has been collaborating with multiple partners to implement various projects that contribute to Ending Violence Against Women and promoting Safe and Fair Migration for Vietnamese women. To accelerate their implementation, UN Women Office in Vietnam is looking for a qualified national consultant who is expected to provide extensive administrative and communication support to rolling out project activities under the technical guidance and supervision of respective Programme Analysts.

**II. OBJECTIVES**

The objective of this consultancy is to provide programme and communication support to UN Women programme/projects on Ending Violence Against Women (EVAW) and promoting Safe and Fair Migration (SAF) for Vietnamese women.

**III. SCOPE AND SPECIFIC TASKS**

Under the overall guidance of the Programme Analysts on EVAW and SAF, the national consultant will work closely with other Programme Specialists/Analysts and Programme Associates to provide the following services:

1. *Administrative Supports*

* Facilitate travel arrangement for programme staff and meeting participants such as ticket reservation, preparation of DSA calculation and travel claims.
* Provide logistic and administrative support to organizing UN Women’s events such as meetings and workshops. The specific tasks include sending out invitations, getting confirmations, taking notes, translating requested documents, recording registered participants, reserving services, working with service providers to agree on service reservation, and providing other logistic arrangements in agreement with respective Programme Analysts.
* Maintain programme filling systems in both hard filing and electronic filling modes in an appropriate manner.
* Prepare information packages including collecting relevant documents for proceeding payments related to project implementation.
* Undertake other administrative tasks to support programme implementation in agreement with Programme Analysts.

1. *Communications Management:*

* Provide inputs and consolidate comments from relevant stakeholders to improve communications products of programmes.
* Design visually engaging communications materials such as slides, backdrops, banners, brochures, reports, to effectively communicate the objectives, activities, and impact of the programme.
* Develop engaging content for social media platforms, considering the target audience and campaign objectives.
* Support in writing human impact stories that highlight the positive change and outcomes resulting from the programme's interventions.
* Collaborate with the communications team in the production of a full-package social media campaign, including communications strategy, key visuals, and social media plans, on ending violence against women for the 16 Days of Activism campaign and National Action Month on Gender Equality and Gender-based violence prevention and response in 2023.
* Analyze media campaign performances and consolidate results using a variety of tools for the 16 DOA & NAM report in 2023.
* Undertake other tasks as assigned by the Programme Analysts to support the effective implementation of the programme's communications activities.

1. *Knowledge Building & Management:*

* Assist in the production of publications on gender-based violence, including artwork, layout, and printing, ensuring adherence to deadlines and brand guideline.
* Revise translations to enhance the readability of publications originally translated from English, if needed.
* Organize and manage knowledge resources on ending violence against women.
* Provide input and consolidate comments from relevant stakeholders to enhance the quality of communication products of programmes.

1. *Research:*

* Conduct initial background research to support the development of presentations, policy briefs, and concept notes for programme activities.
* Prepare and collect data for the implementation of activities.

1. *Translation and interpretation:*

* Translation and interpretation support provided for programme activities, including Vietnamese-English and English-Vietnamese translations as required.

**IV. INSTITUTIONAL ARRANGMENT**

The national consultant will be directly supervised by the respective UN Women Programme Analysts (on EVAW and SAF). The consultant will be ultimately responsible to the UN Women Representative in Viet Nam.

If the consultant travels to other provinces and cities to conduct the tasks under the contract, UN Women will cover the travelling cost based on the UN-EU cost norms.

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

**Duration of Assignment**: The tentative contractual period is from 01 September 2023 to 30 November 2024. The consultant is expected to work full time 20 days per month and maximum of 280 working days.

**Duty Station**: UN Building, 304 Kim Ma, Hanoi, Viet Nam, and travel to project areas as required. 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.

