



Term of Reference

Reference number	<i>TOR-VNM-2020-050</i> <i>(Please refer to this number in the application)</i>
Assignment title	National Consultant on Gender and Training Material Development
Purpose	To provide support to the Assistance Centre for Small and Medium Enterprises (TAC) of the Ministry of Planning and Investment to review and assess the quality (content, method and format) of 5 online lectures on leadership, confidence building, decision-making, networking and management of change specifically for female business owners, Chief Executive Officers (CEO) and female managers that are developed by a supplier (company) selected by UN Women.
Location	Home-based
Contract duration	10 Aug 2020 – 10 Dec 2020, maximum 20 working days
Contract supervision	The Programme Manager of WeEmpower Asia Programme of UN Women Viet Nam Country Office

1. BACKGROUND

UN Women

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.

UN Women Viet Nam Country Office has been one of the 7 countries (China, India, Indonesia, Malaysia, Philippines, Thailand, and Vietnam) for the implementation of the UN Women Regional Programme “Promoting Economic Empowerment of Women at Work in Asia 4/2019-3/2022” (WeEmpower Asia). Its Overall Objective is that more women lead, participate and have access to enhanced business opportunities and leadership within the private sector to advance sustainable and inclusive growth. The programme is a part of UN Women’s Strategy Note for Viet Nam 2017-2021. The activity under this TOR is within the framework of «Outcome 2.3: More women lead, participate and have access to business opportunities to advance sustainable and inclusive growth ; Output 2.3.2 : Women-owned businesses and women entrepreneurs have increased capacity to build their businesses for advancement of women economic empowerment».

Businesswomen leadership and management

It is critically important for businesses to look at the challenge's women often face, and clear the path for talented and dynamic leaders to rise to the top. Creating a work environment where women can thrive, and implementing initiatives that support, advance, retain and reward them, is not only the right thing to do, it is a smart and strategic business approach. The KPMG Women's Leadership Study explored the qualities and experiences that contribute to women's leadership and advancement in the workplace. When asked what training and development skills were needed to help move more women into leadership roles in the future, professional working women cited the most often: leadership training (57%), confidence building (56%), decision-making (48%), networking (47%), and critical thinking (46%)¹.

The Assistance Centre for Small and Medium Enterprises (TAC) of the Ministry of Planning and Investment has launched an online training system for SMEs (TAC Everlearn) since 2018. 15 online lectures on business operation, business law and entrepreneurship knowledge have already been there that any learner can access free of charge. They include lectures on sale expert, sale management, digital marketing, basic marketing, advanced marketing, business legislations, basic start-up, strategy and leadership, HR management, work assignment, negotiation, production management, financial management, accounting management, quality control. These lectures target female and male owners, managers and human resources of SMEs. With the current widespread of ICT devices, the availability of online training will facilitate wider outreach to women who want to improve their knowledge and skills. UN Women Viet Nam has hired a supplier (company) to develop the series of 5 high quality online lectures on leadership, confidence building, decision-making, networking and management of change specifically for female business owners, Chief Executive Officers (CEO) and female managers and upload them on the e-learning platform TAC Everlearn of which TAC is welcoming these 5 e-learning lectures and will maintain them on their e-learning platform TAC Everlearn. The lectures will be formatted user-friendly and will include video, power point presentation, infographic, Interaction platform among learners and lecture administrator, test, reference materials, and certificate of achievement for learners. Each lecture lasts about 60-90 minutes. The supplier will work closely with the officials of the TAC and UN Women Programme Manager of WeEmpower Asia during the process to develop, finalize the 5 lectures and upload them on the e-learning platform TAC Everlearn.

In this context, UN Women Viet Nam is hiring a national consultant on gender and training development to provide support to the Assistance Centre for Small and Medium Enterprises (TAC) of the Ministry of Planning and Investment to review and comment the content, method and format of 5 online lectures on leadership, confidence building, decision-making, networking and management of change specifically for female business owners, Chief Executive Officers (CEO) and female managers and review the uploading of these lectures on the e-learning platform TAC Everlearn.

