



## REVISED TERM OF REFERENCE

Reference No.	<b>Reference No. TOR-VNM-2020-025</b> (Please indicate reference number in the title of the application email)
Title	National Gender Consultant
Purpose	To provide technical support for UN Women on the organization of gender policy workshops in collaboration with Parliament Committee on Social Affairs/National Assembly of Viet Nam
Duty Station	Hanoi, Viet Nam
Contract duration	20 April 2020 - 20 September 2020
Contract Supervision	Programme Specialist - UN Women Viet Nam Office
Application deadline	8 April 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.

The overarching goal for the second priority area is that "Women and girls will live free from discrimination and violence". UN Women will support efforts both by government and civil society to strengthen implementation of laws and policies on ending violence against women and girls and other forms of discrimination in line with international standards; support promotion of favorable social norms, attitudes and behaviors to prevent discrimination and violence against women and girls; and step up support for enhancement in delivery of justice for women and girls who face discrimination and violence.

UN Women's work in Viet Nam is guided by a Strategic Note and an Annual Work Plan based on UN Women's Global Strategic Plan and is also aligned with the One Strategic Plan between the Government of Viet Nam and the United Nations in Viet Nam. The financial sustainability of the office works depends on a diverse source of funding at global, regional and national levels.

Under the approved 2020 AWP, UN Women will collaborate with the Parliament Committee on Social Affairs and UN Women to organize policy workshops with the aim to provide evidence based policy recommendations and gender analysis for members of Parliament to advocate for gender responsiveness amendment and revision of specific laws identified and agreed by both UN Women and Parliament Committee on Social Affairs.

UN Women Viet Nam is looking for a consultant (national position) to provide technical support for Parliament Committee on Social Affairs – UN Women on two policy workshops in 2020.

## **II. OBJECTIVES OF THE CONSULTANCY**

The objective of the consultancy is to support PCSA and UN Women for the organization of the policy workshops to advance gender equality discussions on specific laws among the members of Parliament and advocate for the gender responsiveness of the laws.

## **III. SPECIFIC TASKS**

**Under the supervision of the UN Women Programme Specialist, the national consultant will**

- Liaison with PCSA and the Department of Social Affairs/PCSA to finalize the workshop agenda.
- Identify the key stakeholders from the People Councils at the provincial levels that should be invited to the national workshop.
- Liaison and provide technical support for with the Ministry of Finance for a ministerial presentation on the implementation of gender principle under the State Budget Law 2015 since 2017 to date.

- Liaison with independent gender experts of the PCSA to prepare for the written technical gender inputs for the amendments of two laws: Law on Handling Administrative Violations and Law on HIV/AIDS prevention and control
- Prepare the workshop reports with conclusions from the PCSA on follow-up activities to promote gender responsiveness for the amendments of two laws: Law on Handling Administrative Violations and Law on HIV/AIDS prevention and control.

#### **IV. DURATION OF ASSIGNMENT AND DUTY STATION**

**Duration of Assignment:** The tentative contractual period is from 20 April 2020 - 20 September 2020 (20 working days).

**Duty Station:** Homebased with travelling two provinces out of Hanoi for two policy workshops.

#### **V. CONTRACT SUPERVISION**

The national consultant will work under the direct supervision of UN Women Programme Specialist. The 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 10 April 2020 - 20 September 2020.

No.	Deliverables	Proposed deadline	Schedule of payment
1	<p>Policy workshop on the amendment of Law on Handling Administrative Violations</p> <ul style="list-style-type: none"> <li>- Final concept note of the policy workshop</li> <li>- Final list of the participants with the representatives from the selected provinces, the People's Councils and other Parliament Committees and line ministries</li> <li>- Presentations from experts coming from People's Councils and other Parliament Committees and line ministries.</li> <li>- One written comments/feedbacks from the gender groups of the PCSA on the implementation of</li> </ul>	Before 16 June 2020	50 % of payment

	<ul style="list-style-type: none"> <li>- Workshop report that captures the discussion and gender equality and follow up actions from PCSA</li> </ul>		
2	<p>Policy workshop on the amendment of Law on HIV/AIDS prevention and control</p> <ul style="list-style-type: none"> <li>- Final concept note of the policy workshop</li> <li>- Final list of the participants with the representatives from the selected provinces, the People's Councils and other Parliament Committees and line ministries</li> <li>- Presentations from experts coming from People's Councils and other Parliament Committees and line ministries.</li> <li>- One written comments/feedbacks from the gender groups of the PCSA on the implementation of</li> <li>- Policy workshop report that captures the discussion and gender equality and follow up actions from PCSA</li> </ul>	Before 30 September 2020	50 % of payment

## VIII. QUALIFICATIONS

- Master's degree in Gender and Development Studies, Laws, Social Sciences or related fields, preferably including Gender Studies;
- A minimum of 10 year relevant working experience in the area of gender and development in Viet Nam.
- At least 5-year experience in gender mainstreaming in legislation
- Experience in working with Members of Parliaments to advocate for gender equality issues
- Good writing skill

## 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
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1	Master's degree in Gender and Development Studies, Laws, Social Sciences or related fields, preferably including Gender Studies	20 points
2	A minimum of 10-year relevant working experience in the area of gender and development in Viet Nam	30 points
3	At least 5-year experience in gender mainstreaming in legislation	20 points
4	Experience in working with Members of Parliaments to advocate for gender equality issues	20 points
5	Good writing skill	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 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 explaining why they are the most suitable for the work
- Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably similar services

#### 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. The consultant does not have to include financial proposal for travel to project site/meetings or workshop in the fields as such costs are covered by UN Women.
- 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.
- If quoted in other currency, prices shall be converted to VND at UN Exchange Rate at the submission deadline.
- The financial proposal MUST be submitted in separated document with technical proposal.

Complete applications should be sent to <procurement.vietnam@unwomen.org>. Only applications with all items mentioned above will be considered.

Deadline for Application: 10 April 2020.

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.  
EN: <https://agora.unicef.org/course/info.php?id=17891>
- 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 Director prior to taking up their assignment.
- Release letter in case the selected consultant is government official.

**APPROVED**