



Terms of Reference

Reference number	TOR-VNM-2020-030 <i>(Please indicate reference number in the title of the application email)</i>
Title	A National Gender Consultant/ Team Leader to lead a team of three members including one Agricultural Extension Consultant and one Research Assistant
Purpose	To conduct a gender assessment study on agriculture extension system, and to develop a gender mainstreaming guideline for agricultural extension services, and to conduct trainings on gender mainstreaming in the agricultural extension services
Location	Home-based, meetings, workshop attendance and missions to Ha Noi, Phu Yen, and Lao Cai
Contract Type	SSA
Duration	15 th May 2020 to 30 th December 2020
Report to	UN Women Viet Nam Women’s Economic Empowerment Programme Analyst

1. BACKGROUND

UN Women’s Global Mandate

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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.

Women’s economic empowerment is one of the strategic priorities for UN Women in the Asia-Pacific region. Many international commitments support women’s economic empowerment, including the *Beijing Platform for Action*, the *Convention on the Elimination of All Forms of Discrimination against Women* and a series of International Labour Organization conventions on gender equality. UN Women supports women’s economic empowerment in line with these, and with the growing body of evidence that shows that gender equality significantly contributes to advancing economies and sustainable development.

SDGs and Women's Economic Empowerment

Besides being an explicit Goal 5 under the 2030 Agenda, gender equality is also a driver of sustainable development in all its dimensions: from ending poverty and hunger, promoting prosperity and inclusive growth and building peaceful, just and inclusive societies to securing the protection of the planet and its natural resources. Enabling half of the world's population to fully realise their rights and potential will reverberate across society and pave a direct path to the achievement of the Sustainable Development Goals (SDGs).

Investing in women's economic empowerment is a particularly powerful way to deliver the promise of Agenda 2030 to "leave no one behind". A regular and independent source of income not only improves women's livelihood but also equips them with a greater voice and agency, and benefits to the other household's members, particularly children.

Viet Nam context

In the past 20 years, increased gender equality has been regarded as one of the most outstanding achievements in Viet Nam. A number of laws and policies prohibiting gender discrimination and domestic violence has been promulgated, including land policy reforms and agricultural restructuring policies. However, Viet Nam is still facing multiple challenges as gender gaps persist in numerous agricultural and climate change policies and implementation and enforcement of the policies remains challenging.

In Viet Nam, rural women play an important role in agriculture. 75% of women in rural areas work in agricultural production, awareness on gender issues in the agricultural sector remains low. Women mostly engaged in small-hold farming and subsistence agriculture, with less access to information, resources, credit, markets, vocational training and extension services, especially for those from poor and ethnic minority households, limiting their ability to adapt and build resilience to climate change.

Women's representation in politics and decision-making, especially in leadership and management positions in public institutions from local to central levels, has not been commensurate with improved gender equality in education and the economy. Many poor women in rural areas, especially women in agriculture sector have less decision-making power and lack of capacity due to gender gaps in accessing to agricultural inputs, training and information. This gap challenges rural women's livelihoods and inhibit women's economic empowerment. Improved gender responsiveness of agriculture extension services will improve women's and men's equal access to capacity building and strengthen livelihoods in agriculture sector.

UN Women Viet Nam

In UN Women Strategic Notes 2017-2021, programmatic focus is given to **women’s decent work and social protection in the context of climate change (CC) and disasters risk (DR)**.

Taking into account gender gaps in rural areas and agriculture sector, UN Women in Viet Nam prioritizes the support to empower women and enhance their resilience by advocating for equal access to and equal benefits from economic opportunities, resources, agriculture extension services, agriculture and rural development and climate change adaptation and disaster risk reduction policies and programmes.

In contributing to this goal, UN Women Office in Viet Nam is implementing the project “Strengthening women’s livelihoods and participation for greater resilience to disasters and climate change in Viet Nam”. The project applies a holistic approach to advocate for gender equality and women’s participation in the development of laws and policies on agriculture and rural development. One of the approaches of the project is to strive for reducing gender gaps in agricultural extension services

Therefore, UN Women Viet Nam is looking for a National Gender Consultant who will be the team leader leading a team of three members including one Agricultural Extension Consultant and one Research Assistant to conduct a gender assessment on agricultural extension system and to develop a gender mainstreaming guideline for agricultural extension services.

2. OBJECTIVE

The purpose of the consultancy is to support Ministry of Agriculture and Rural Development in enhancing gender responsiveness of agricultural extension system by conducting a gender assessment on system and its services at all levels. Based on the study’s result, a gender mainstreaming guidance will be developed for the achievement of gender responsive/gender sensitive agricultural extension services at all levels, contributing to address gender issues in agriculture systems and to promote gender equality in agriculture sectors.