II. Objectives of the consultancy

to provide support to the TAC to review and assess the quality (content, method and format) of 5 online lectures on leadership, confidence building, decision-making, networking and management of change

¹ The KPMG Women's Leadership Study Moving Women Forward into Leadership Roles : A study on women and leadership with the objective of identifying the steps needed to move more women into leadership positions. The study was conducted by Ipsos and included a 20 minute online survey of 3,014 women ages 18 to 64

specifically for female business owners, Chief Executive Officers (CEO) and female managers and the uploading of these lectures on the e-learning platform TAC Everlearn.

III. Scope of Work and Expected Tasks

The supplier (company) hired by the UN Women will develop 5 e-learning lectures in Vietnamese for female business owners, Chief Executive Officers (CEOs) and female managers:

- Lecture 1: Leadership skills in new era
- Lecture 2: Building personal brand and confidence
- Lecture 3: Decision making skills
- Lecture 4: The art of networking
- Lecture 5: Management of change

The lectures will be formatted user-friendly and will include video, power point presentation, infographic, Interaction platform among learners and lecture administrator, test, reference materials, and certificate of achievement for learners. Each lecture lasts about 60-90 minutes.

The national consultant will work closely with the officials of the Assistance Centre for Small and Medium Enterprises (TAC), UN Women Programme Manager of WeEmpower Asia and the hired supplier to review and comment the content, method and format of these 5 online lectures until they are finalized and approved by the TAC and UN Women. The consultant will also review the uploading of these lectures on the e-learning platform TAC Everlearn with the final satisfactory agreement of the TAC and UN Women. The national consultant will carry out the following activities from 1 Aug 2020 – 10 Dec 2020:

Tasks	Timing
1. Review and comment the draft versions of outline of each e-learning lecture including key content and method 2. Review and comment the draft versions of full e-learning lectures including both content and method	1 Aug – 30 Sep 2020
3. Review and comment the final e-learning lectures before uploading on the e-learning platform TAC Everlearn	1 Oct – 15 Nov 2020
4. Review and comment the final e-learning lectures after uploading on the e-learning platform TAC Everlearn during testing time	15 Nov – 10 Dec 2020

In addition to above, the national consultant will attend online calls and meetings at the request of UN Women, TAC and suppliers (company).

IV. Institutional Arrangement

The consultant will work under the supervision of the Programme Manager of WeEmpower Asia programme. In the event that the consultant needs to travel during the consultancy for assignment-related purposes, UN Women will bear the costs of requested travel expenses.

V. Deliverables and Schedule of Payment

The payment will be provided in two instalments as below:

Time	Expected deliverables	Amount
Target by 15 Oct 2020	Written comments for the draft versions of 5 full e-learning lectures including both content and method	50%
Target by 10 Dec 2020	Written comments for the 5-final e-learning lectures after uploading on the e-learning platform TAC Everlearn during testing time	50%

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 1 Aug 2020 to 10 December 2020, home-based.

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 as below:

1	Master Degree in Economics, Public Policy, Training, Gender or other closely related fields.	20 Points
2	At least 10 years of experience in training design and training facilitation, in which includes training topic on gender equality and the empowerment of women; having experience in online learning program development is preferred.	30
3	Deep understanding of enterprise development, human resource development; Having hands-on experience as founder, CEO, or Senior Leaders in an enterprise is preferred.	20
4	Sound understanding on women -owned enterprises and women entrepreneurs in Viet Nam. Having international experience on women -owned enterprises and women entrepreneurs will be value added;	20
5	Prior record of supporting or coaching well-known companies or organizations will be an asset.	10
	Total	100

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:

- 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 separated attachment in one application email to procurement.vietnam@unwomen.org

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this 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: 2 Aug 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.
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 Doctor prior to taking up their assignment.
 - Release letter in case the selected consultant is government official.
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