



## Term of reference

---

<b>Reference number</b>	<b><i>TOR-VNM-2020-043</i></b> <b><i>(Please refer to this number in the application)</i></b>
<b>Assignment title</b>	Senior national gender expert to draft the Country Gender Equality Profile with the focus on gender equality in health, land and property, gender-based violence (including sexual harassment and human trafficking), equality in social lives, marriage and family lives and migration
<b>Purpose</b>	To be part of the DFAT-UN Women and ADB consultant team to draft the Country Gender Equality Profile with the focus on gender equality in health, land and property, gender-based violence (including sexual harassment and human trafficking), equality in social lives, marriage and family lives and migration
<b>Location</b>	Home-based with technical meetings in Hanoi, Viet Nam.
<b>Contract duration</b>	10 August 2020 – 10 December 2020 with <b>maximum 40 working days.</b>
<b>Contract supervision</b>	UN Women Programme Specialist - 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.

UN Women Viet Nam Country Office has been an active member of the Viet Nam UN HIV Thematic Group and acts as a leading agency in related to promoting gender equality in the

national HIV response. The result under this LOA will contribute to the achievements of the following outcome and output of UN Women Viet Nam's Annual Work Plan.

- VCO Impact 3 (SP outcome 4): Women and girls live a life free from violence
  - o Outcome 3.1 (VCO Outcome 2.1): An enabling legislative and policy environment from gender perspective and women's rights on ending violence against women and girls and other forms of discrimination is in place and translated into action.
  - o VCO Output 2.1.1: Strengthened capacity of selected legislative and government institutions to review, draft, implement, and monitor laws and policies on ending discrimination and VAW, including budget allocation and expenditures, to align with international and regional standards.

It will also contribute to the achievement of the deliverable 3.1 under the UN HIV Joint Programme on HIV led by the UN HIV Thematic Group and use of joint UN AIDS Budget, Results and Accountability Framework's resources, which is "International standards and good practices on human rights incorporated in the amendment processes of the Law on HIV/AIDS Prevention and Control, the Law on Drugs Prevention and Control and other related laws and policies".

### **Viet Nam context**

Over the past decade, Viet Nam has made huge strides in reforming its legal and policy frameworks to guarantee equality and non-discrimination between women and men in line with CEDAW. The Law on Gender Equality (GEL), adopted in 2006, was followed by the Law on Domestic Violence Prevention and Control in 2007, and later by a Constitutional amendment in 2013, Article 26 that recognizes the principle of substantive equality: "Male and female citizens have equal rights in all fields. The State shall adopt policies to guarantee the right to and opportunities for gender equality."

In addition to the enactment of these laws that specifically concern women's rights, notable efforts have been made to ensure that gender equality is promoted across other laws. For example, the revised Labour Code, which came into effect in May 2013 and was recently amended in November 2019, has added and reinforced provisions on non-discrimination and women's labour rights such as the reduction of the gender gap on retirement age, strengthening parental leave for both parents, and tightening the definition of sexual harassment in the work place.

Viet Nam's gender equality commitments are also embodied in National Strategies and Action Plans put into place consistently to promote gender equality and the advancement of women since the Fourth World Conference on Women in Beijing in 1995. The country has now developed three National Plans of Action for the Advancement of Women for the periods 1997-2000, 2001-2005 and 2006-2010. Moreover, the initial National Strategy for the Advancement of Women for the 2001-2010, was followed by the current National Strategy for Gender Equality (NSGE 2011-2020), which is considered a sectoral strategy that is part of the government's primary planning document, the ten-year Socio-Economic Development Strategy (SEDP) and the five-year Socio-Economic Development Plan (SEDP). As the current NSGE of Viet Nam ends in 2020, the country now is preparing the next NSGE for the period 2021-2030, which will strategically outline the

national target areas to address remaining gender inequality towards 2030, measure progress and guide the implementation of the Gender Equality Law in the next 10 years.

