



## Terms of reference

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<b>Reference number</b>	<b><i>TOR-VNM-2020- 091</i></b> <b><i>(Please refer to this number in the application)</i></b>
<b>Assignment title</b>	<b>National Professional Counsellor on Gender Based Violence Prevention and Response</b>
<b>Purpose</b>	To provide technical supports for Peace House Shelters' staff and provide intensive counselling services for women and girls survivors of violence in the context of COVID-19 residing in 3 Peace House Shelters (PHS) of Center for Development and Women (CWD) referred by PHS's staff
<b>Location</b>	CWD/PHS based in Ha Noi with travelling to CanTho, Viet Nam.
<b>Contract duration</b>	From 10 December 2020 to 28 February 2021 (maximum 20 working days)
<b>Contract supervision</b>	UN Women Programme Analyst - UN Women Viet Nam Country Office
<b>Application deadline</b>	3 December 2020

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### I. Background

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.

On 30 December 2019, a new strain of coronavirus (2019-nCoV, or COVID-19) was reported to the World Health Organization (WHO). Since then, the COVID-19 virus has rapidly spread worldwide and turned into more than a global health crisis, but socio-economic as well. Viet Nam, like virtually all countries, has been deeply affected by the COVID-19 pandemic. As of 14<sup>th</sup> October 2020, there were 1.113 confirmed cases of COVID-19 reported in Viet Nam, with a sharp increase in the latter half of March and July. Over 12,484 people, including girls, boys, and women, are quarantined at home and in facilities as of 14<sup>th</sup> October 2020

(Ministry of Health). Starting from April, the Government of Viet Nam has imposed stricter social distancing measures than those previously in place since the outbreak of COVID-19 pandemic in neighbouring China. These included the closure of schools, suspension of public transports, shut down of non-essential service facilities, ban of public gatherings, and nationwide social distancing.

The COVID-19 pandemic, together with these control measures, has had major multidimensional impacts on the lives of all people in Viet Nam, especially children, women, and other vulnerable groups. History has demonstrated that in any country, disease outbreaks impact men and women, adults, and children differently. For women and children, disease outbreaks like COVID-19 can place them at greater risk of violence, including gender based violence (GBV), particularly in contexts where gender inequality is already pronounced. For women, outbreaks can include increased exposure to intimate partner violence due to tensions in the home in the face of dwindling family resources and under confinement conditions, while the economic impact can place women at higher risk of sexual violence and exploitation.<sup>1</sup>

Some women in Viet Nam have reported that they would prefer to put themselves at risk for COVID-19 in public, rather than stay at home isolated with a violent and abusive partner.<sup>2</sup> The Peace House, a shelter for women and girl victims of domestic violence and abuse under the Viet Nam Women's Union, has received double the usual number of clients since COVID-related measures were introduced.

The effects of the COVID-19 crisis and the response measures thereto have exacerbated pre-existing deficiencies related to existing services to address violence against women and children, that in light of the current situation need immediate support and strengthening, and while at the same time contribute to a more structural reinforcing on the medium and longer-term. Viet Nam is at a critical phase to contain COVID-19 and minimize its direct and indirect impacts on its population and society, including children.

Together with other UN partner agencies, UNFPA, UNICEF, and UN Women are implementing the joint project ***“Supporting Intervention to Eliminate Violence against women and children in Vietnam under COVID-19 Emergency context”*** funded by DFAT from June 2020 to May 2021 to support the government's ongoing efforts in the COVID-19 emergency, to build strong and more resilient national systems that can better respond to the social impacts of COVID-19 pandemic, especially to address violence against women and children (VAWC) in a holistic and systemic way. In times of unprecedented crisis, ensuring that all women and children in Viet Nam, especially those most vulnerable ones, can live a life free of violence as per SDG5 to achieve gender equality and Goal 16 to end all forms of violence against children take more relevance than ever, and requires the unequivocal commitment of all partners to work jointly under one common goal.

The joint initiative has put forward emergency crisis support in a relatively short period from June 2020 to the end of May 2021. In the current situation of Viet Nam, most cases of VAWC will likely remain unreported due to the pre-existing lack of available, safe, ethical and quality response services – a problem which will be compounded by the flooding of health services responding to the COVID-19 outbreak,

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<sup>1</sup> [https://asiapacific.unfpa.org/sites/default/files/pub-pdf/COVID-19\\_A\\_Gender\\_Lens\\_Guidance\\_Note\\_3.pdf](https://asiapacific.unfpa.org/sites/default/files/pub-pdf/COVID-19_A_Gender_Lens_Guidance_Note_3.pdf)

<sup>2</sup> Report by women's organization in Viet Nam providing assistance to survivors of violence against women, in UN Women Asia and the Pacific, The First 100 Days of COVID-19: A Gender Lens, 10 April 2020.

restricted movement, as well as fears of stigmatization, reprisal, and lack of access to appropriate information on seeking help abuse, contracting hotels to temporarily host victims and survivors including their children can be an option.<sup>3</sup>It is therefore imperative that the hotlines and alternative services as well as shelters and health services for survivors of VAWG are considered essential services.<sup>4</sup>

Center for Women and Development (CWD) is an institution under Viet Nam Women's Union (VWU). Its function is to support the political and social activities of the Viet Nam Women's Union. CWD is a strategic partner of UN Women to carry out this project and contribute to the availability and accessibility of emergency supporting services for gender based violence (GBV) survivors. CWD has one national hotline, one counselling service and three Peace House Shelters to manage the surge in demand while ensuring safety of women during the COVID-19 crisis.