**VI. DELIVERABLES AND SCHEDULE OF PAYMENT**

The duration of this consultancy will be from 01 September 2023 to 30 November 2024 (maximum 280 working days). The consultant is required to work full time to support the delivery of the programmes with many activities under self-implementation of UN Women. The consultancy cost will be shared by SAF and EVAW programmes.

Please note that the monthly deliverables would depend on the specific tasks assigned during that period and may not encompass all the responsibilities outlined in the TOR.

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| **Payment schedule and deliverables** | **Time Frame** |
| **First Tranche**  1st Performance Progress report for the period from 1 September to 31 October 2023, in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 31 October 2023 |
| **Second Tranche**  2nd Performance Progress report prepared against the time sheet for the period from 1 November 2023 to 31 December 2023 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 31 December 2023 |
| **Third Tranche**  3rd Performance Progress report prepared against the time sheet for the period from 1 January 2024 to 29 February 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 28 February 2024 |
| **Fourth Tranche**  4th Performance Progress report prepared against the time sheet for the period from 1 March 2024 to 30 April 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 30 April 2024 |
| **Fifth Tranche**  5th Performance Progress report prepared against the time sheet for the period from 1 May 2024 to 30 June 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 30 June 2024 |
| **Sixth Tranche**  6th Performance Progress report prepared against the time sheet for the period from 1 July 2024 to 31 August 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 31 August 2024 |
| **Seventh Tranche**  7th Performance Progress report prepared against the time sheet for the period from 1 September to 30 September 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 30 September 2024 |
| **Eight Tranche**  8th Performance Progress report prepared against the time sheet for the period from 1 October 2024 to 30 November 2024 in agreement with Programme Analysts of EVAW and SAF, covering the following areas where relevant:   * Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; * Documents for payments timely prepared; * Programme filing system filled and updated; * Communications materials such as slides, backdrops, banners, brochures, reports, social media post, and publications; * Drafted documents related to communications function of the programme; * Translated documents as required by Programme Analysts; * Consolidated stakeholder inputs for communication products; * Timesheet approved by supervisors | 30 November 2024 |

**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 below.

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| **No** | **Criteria** | **Point** |
| 1 | Bachelor’s degree in Linguistics, Public Relations, International Communications, Gender and/or Development Studies or related fields required. | 10 |
| 2 | Prior experience related to communications – for example, writing across channels, demonstrated familiarity with social media management and editing tools (such as Adobe Photoshop, Adobe Illustrator, Canva), video editing experiences, outreach and liaison. | 25 |
| 3 | At least one year of experience in office and project administrative/communication support, preferred with INGO, international entities or government offices in Viet Nam. Working in UN system is an advantage. | 25 |
| 4 | Strong organizational and project management skills, with the ability to meet deadlines and work under pressure. | 20 |
| 5 | Excellent written and verbal communication skills in English and Vietnamese | 20 |
|  | **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. APPLICTION PROCEDURE AND DEADLINE**

Applicants are requested to send the following separate documents in one application email to [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org).

All applications must include the following (as an attachment):

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this position.
2. Updated CV
3. A sample of communications work – preferred similar to products required in the TOR
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 (in VND) specifying a daily consultancy rate.

The proposed rates for this position should adhere to the category VNM1, Annex II – A: National Consultant Rates, as outlined in the UN-EU Guidelines for Financing of local costs in development co-operation with Vietnam[[1]](#footnote-2). The rates should not exceed a daily maximum of 72 USD and a monthly maximum of 1080 USD.

**Deadline for Application: 24 July 2023**

*UN Women is committed to achieving workplace diversity in terms of gender, nationality and culture.*

*People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.*

**IX. 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 (P11)
  + 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>
  + Release letter in case the selected consultant is a government official.
  1. **DIVERSITY AND INCLUSION**

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.)

1. <https://www.eeas.europa.eu/sites/default/files/documents/Signed%202022%20UN-EU%20Cost%20Norms_9%20MAR%202022_English.pdf> [↑](#footnote-ref-2)