



## TERM OF REFERENCE

<b>Reference number</b>	<i>TOR-VNM-2020-051</i> <i>(Please refer to this number in the application)</i>
<b>Assignment title</b>	<i>National Expert (Team Leader) for development of the Standard Operating Procedure for providing supports to overseas Vietnamese victims of trafficking and women, including migrant workers survivors of violence and harassment</i>
<b>Purpose</b>	To be in charge of overall process of developing the Standard Operating Procedure for Vietnamese diplomats working in Vietnamese diplomatic missions and consular posts abroad, on handling cases and reports on violence, abuse, exploitation and trafficking in person.
<b>Location</b>	Home-based and in Hanoi
<b>Contract duration</b>	10 August 2020 – 31 October 2020
<b>Contract supervision</b>	UN Women Programme Analyst on Ending violence – Migration and Trafficking, UN Women Viet Nam Country Office.

### I. 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.

#### Safe and Fair

Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region (hereafter referred to as Safe and Fair programme) is implemented by the ILO and UN Women, led by the ILO Regional Office for Asia and the Pacific from 2018 - 2022. Safe and Fair delivers technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. Safe and Fair works in close cooperation with governments and social partners to achieve three inter-linking specific objectives:

1. *Women migrant workers are better protected by gender-sensitive labour migration governance frameworks;*
2. *Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services; and*
3. *Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.*

Labour migration has the potential to contribute to the countries of destination, it contributes to economic growth through the provision of labour, skills and ideas. For countries of origin, the movement of women and men across borders reduces underemployment pressures and increases remittances. Migrant workers have the opportunity to earn higher incomes and develop new skills, and thus have greater independence and agency. It often provides women migrant workers an opportunity to travel and live independently and be income earners for themselves and their families. However, women migrant workers are subject to multiple and intersecting forms of discrimination and they are disproportionately affected by different forms of violence and harassment and trafficking during the migration cycle.

### **The need for developing a Standard Operating Procedure – SOP**

Diplomats working in Vietnamese diplomatic missions and consular posts abroad play an important role in providing initial supports to women, including women migrant workers as victims of trafficking and survivors of violence. UN Women under Safe and Fair programme has been collaborating with the Consular Department, Ministry of Foreign Affairs to implement capacity building for diplomats in responding to violence against women and trafficking prior to their assignments abroad. At the moment, there is a lack of standard guidance on response to cases of violence against women and trafficking. This may hinder efforts to timely and effectively support victims trafficking and survivors of violence, especially in most urgent cases.

In order to enhance effective response by Vietnamese diplomatic missions and consular posts abroad to survivors of violence, abuse and exploitation, victims of trafficking, UN Women under the framework of Safe and Fair programme provides support to the Consular Department, Ministry of Foreign Affairs (International Migration Division), to develop Standard Operating Procedures (SOP) for diplomats. This SOP will guide them on how to provide initial assistance, referral and follow up supports to survivors including women migrant workers subject to violence, abuse and exploitation and victims of trafficking. At the same time the SOP will enrich them with knowledge on violence against violence and human trafficking as well as the skills and attitude needed for appropriate engagement with victims and survivors. The development process of the SOP will also create opportunities to bring together international migration, labour migration actors and VAW service providers for an exchange on possibilities to collaborate and establish partnerships in providing coordinated supports to survivors of violence, abuse and exploitation, victims of trafficking.

This TOR specifies the tasks of a consultant as team leader to work on the development of this SOP.

This work will contribute to the output 2.2.3 *Strengthening coordination of and access to quality services for women migrant workers*, of Safe and Fair programme.

## **II. OBJECTIVE OF CONSULTANCY**

The consultancy is for taking a leading role in developing Standard Operating Procedures for Vietnamese diplomats working in Vietnamese diplomatic missions and consular posts abroad, on handling cases and reports on violence, abuse, exploitation and trafficking, especially focus on women including women migrant workers as survivors and victims.

### III. SPECIFIC TASKS

The team leader will work under the direct supervision of UN Women Programme Analyst on Labour Migration, Trafficking and EAW, and in close collaboration with the Head of International Migration Division, Consular Department of Ministry of Foreign Affairs, and perform the following tasks in coordination with a team member consultant, and an international advisor recruited by the Safe and Fair:

- Stock taking existing international and national relevant policies and guidelines including SOP for front-line service providers in handling cases of violence against women and trafficking
- Develop the outline of the SOP for Standard Operating Procedure (SOP) for diplomats on providing initial supports, referral and follow up support to overseas Vietnamese victims of trafficking and survivors of violence, including women migrant workers subject to violence, abuse and exploitation
- Conduct consultation on the outline and the main contents of the SOP with key stakeholders including relevant UN agencies, national and international NGOs, community-based organizations and individual experts
- Develop full contents of the SOP
- Facilitate consultation with relevant stakeholders on the SOP during the event organized by Safe and Fair
- Finalize the SOP basing on the comments and proof-read the designed version of the SOP (the design work is undertaken by Safe and Fair programme).

*Note: The team leader will substantially work on the contents relating to ending violence against women, the team member will substantially work the contents relating to trafficking in person.*

### IV. INSTITUTIONAL ARRANGEMENT

The consultant will work under the supervision of UN Women Programme Analyst and will be ultimately responsible for the Representative of UN Women Viet Nam. The consultant is expected to work homebased and attend to some technical meetings in Ha Noi. If the national consultant lives outside of Hanoi, UN Women will cover the travelling cost to Hanoi based on the UN-EU cost norms.

### V. DELIVERABLES AND SCHEDULE OF PAYMENT

The payment will be provided in two instalments as bellow:

<b>Payment</b>	<b>Deliverables</b> <i>(all deliverables are in both Vietnamese and English)</i>	<b>Timeframe for payment</b>
50% payment	<ul style="list-style-type: none"><li>• Workplan of the assignment</li><li>• Outline of SOP ready for stakeholder consultation</li></ul>	31 Aug 2020
50% payment	<ul style="list-style-type: none"><li>• SOP and the documentation of the consultation process finalized.</li></ul>	31 Oct 2020

## VI. DURATION OF ASSIGNMENT AND DUTY STATION

The consultancy will be conducted from 10 August 2020 to 31 October 2020, home-based and in Ha Noi, Viet Nam.

## 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's Degree in Human Rights, Gender Studies, Social Anthropology or other relevant disciplines	20 points
2	At least 7 years of working experience on ending violence against women and gender quality.	20 points
3	Knowledge in services provision to victims and survivors of violence	20 points
4	Experience in developing guidelines, handbooks in topics relevant to gender equality/ violence against women/ gender responsive service provision	20 points
5	Excellent writing skills in English (submission of writing sample of relevant topic is required).	20 points
	<b>Total</b>	<b>100 points</b>

### 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.

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 PROCEDURES AND DEADLINE

Candidates are requested to send the following documents in separated attachment in one application email to [procurement.vietnam@unwomen.org](mailto: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: 5 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.