In terms of the translation of these legislative achievements into substantive in gender equality for women and girls in Viet Nam, over the last few decades the country has made significant progress in improving its population's well-being in general and reducing gender disparities, including those related to the achievement of MDG3. Despite these achievements, gender inequality and discrimination persist, exacerbating other forms of disadvantage and disparity, and hindering chances for overall attainment of the sustainable development goals, as per the 2030 Agenda for Sustainable Development. One of the biggest challenges for implementation has been to the lack of availability and collection of robust sex disaggregated and quality data that allows for proper monitoring and evidence-based assessment of progress and remaining gaps with respect to gender equality commitments.

As part of the effort of address this gap in gender data and analysis, on 2016 UN Women Viet Nam Country Office and the Gender Equality Department of the Ministry of Labour, Invalids and Social Affairs jointly developed the country's first "[Facts and Figures on Women and Men in Viet Nam 2010-2015](#)". The publication drew on existing data, bringing together results from a number of national sources from the General Statistics Office (GSO) and the Institute for Social Development Studies (ISDS) as well as surveys supported by Action Aid, the World Bank and the United Nations Country Team (UNCT), to provide the country's first comprehensive analysis of the status of GEWE in one publication. The publication was produced in consultation with national and provincial level authorities, statisticians and gender equality focal points. The process of developing it leveraged and highlighted the Ministry's capacity to analyse data generated by other government departments; thus, strengthening its coordination and monitoring role. With UN Women's support, the Ministry used the production of the report to jump-start Viet Nam's monitoring of the gender equality indicators in the SDGs, providing the Government with an excellent analysis of the availability of Tier I, Tier II and Tier III statistics to monitor all GE indicators in the SDGs, while highlighting important data gaps.

Viet Nam's Fact and Figures has been highlighted as a best practice in the global UN Women guideline for Country Gender Equality Profiles (CGEP), which is a corporate tool to increased national-level knowledge and strengthened national systems to monitor international, regional and national commitments to GEWE. The CGEP has been designed to support UN Women's three-pronged mandate—supporting strengthened global norms and standards; promoting effective coordination, coherence and commitment across the UN System towards gender equality; and supporting Member States to translate global norms and standards into national policies and action, in line with the Entity's Strategic Plan 2018-2021.

The CGEP is a standardized national assessment of the gender equality situation in a given country by UN Women. It is recommended to be undertaken with Government, within the cycle of the UN Women Strategic Plan 2018-2021 and the respective Strategic Notes at country level. In the case of Viet Nam, the CGEP is being led by UN Women, with support of DFAT and the Asian Development Bank (ADB). The CGEP is being undertaken in parallel with the development of the Government of Viet Nam's 2nd National Strategy on Gender Equality (NSGE), which UN Women

and DFAT are also supporting. At this time, the Government of Viet Nam has chosen to focus its human resources on the NSGE but is supportive of the CGEP process occurring.

A CGEP for Viet Nam in 2020 will be timely as it will serve as a baseline snapshot for the NSGE 2021-2030. It will also contribute statistical data and qualitative analysis for Viet Nam's reporting against the SDG 5 and other SDGs to achieve gender equality and empower all women and girls. It will also provide gender analysis and key recommendations for gender mainstreaming in the coming United Nations Country Common Assessment (CCA) and United Nations Sustainable Development Framework (UNSDF) as well as the Strategic Note for UN Women in Viet Nam for the period 2022-2027 which will guide the UN support to the government in Viet Nam in the next 5 years to advance gender equality.

In addition to DFAT, the ADB Viet Nam has worked closely with UN Women in the past few years to advance gender equality in Viet Nam, particularly on gender responsive implementation of the State Budget Law. In 2020, ADB Viet Nam will develop its Country Partnership Strategy 2021-2025 thus, ADB Viet Nam is a like-minded partner, who shares principles and priorities with UN Women and DFAT, and it is well placed to develop the CGEP because CGEP can strategically provide ADB inputs and recommendation in formulating future gender mainstreaming strategies in its Country Partnership Strategy 2021- 2025. Thus, the CGEP of Viet Nam will be a joint publication of UN Women, DFAT and ADB in Viet Nam and deliver a coherent voice to advocate for gender equality in Viet Nam.

