



## Term of reference

<b>Reference number</b>	<b>TOR-VNM-2020-058</b> <i>(Please refer to this number in the application)</i>
<b>Assignment title</b>	<b>Local Gender Consultant</b> To support Ho Chi Minh city to coordinate activities in agreed workplan 2020 under the MOU 2019-2021 between UN Women and DOLISA HCMC to implement the Safe Cities Programme in HCMC for the period 2019-2021
<b>Purpose</b>	Coordinate activities in agreed workplan 2020 including activities related to gender responsive budgeting and prevention of violence against women and activities of the project “Supporting Interventions to Eliminate Violence against Women and Children in Viet Nam under COVID-19 Emergency Context in 2020”
<b>Location</b>	Ho Chi Minh City, Viet Nam
<b>Contract duration</b>	7 September 2020 - February 2021 with <b>maximum 96 working days.</b>
<b>Contract supervision</b>	UN Women Programme Analyst - UN Women Viet Nam Country Office

### I. Background

Viet Nam has made notable progress in gender equality during the past few decades, including improvements to policies, legal frameworks and the national institutional mechanism on gender equality and the advancement of women. This progress has been reflected in diverse areas, including education and training, the economy, employment, health care, labour and political participation.

Although the Government has made great efforts to follow and act in the spirit of the Gender Equality Law 2006 (GEL) and the National Strategy on Gender Equality (NSGE) 2011–2020, efforts towards gender equality and the advancement of women continue to face challenges. Violence

against women and girls as well as the sex ratio imbalance at birth induced by deep seated beliefs and traditions that value boys more than girls remain significant concerns within Vietnamese society. Meanwhile, challenges in informal sector employment, climate change impacts and social security system access limitations have affected the lives of a large segment of the country's population, and disproportionately the women among the poor. 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. Persistent gender stereotypes, exacerbated by media portrayal of the traditional roles of women and men, remain barriers to changing society's perceptions of women and gender.

In June 2015, the National Assembly approved revisions to the State Budget Law and Law on Promulgation of Legal Documents. A notable change in the former is that gender equality has been included as one of the principles for state management of budgets. Integrating considerations for gender equality in all stages of the State Budget process is a significant undertaking yet Gender Responsive Budgeting (GRB) is still an unfamiliar concept in Viet Nam with little capacity in government to drive and ensure that this commitment in the State Budget Law (2015) will be translated into any change in resource allocation. Time is therefore right to systematically introduce GRB. The implementation of GRB must be an integral part of the ongoing public finance management (PFM) reform process including reform of legal and policy frameworks on the budget process, institutional changes to promote transparency and accountability, and the participation of citizens in budget formulation and allocation.

Since 2016, UN Women supported Ho Chi Minh City to implement the global initiative on HCMC Safe and Friendly City for Women and Children Programme 2017-2021. The HCMC Safe and Friendly Cities for women and children programme 2017-2021 (hereby referred to as the Programme) is built on the UN Women's Flagship Initiative, incorporating UNICEF's Child Friendly City Initiative, and it was designed with local multi-sectoral partners. Sexual harassment and other forms of sexual violence against women and children in public spaces<sup>1</sup> is the main focus of the Programme. Women's and children's rights approaches and participatory methods, which work to empower women and children to bring about change and sustain success, are at the heart of the Programme. The Programme's primary beneficiaries will be women and children affected by gender-based violence particularly sexual harassment and other forms of sexual violence against women and children in public spaces. Secondary beneficiaries will be national and city-level policymakers in key sectors, community actors, men and boys, youth, law enforcers and other service providers, the private sector, and development partners. UN Women in partnership with DOLISA Ho Chi Minh has implemented the Programme since 2017.

The overall goal of this Programme is: Women and children are socially, economically and politically empowered in public spaces in Ho Chi Minh City which are free from sexual harassment and other forms of sexual violence. The theory of change (ToC) for this goal is: **If** (1) gender-responsive, locally relevant and owned interventions are identified on creating safe public

<sup>1</sup> Refer to Glossary of terms and definitions:

[http://www.endvawnow.org/uploads/browser/files/glossary\\_and\\_definitions\\_of\\_key\\_terms\\_sc\\_gp\\_march\\_2011.pdf](http://www.endvawnow.org/uploads/browser/files/glossary_and_definitions_of_key_terms_sc_gp_march_2011.pdf)

spaces; (2) comprehensive legislation and policies to prevent and respond to sexual harassment and other forms of sexual violence against women and children in public spaces are developed and implemented; (3) investments in the safety and economic viability of public spaces, including public infrastructure/economic developments are effective and accessible to all; and 4) social norms related to women's and girls' rights to enjoy public spaces free from sexual harassment and other forms of sexual violence are improved; **then** women and children are socially, economically and politically empowered in public spaces; **because** the risks of sexual harassment and other forms of sexual violence against women and children have been reduced through sustainable local solutions.

In 2018, HCMC DOLISA established 4 Male Advocates Clubs in District 1 and District 10 as core community task forces to prevent SHSV and promote gender equality under the Programme following UN Women's male advocate club model<sup>2</sup> effectively implemented in Da Nang City. In 2019, another 2 Male Advocates Clubs at city level: 1 Army club and 1 youth club of DOLISA HCMC were established. In total, there are 6 Male Advocates Clubs have been maintained in the city.