3. SCOPE OF WORK

The consultancy comprises two main components. First, the consultant is expected to conduct a gender assessment study on agricultural extension system and its services to explore gender issues in agricultural extension system with a stronger focus on agricultural extension services, and provide recommendations to address the issues.

Main objectives of the gender assessment study are to:

- i. Review the gender responsiveness of agricultural extension system by examining how well the system and its services can address women’s and men’s access to agricultural extension services; how gender sensitive the agricultural extension officers are; how available the sex-disaggregated data is; how well designed the agricultural extension system can capture women’s and men’s access to their services; how gender sensitive the agricultural extension trainings and services are designed;
- ii. Review the gender responsiveness of policies influencing the agricultural extension system and its services;

- iii. Trace out the gender gaps between men and women with regards to access to information, access to trainings, capacity building, and agricultural extension services;
- iv. Examine difficulties and obstacles of women and men in reaching out for agricultural extension officers for support and in benefiting from agricultural extension services;

The study will comprise two parts. First part requires a thorough desk research to review agricultural extension related policies and system from national level to commune level. A first draft of the desk review was already drafted. However, it needs improvement in term secondary data, literature review on the topic

The second part requires a qualitative research that involves primary data collection from following sources:

- i. A consultation workshop with the participation of officers and leaders from NAEC; Lao Cai, Quang Nam, and Phu Yen Agricultural Extension Centers; representatives from Viet Nam Women's Union (VWU) at central level and at provincial level of Lao Cai, Quang Nam, and Phu Yen province; and representatives from development partners and research institutes;
- ii. Three key informant interviews with three officers and representatives of NAEC;

Two field visits to Lao Cai and Phu Yen to conduct following data collection activities:

- i. Seven key informant interviews (KIIs) with agricultural extension officers and managers at provincial, district, and commune level;
- ii. Three key informant interviews (KIIs) with officers and leaders of Women's Union at provincial, district, and commune level;
- iii. Twenty in-depth interviews (IDIs) with five female and five male farmers;
- iv. Three group discussions with one male group; one female group; and one mixed group of both male and female farmers.

Based on the study's results, the consultant is expected to develop a gender mainstreaming guidance for agricultural extension services to address gender issues in agricultural extension system and its services in order to improve gender responsiveness of the system.

Second, after being reviewed by the UN Women team and National Agricultural Extension Center (NAEC), the Consultant will deliver two one-day training courses on gender mainstreaming in agricultural extension services to officers of NAEC at all levels. The trainings will be conducted in Ha Noi.

The team leader consultant will be overall in charge of the study and the development of gender mainstreaming guidance for the agricultural extension services with the following specific tasks:

- i. Developing an inception report which include: (i) a thorough desk review (which was already drafted but needs improvement); (ii) and research methodologies, research plan, and research design;
- ii. Technically in charge of the consultation workshop for two main purpose: (i) collecting data, (ii) and consulting about research methodologies and data collection process;
- iii. Conducting research, analyzing data, writing report, proposing recommendations;
- iv. Presenting research findings in the second consultation workshop with similar participants from the first consultation workshop;

- v. Finalizing the report and recommendations based on the results of the second consultation workshop;
- vi. Developing a gender mainstreaming guidance for agricultural extension services;
- vii. Developing training materials and delivering the training courses on gender mainstreaming in agricultural extension services;

During this process, the Agricultural Extension Consultant will be responsible for providing advice for the selection of officers and leaders from NAEC and the two studied provinces to be interviewed; providing coordination support for fieldwork arrangement; providing agricultural extension related inputs; providing insight about agricultural extension system, and providing technical support in relation to agricultural extension knowledge in organizing consultation workshops and training workshops.

The third member of this team – the Research Assistant will provide technical and coordination support during field work including take note for focus group discussions, conducting 16 key informant interviews and indepth interviews (as assigned by the Team Leader) in each province.

4. SPECIFIC TASKS AND TIMELINE

The National Gender Consultant is expected to perform the following tasks within specified timeline:

Task	Location and Timeline¹
i. Developing an inception report which include: (i) a thorough desk review (which was already drafted but needs improvement); (ii) and research methodologies, research plan, and research design	Home-based May 2020
i. Design agenda and lead the first consultation workshop and technically in charge of this consultation. The purpose of the workshop is to consult relevant stakeholders on the issues as well as about the research methodologies and design	Ha Noi 2 nd week of June 2020
ii. Primary data collection as described in the above section	Ha Noi, Lao Cai, and Phu Yen June and July 2020
iii. Data analysis and report writing	Home-based

¹ Timeline of specific activities will need to be flexible and adjusted according to the situation of Sars-Cov 2