Uniquely in 2020, the CGEP for Viet Nam is taking place amid the unprecedented change caused by the global COVID-19 pandemic and is a profound shock to Viet Nam's society. It is important to reflect the COVID-19 impact in the CGEP, including its impact to trends on the gender equality and the empowerment of women in Viet Nam in coming years.<sup>1</sup>

Thus, UN Women is looking for a senior gender expert will work closely with a team led by an international gender expert based at the Embassy of Australia in Viet Nam [the team will include six members: one international consultant team leader, two senior national gender experts, one national consultant on gender statistics and two ADB gender experts]. This consultant will focus on gender equality in health, land and property, gender-based violence (including sexual harassment and human trafficking), equality in social lives, marriage and family lives and migration.

## **II. Objectives**

The main objective of the CGEP of Viet Nam 2020 is to serve as one of the primary sources for evidence-driven advocacy and programming for the national stakeholders, international development partners and the UN system to advance the gains and overcome bottlenecks at the national and regional levels. The report will cover national level statistics, mainly. As well as available studies with smaller samples but robust data covering the period 2015-2020.

---

<sup>1</sup> <https://unsdg.un.org/resources/un-framework-immediate-socio-economic-response-covid-19>

More specifically, the CGEP will aim to:

- **Strengthen the national understanding on data on the advancement of international and national commitments towards GEWE** through an in-depth, national-level analysis of the status of women and men based on both quantitative and qualitative data.
- **Promote the active engagement and buy-in of governmental and non-governmental counterparts** at national and provincial levels as well as development partners.
- **Support the SDGs monitoring processes in Viet Nam**, the National Strategy on Gender Equality 2021-2030 and assist in mainstreaming gender equality in the preparation of the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the period 2022-2027.
- **Strengthen national capacities to monitor implementation** of the commitments to GEWE through the development of the CGEP and to inform evidence-driven advocacy to effect change for women and girls.
- **Elaborate initially on progress in institutional arrangements, policy making and the participation of women** of specific sectors, including social affairs and justice, education and health, disaster management, environmental sustainability and the economy. It discusses women and girls' (changing) participation in social, economic, political and environmental spheres, and access to basic services and resources. The CGEP will reflect the COVID-19 impact to gender equality to Viet Nam and support to a holistic and modern gender equality vision in Viet Nam.
- **Ensure participation and voice of CSOs and groups in situations of vulnerability or marginalization** (those at risk of being left behind) by adding an inter-sectional perspective to gender issues covered.

Based on the CGEPs guidelines for plus the current context, the development of the CGEP will include the following priorities into the process:

1. **The CGEP will be developed in an inclusive manner**, even if entirely online, including consultation with national government counterparts, as well as CSO and gender advocates and representatives from the marginalized groups. It will ensure the inclusion and representation of groups at the greatest risk of being left behind in closing gender gaps. Inter-sectional gender issues are expected to be covered.
2. **The CGEP development process will focus on strengthening national capacities to monitor** the implementation of the commitments on GEWE. This will include building the capacity of the National Statistics Office to support the generation of relevant statistics, and that of data users, to inform evidence-driven advocacy to effect change for women and girls. The CGEP partners (UN Women, DFAT and ADB) will agree on a process for fostering this with the Government of Viet Nam.
3. **The development of the CGEP will bring opportunities to strengthen partnerships** with the national statistics office, CSOs, ministerial responsible for actions and monitoring SGDs in sectoral areas. CGEP partners will leverage existing partnerships with key stakeholders to facilitate the process.
4. **The CGEP will use data from analytical reports** developed by the government (including quantitative data from regular national surveys produced by General Statistic Office-

Ministry of Planning and Investment), UN, CSOs, multilateral and bilateral agencies and academic institutions in Viet Nam. UN Women will coordinate with the UN Gender Theme Group (GTG), the multi-stakeholder Gender Action Partnership (GAP) for the development of the CGEP and bilateral discussions with the multilateral development banks (ADB and World Bank), and key development partners that are supporting Viet Nam on national statistical process and SDGs implementation and monitoring. It is important that UN Women, DFAT and ADB engage the right people to consult with (whether virtually or in-person as that becomes possible), including those who are aware of statistical sources in the country and on-going SDGs implementation and monitoring process. UN Women will also work with GSO to generate additional estimates that capture the situation of the most vulnerable groups.

