



TERM OF REFERENCE

<i>TOR reference number</i>	<i>TOR-VNM-2020-002 (please refer to this number in the application letter and submission email)</i>
Title	National consultant
Purpose	To provide support to Viet Nam Office on the implementation of its AWP with focus on Gender Theme Group and programme activities.
Duty Station	Hanoi, Viet Nam
Contract duration	1 March 2020 to 20 December 2020
Contract Supervision	Programme Specialist - UN Women Viet Nam Office
Application deadline	10 January 2020

I. BACKGROUND

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 also leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action.

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 2016-2021 is aligned to the upcoming One Strategic Plan 2016-2021 and is focus on supporting Viet Nam's fulfilment of Gender Equality commitments under CEDAW, and the promise of the 2030 Development Agenda to "leave no one behind".

The key priorities of UN Women in the 2016-2021 period are, (i) to support transformation of government's growth policies and related key sectoral policies such as rural development, labour and employment, Climate Change (CC), and disaster risk reduction and management (DRR/M) to progressively promote women's economic security and resilience; (ii) deepen the implementation of CEDAW recommendations and the gender targets of SDGs that will ensure that gains in the elimination of discrimination and violence against women and girls are sustained and deepened.

UN Women is looking for a national consultant who will provide technical and coordination support for the specific activities under the office's Annual Work Plan for 2020.

II. OBJECTIVES OF THE CONSULTANCY

The objective of the consultancy is to provide support to Viet Nam Office on the implementation of its AWP with focus on Gender Theme Group and programme activities on ending violence against women, the empowerment of ethnic minority women, social norm changes and HIV-related activities.

III. SPECIFIC TASKS

Under the overall guidance of the Programme Specialist, the national consultant will provide the following services:

1. One UN Coordination
 - Support to the organization of regular quarterly meetings of Gender Theme Group (GTG), including the communications with GTG members and meeting minutes.
 - Finalize GTG Annual Work Plan 2020.
 - Assist in the general coordination and organization of events to promote gender equality and women's empowerment with internal and external stakeholders including the International Women's Day, National Women's Day, 16 Days of Activism and National Action Month events. Tasks include preparing working documents, talking points, events' scripts, and training for youth participants.
2. Programme support
 - Assist Committee for the Ethnic Minority on the reparation of regular reports to UN Women and trainings/workshop organized with the support from UN Women on gender responsive budgeting.
 - Support to design and implement HIV-related activities under the AWP 2020 particularly activities with the LGBTQ communities, ending violence against women, community of people affected by HIV/AIDS and youth community.
 - Manage the coordination of programme implementation with relevant stakeholders, particularly members of community-based organizations and UN agencies under the UNAIDS country envelop.
 - Support activities with CSOs on the 25-year implementation of the Beijing Platform for Action, the empowerment of the ethnic minority and policy events to commemorate 25-year implementation of the Beijing Platform for Action
 - Support the organization of ASEAN-related activities.

IV. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from 1st March to 31 December 2020.

Duty Station: Hanoi, Viet Nam. Consultant will be required to travel to office activities out of Hanoi such staff retreat and policy events (Ho Chi Minh city (one trips x 3 days/trip), **Bac Giang (two trips x 2 days/trip)**).

V. CONTRACT SUPERVISION

The national consultant will work under the direct supervision of UN Women Programme Specialist. The local consultant will be ultimately responsible to the UN Women Country Head of Office in Viet Nam.

VI. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

The duration of this consultancy is will be from 1st March 2020 to 20 December 2020.

No.	Deliverables	Proposed deadline	Schedule of payment
1	- Meeting minutes of the first quarter meeting of GTG. - Final GTG Annual Work Plan 2020. - Support events under the IAW: inputs to the agenda. TORs for the service provider, contribute to program contents. - Meeting minutes with CSOs for their engagement into the 25-year review of the Beijing Platform for Action. - Contract documents for programme activities for IWD day - A detailed agenda of the UN Women staff retreat in April 2020 - List of activities under 2020 IWD day - Final contract documents for programme activities.	Before end of April	20% of payment
2	- Minutes of coordination meetings on the policy advocacy process relating to gender issues - Assist in the implementation of and report on progress of Irish Aid-funded activities with CEMA. - Support for monitoring the implementation of CWR project at project site. - Detail workplan of the selected CSO to conduct the study under the programme on the empowerment of ethnic minority women. - Final contract documents for programme activities, including policy events that UN Women directly implements	Before end of June	20% of payment
3	- Organize and provide meeting minutes on the quarter meeting of GTG. - Support for monitoring the implementation of CWR project at project site. - Support for the organization and facilitation of gender-responsive budgeting workshop at project site. - Logistical support to the organizations of coordination meetings convened by UN Women. - Inputs to the programme documents finalized - Final contract documents for programme activities, including policy events that UN Women directly implements	Before end of August	20% of payment

4	- Organize and provide meeting minutes on the quarter meeting of GTG. - Provide minutes of meetings to brainstorm on 16 DOA, National Action Month with external partners. - Inputs to the production of program activities in support of 16 DOA and media contents. - Support for the organization and facilitation of gender-responsive budgeting workshop at project site. - Written inputs to programme documents - Final contract documents for programme activities, including policy events that UN Women directly implements.	Before end of October	20% of payment
5	- One report on final progress of GTG at meeting of fourth quarter. - One meeting minutes of GTG fourth quarter meeting - Written inputs to programme documents - Final contract documents for programme activities, including policy events that UN Women directly implements.	Before end of December	20% of payment

VIII. QUALIFICATIONS

- Master's degree in Gender and Development Studies, Social Sciences or related fields, preferably including Gender Studies;
- A minimum of 2 years of relevant experience in project/programme development is required. Experience working at the UN is an asset.
- Experience working on gender issues, especially on rights advocacy for marginalized and gender and sexual minority groups.
- Excellent verbal and written communication skills

IX. 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 in Finance, Gender and Development Studies, Social Sciences or related fields, preferably including Gender Studies	20 points
2	A minimum of 2 years of relevant experience in project/programme development is required. .	20 points
3	Experience working on gender issues, especially on rights advocacy for marginalized and gender and sexual minority groups.	30 points
4	Excellent verbal and written communication skills	20 points
5	Experience working at the UN is an asset.	10 points
	Total	100 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The technical evaluation will include the written test and the interview. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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.

X. APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

Technical component:

- Letter of interest clearly stating relevant experience and qualifications against required qualifications as stated in Section 8 above;
- Signed Curriculum Vitae with contact details of 3 clients for whom you have rendered a preferably similar service who can be contacted for reference;
- A written document/paper/analysis on gender issues, especially on rights advocacy for marginalized and gender and sexual minority groups.

Financial proposal (with your signature)

- The financial proposal shall specify a total lump sum amount in VND including consultancy fees and all associated costs i.e. tax, insurance etc.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- The applicant does not need to propose the budget for travelling as UN Women will pay travelling fee and DSA for the selected consultant from Ha Noi to other provinces for the purposes of meetings and trainings under this TOR.
- The financial proposal MUST be submitted in separated document with technical proposal.

Completed applications should be sent to procurement.vietnam@unwomen.org.

Only applications including all items mentioned above will be considered.

Deadline for Application: 10 January 2020

NOTE: Documents required before contract signing:

- UN Personal History Form;
- Full medical examination and Statement of Fitness, at their own cost, to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts);
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtain medical clearance from the UN Medical Director prior to taking up their assignment;
- Release letter in case the selected consultant is a government official.
- Security Certificate BSAFE: EN: <https://agora.unicef.org/course/info.php?id=17891>