To ensure the quality of counselling services in three Peace House Shelters of CWD in the context of COVID-19, UN Women Viet Nam and CWD are looking for a National Professional Counsellor to provide technical supports for PHS staff and provide intensive counselling services for women and girls survivors of violence in the context of COVID-19 reaching or staying at 3 Peace House Shelters of Center for Development and Women referred by PHS staff. Based on the MOU between UN Women and CWD signed in October 2020, CWD wil work closely with UN Women to co-manage the National Counsellor to ensure the quality of counselling work in CWD are improved and run smoothly, responding to the increased demands of survivors.

## **II. Objectives**

### **Overall objective:**

To improve counselling services to support women and children survivors of violence under COVID-19 context that reach PHS and are referred by PHS staff

### **Specific objectives**

- To provide technical support on advanced counselling skills for PHS's staff
- To provide direct intensive counselling services to women and children survivors of violence under COVID-19 context residing in 3 Peace House Shelters of CWD referred by PHS staff.

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

### **Scope of work**

Provide technical support for PHS staff and direct counseling services to women and children survivors of violence reaching or staying at the Peace House Shelters of CWD and referred by PHS staff.

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<sup>3</sup> UNICEF and UN Women have been working with MOLISA to provide guidelines on standards for center managers, code of conduct for personnel, and information on rights and services for women and children.

<sup>4</sup> 5 Points that Governments Can Do Now, by Anita Bhatia, March 2020, 10 Point Checklist by Asa Regner, March 2020, Policy Brief: The Impact of COVID-19 on Women, by S-G Guterres, 9 April 2020, Asia Pacific brief: The COVID-19 Outbreak and Gender, February 2020, <https://www2.unwomen.org/-/media/field%20office%20eseasia/docs/publications/2020/03/ap-giha-wg-advocacy.pdf?la=en&vs=2145>.

**Expected tasks:**

- Develop a training document on advanced counselling skills for PHS' staff
- Organize in-house trainings on advanced counselling skills for PHS' staff
- Provide coaching support for CWD staff in improving counselling services for GBV victims
- Provide direct intensive counselling services to women and children survivors of violence under COVID-19 context reaching or staying at the 3 Peace House Shelters of CWD referred by PHS staff
- Write Monthly updates on the counselling services in 3 Peace House Shelters

**IV. Institutional arrangement**

The national professional counsellor on GBV will work under the supervision of UN Women Programme Analyst in close collaboration with CWD Director. The national professional counselor will be ultimate response to the UN Women Country Representative in Viet Nam. The consultant will be based in CWD office/ PHS in Ha Noi with travel to Can Tho, Viet Nam if required. UN Women will cover the travelling cost based on EU-UN cost norms

**V. Deliverable and Schedule of Payment**

The payment will be provided in two instalments as follows:

<b>Deadline</b>	<b>Deliverables</b>	<b>Schedule of payment</b>
30 December 2020	<ul style="list-style-type: none"><li>• A training document on advanced counselling skills for PHS's staff in Vietnamese</li><li>• An in-house training on advanced counselling skills conducted for PHS's staff in Vietnamese proven by agenda, presentations and agenda</li><li>• A logbook of counselling services for violence against women and children cases in PHS supported recorded in Vietnamese</li><li>• Monthly reports on counselling services in 3 Peace House Shelters with information on the satisfaction of survivors supported will be developed in English</li></ul>	50%
28 February 2021	<ul style="list-style-type: none"><li>• A logbook of counselling services for violence against women and children cases in PHS supported recorded in Vietnamese</li><li>• Monthly reports on counselling services in 3 Peace House Shelters with information on the satisfaction of survivors supported will be developed in English</li><li>• Final report on counselling services in PHS and give recommendations for CWD on counselling capacity development</li></ul>	50%

## VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 10 December 2020 to 28<sup>th</sup> February 2021 based in CWD offices in Hanoi with travel to Can Tho if required (with maximum 20 working days).

## 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.

No.	• Criteria	Point
1	Master's degree on Gender and Development Studies, Social Sciences, Social Work or related fields	20 points
2	A minimum of 7 year relevant working experience in crisis intervention, mental health treatment and counseling for women and children survivors of violence	30 points
3	Experience in GBV case management	20 points
4	Experience in coaching on counselling skills	20 points
5	Experience working with CWD or familiarity with CWD's counselling work will be an advantage	10 points
	Total	100 points

### 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 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:

- a) Responsive/compliant/acceptable; and
- b) 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](mailto: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. 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 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.

**Deadline for Application: 3 December 2020**

## **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;
- 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.

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