5. **The CGEP will contain user-friendly forms of quantitative analysis and will also include complementary qualitative analysis of the root causes and bottlenecks to the advancement of GEWE** and the inter-related nature of the data. The focus and nature of the qualitative analysis is to be driven by national needs and contexts of Viet Nam and draw from existing materials produce to report against normative standards, including CEDAW, UPR and BFPA, Gender Equality Law and the review of the NSGE 2011-2020.
6. **The qualitative analysis of the CGEP may include:**
  - a. In-depth analysis of the economic, political and social situation and challenges in Viet Nam, which will provide context to gender analysis, framed against international norms and standard and the national commitment made.
  - b. Prevailing policies at both macro and sectoral levels that impact on GEWE, for example, on labour market and job creation, social protection and service, rural development and infrastructure, ending VAW both in public and private spheres.
  - c. Specific analysis of laws and policies aimed at addressing different aspects of gender inequality, how they are being implemented, any bottlenecks encountered and how these realities may differ for those groups most at risk to being left behind.
  - d. Political analysis of government and other key stakeholders in Viet Nam and how they engaged in shaping gender related policies, including MOLISA, Women's Union, CSOs, private sector and others.

### III. Scope of Work and Expected Tasks

#### Scope of Work

Data in the CGEP will be drawn from official statistical information, including administrative data, household and specialized surveys and the census. It will also be drawn from relevant UN Women global resources containing country statistics, e.g. the Women Count Data Hub. In term of missing data and support the government's tracking of gender-related SDGs, the CGEP will be used to identify gaps in gender data and to advocate for new data collection. The CGEP will also have a section on data quality issues and make recommendations for where and how the quality of quantitative and qualitative data can be improved. CGEP can be used to identify entry points for supporting the government's efforts to improve the regular production of gender statistics, including building the technical capacity of the national statistical systems. This may be done in

collaboration with GSO, and other partners, including UN agencies, academia and CSOs. The CGEP will also draw on, rather than replicate, the analysis of the NSGE team which UN Women and DFAT are supporting.

**Expected Tasks**

The team includes six members: one international consultant team leader and will be based at Embassy of Australia in Viet Nam, two senior national gender experts, one national consultant on gender statistics and two ADB gender experts. This senior national gender expert is one of the two senior national gender expert and will focus on gender equality in health, land and property, gender-based violence [including sexual harassment and human trafficking], equality in social lives, marriage and family lives; and migration.

<p>International consultant [Team leader]</p>	<p>Two senior national gender consultants contracted by UN Women [team members]</p> <p><b><u>This senior national gender expert is one of the two senior national gender consultants contracted by UN Women</u></b> and will be responsible for sections on gender equality in health, land and property, gender-based violence (including sexual harassment and human trafficking), equality in social lives, marriage and family lives and migration</p>	<p>One national expert on gender statistics contracted by UN Women [team member]</p>	<p>ADB consultant team [team members]</p>
<p>Lead the development of the CGEP and on behalf of the technical team, present the CGEP to UN Women</p>		<p>In charge of the data and gender statistics used for the CGEP and produce develop a gender</p>	<p>Focus on the development of the chapters related to women and gender issues in agriculture, rural and</p>

and other national stakeholders		snapshot for Viet Nam.	environment and urban/water sector as well as sector gender analysis and proposed gender mainstreaming of the two selected sectors. These two sectors would be selected based on the operation of upcoming ADB Country Partnership Strategy 2021-2025.
Lead the discussion between UN Women, DFAT, two UN Women national gender consultants on the outline of the CGEP	Participate and technically inputs on the development of the CGEP outline		
Participate and present the CGEP to advisory group <sup>2</sup> coordinated by UN Women in Hanoi to collect their comments and feedbacks	Participate and present the CGEP to advisory group <sup>3</sup> coordinated by UN Women in Hanoi to collect their comments and feedbacks		
Develop specific sections of the CGEP	Develop specific sections of the CGEP	Provide data and gender statistics to support the analysis	Develop specific sections of the CGEP