	July and 2 nd week of August 2020
iv. Providing technical inputs for the second consultation workshop to share findings of the study and technically in charge of this consultation process	Ha Noi 4 th week of August 2020
v. Revising and finalizing the report including recommendations in order to achieve gender responsive agricultural extension system	Ha Noi 2 nd week of September 2020
vi. Developing gender mainstreaming guidance for agricultural extension services based on the study's findings and consultation process	Home-based 4 th week of September 2020
vii. Preparing materials for the training workshops on gender mainstreaming in agricultural extension services	Home-based 2 nd week of October 2020
viii. Conduct two one-day-training courses	Ha Noi 1 st week of November 2020

In addition, the Consultant must attend online calls and meetings at the request of the UN Women and its partners.

5. DELIVERABLES AND PAYMENT

The payments will be released in three installments upon delivery of the outputs defined below:

Payment	Deliverables ^{*2}	Deadline ³ for submission
30 % of total contract	An inception report which includes: <ul style="list-style-type: none"> i. a thorough desk review (which was already drafted but needs improvement); ii. and research methodologies, research plan, and research design 	Home-based and Ha Noi 3 rd week of June 2020

² All deliverables need to be submitted in English

³ Timeline of specific activities will need to be flexible and adjusted according to the situation of Sars-Cov 2

	<p>Technical inputs delivered for the first consultation workshop</p> <p>Finalization of the inception report</p>	
30%	<p>Completion of primary data collection in Ha Noi, Lao Cai, and Phu Yen</p> <p>Field note from these field work</p> <p>First draft of the report</p> <p>Technical inputs delivered for the second consultation workshop</p>	<p>Ha Noi, Lao Cai, and Phu Yen</p> <p>1st week of September 2020</p>
40 % of total contract	<p>Final draft of the report submitted and approved</p> <p>Final gender mainstreaming guidance for agricultural extension services submitted and approved by UN Women team</p> <p>Training materials for the gender mainstreaming workshops submitted and approved</p> <p>Two training courses on gender mainstreaming workshops completed with the submission of photos of the trainings, training minutes</p>	<p>15th November 2019</p>

6. LOCATION OF WORK

Home-based, attend meetings and workshops when it is required. Field visits to Ha Noi, Phu Yen and Lao Cai province

7. DURATION OF ASSIGNMENT

The entire duration of the assignment will be from the 15th May 2020 to 30th November 2020.

8. CONTRACT SUPERVISION

The National Gender Consultant will work under the supervision the UN Women Programme Analyst on WEE and ultimately report to the UN Women Viet Nam Head of Office.

9. QUALIFICATIONS

Education: Master’s degree in gender, sociology, development, human rights, or relevant fields.

Required experience and skills:

1. Master’s degree in gender, sociology, development, human rights, or relevant fields;
2. At least 10 years of experience in conducting and leading researches, gender assessment, gender analysis for policies, strategies, and plan, preferably in agriculture and rural development, and agriculture extension;
3. Demonstrated strong understanding of the national policies and programmes on agricultural, rural development, and agricultural extension with proven record of the engagement in policy advocacy;
4. Demonstrated experience in developing gender mainstreaming guidance and conducting gender trainings
5. Excellent command of written English with the submission of a writing sample written by the applicant;

10. APPLICATION EVALUATION CRITERIA

The applicant will be evaluated based on technical capacities (70%) and a financial proposal (30%). Technical evaluation will be based on the following criteria stated below:

1	Master’s degree in gender, sociology, development, human rights, or relevant fields;	10 points
2	At least 10 years of experience in conducting and leading researches, gender assessment, gender analysis for policies, strategies, and plan, preferably in agriculture; rural development, and agriculture extension;	30 points
3	Demonstrated strong understanding of the national policies and programmes on agricultural, rural development, and agricultural extension with proven record of the engagement in policy advocacy;	15 points
4	Demonstrated experience in developing gender mainstreaming guidance and conducting gender trainings	25 points
5	Excellent command of written English with the submission of a writing sample written by the applicant	20 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. $S_f = 100 \times FM / F$, in which S_f is the financial score, FM 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.

11. APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following documents/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 9 above
- Signed Curriculum Vitae with contact details for 3 references
- One report/publication/presentation/article on gender as an evidence of candidate's working experience and writing skill.

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 following UN-EU cost norm.
- 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

Completed applications should be sent to [**procurement.vietnam@unwomen.org**](mailto:procurement.vietnam@unwomen.org).

Only applications including all items mentioned above will be considered.

DEADLINE FOR APPLICATION: 11th May 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);
- Security Certificate BSAFE: 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 obtain medical clearance from the UN Medical Doctor prior to taking up their assignment;
- Release letter in case the selected consultant is a government official.