<sup>2</sup> An advisory group will be established including gender experts from the governments (Gender Equality Department – MOLISA, GSO, CSO and international development partners to vet the drafts of CGEP). This group will guide the development, clearance and launch of the CGEP. It is expected that this group will include the representatives from GED/MOLISA, VWU, VASS, GSO, CSO working on gender equality and other line ministries. This group will give advice on key aspects of CGEP development, the outlines and final contents

<sup>3</sup> An advisory group will be established including gender experts from the governments (Gender Equality Department – MOLISA, GSO, CSO and international development partners to vet the drafts of CGEP). This group will guide the development, clearance and launch of the CGEP. It is expected that this group will include the representatives from GED/MOLISA, VWU, VASS, GSO, CSO working on gender equality and other line ministries. This group will give advice on key aspects of CGEP development, the outlines and final contents



		of the team members	based on the priority issues of ADB
Review and provide technical inputs to session developed by other team members	Provide technical inputs to sections developed by other team members		
Lead the discussion with the technical advisory group on the draft of the CGEP.	Participate and contribute to the discussion	Participate and contribute to the discussion	Participate and contribute to the discussion
Lead the discussion/consultation with wider stakeholders in Viet Nam to verify the contents of CGEP (at least two stakeholders' meetings)	Participate and contribute to the discussion	Participate and contribute to the discussion	Participate and contribute to the discussion
Lead the revision and finalization of the CGEP	Revise relevant parts that the consultants responsible for	Revise relevant parts that the consultants responsible for	Revise relevant parts that the consultants responsible for

#### IV. Institutional arrangement

The consultant will work under the supervision of the UN Women Programme Specialist. She will report to the international consultant who is the team leader and based in the Embassy of Australia in Viet Nam and works closely with other team members of the CGEP.

The consultant will be ultimately responsible to the UN Women Country Representative in Viet Nam. The consultancy is home-based. If the consultant is not based in Ha Noi, UN Women will cover the travelling cost to Ha Noi to attend meetings with relevant stakeholders and the travelling cost will follow UN-EU cost norm.

#### V. Deliverables and Schedule of Payment

The payment will be provided in two instalments as below:

Deadline	Deliverables	Payments
20 September 2020	<ul style="list-style-type: none"> <li>Draft sections on gender equality in health, land and property, gender-based violence [including sexual harassment and human trafficking], equality in social lives, marriage and family lives and migration.</li> <li>Comments on the gender statistics sections</li> </ul>	50%

10 December 2020	<ul style="list-style-type: none"> <li>• Key comments/inputs for other parts of the CGEP</li> <li>• Final sections on gender equality in health, land and property, gender-based violence [including sexual harassment and human trafficking], equality in social lives, marriage and family lives; and migration.</li> </ul>	50%
------------------------	---	-----

## VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 10 August 2020 – 10 December 2020 and home-based, including attending some technical meetings in Hanoi.

## 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 Gender and Development, Sociology, Statistics or other relevant disciplines	20
2	At least 15 years of relevant research experience on gender and development in Viet Nam	20
3	Having a very good understanding on legal framework on gender equality and the empowerment of women in Viet Nam, including the National Strategies/Plans on Gender Equality in Viet Nam.	20
4	Experience in writing gender related reports/publications targeting policy makers to advocate for gender equality issues, particularly in the following areas: institutional arrangement for gender equality, gender equality in health, land and property, gender-based violence [including sexual harassment and human trafficking], equality in social lives, marriage and family lives.	20
5	Experience in working with UN agencies will be an advantage	10
6	Strong writing skills	10
	<b>Total</b>	<b>100</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:

<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 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 the consultancy position
2. Updated CV
3. Two reports to show the experience on researches and writing skill in the relevant areas
4. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
5. 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: 14 July 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://training.dss.un.org/>
- 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.