In 2018, under the Programme on Safe Cities for women and girls, UN Women, Department of Labor-invalids and Social Affairs and Ho Chi Minh People's Council has developed a *Guidelines on Gender Responsive Budgeting (GRB) in verification and monitoring of budget implementation of the People's Council*. The guidelines aimed to provide a basic knowledge of gender, gender equality and GRB and thus, offer skills with which to apply gender equality principles in budget monitoring and decisions of the People's Council to conform to State Budget Law (2015). At the same time, it offers guidelines to delegates of the People's Council, its Standing Board and People's Council Boards as well as officials from the city/provincial Departments, Committees and sectors on methods to apply with which to integrate gender into the budget process based on the mandate and functions of each agency. It is designed to target those who are delegates of People's Councils and officials from the offices of People's Council and People's Committee; leaders of city/provincial Departments, Committees, sectors; including officers working on planning, finance and budget at city/provincial, district, ward/commune levels, in function of the advancement of women and gender equality.

In 2018 and 2019, UN Women supported Ho Chi Minh city to conduct interventions in transportation sector to ensure the safety for women and girls in public buses, including raising awareness and conduct study on sexual harassment and sexual violence at public space. A series of activities on EAW preventions have been implemented, including the establishment and operations of the male clubs on gender equality. UN Women has supported the city to strengthen capacity on gender responsive budgeting to ensure the city's accountability for gender equality and the advancement of women toward the city goal on safety for women and girls.

<sup>2</sup> Male advocates and volunteerism in prevention of violence against women and girls is an intervention implemented by Da Nang women's Union with supported of UN Women, UNV and Partners for Prevention. The intervention addresses some key risk factors for VAWG, as identified in the UN Multi-Country Study on Men and Violence. The intervention works with youth and older men to transform harmful masculinities and engage men to become male advocates in their communities for violence prevention through a volunteerism component. For more information, please visit: <http://www.partners4prevention.org/resource/viet-nam-factsheet>

On 30 December 2019, a new strain of coronavirus (2019-nCoV, or COVID-19) was reported to the World Health Organization (WHO). Since then, the COVID-19 virus has rapidly spread worldwide and turned into more than a global health crisis, but socio-economic as well. Viet Nam, like virtually all countries, has been deeply affected by the COVID-19 pandemic.

Together with other UN partner agencies, UNFPA, UNICEF and UN Women are supporting the government's ongoing efforts in the COVID-19 emergency, with the objective to build strong and more resilient national systems that can better respond to the social impacts of COVID-19 pandemic, especially to address VAWC in a holistic and systemic way.

A joined project named ***“Supporting Interventions to Eliminate Violence against Women and Children in Viet Nam under COVID-19 Emergency Context in 2020”*** developed by UNFPA, UNICEF, and UN Women funded by DFAT is to strengthen the national response mechanisms to VAWC in context of the COVID-19 crisis. In times of unprecedented crisis, ensuring that all women and children in Viet Nam, especially those most vulnerable ones, can live a life free of violence as per SDG5 to achieve Gender Equality and Goal 16 to end all forms of violence against children take more relevance than ever, and requires the unequivocal commitment of all partners to work jointly under one common goal.

The joint initiative put forward emergency crisis support in a relatively short period from June 2020 to the end of February 2021. In the current situation of Viet Nam, it is very likely that most cases of VAWC will remain unreported due to the pre-existing lack of available, safe, ethical and quality response services - a problem which will be compounded by the flooding of health services responding to the COVID-19 outbreak, restricted movement, as well as fears of stigmatization, reprisal, and lack of access to appropriate information on seeking help.

The **overall goal** of this project for is that *all women and children in Viet Nam, including those most vulnerable, live a life free of violence and prioritized as part of the COVID-19 response*. The project activities in Ho Chi Minh city under the management of UN Women is in line and complement with existing interventions in Ho Chi Minh city under the Safe Cities programme.

In this context, UN Women Viet Nam is looking for a local gender consultant to support Ho Chi Minh city to coordinate activities in agreed workplan 2020 on gender equality and ending violence against women in both public and private spheres especially in during COVID-19 crisis. The consultant will need to work closely with the Safe cities programme's stakeholders, including People's Council and relevant departments such as Department of Labor, Invalid and Social Affairs, Department of Transportation, Department of Health among others as well as District 1 and District 10.

## **II. Objectives**

The objective of the consultancy is to provide technical support and coordination with Ho Chi Minh city to execute activities in agreed workplan 2020 of UN Women and DOLISA HCMC on gender responsive budgeting and gender equality as well as ending violence against women in both public and private spheres especially during COVID-19 crisis.

### III. Scope of Work and Expected Tasks

#### Scope of Work

Coordinate and support DOLISA HCMC on the delivery of agreed workplan 2020 in safe cities programme for women and girls in Ho Chi Minh city including activities related to gender responsive budgeting and prevention of violence against women in public spaces as well as activities under “Supporting Interventions to Eliminate Violence against Women and Children in Viet Nam under COVID-19 Emergency Context in 2020.”

#### Expected Tasks

Specific tasks include:

- Coordinate and support organization of the Social Work Forum in Hospitals in Ho Chi Minh city towards the establishment of One-Stop-Shop Centres to support survivors of GBV violence, especially in the context of crisis like COVID-19.
- Develop training documents on the roles of Bus Drivers in GBV prevention and response in bus and public spaces to integrate into chapter III of the Transport sector’s training manual for drivers namely Traffic Culture and Code of Conduct for Driver; and deliver training for bus drivers.
- Coordinate the workshop to transfer the Male Advocate Manual for local experts and provide regular coaching for 6 Male clubs in Ho Chi Minh city.
- Provide technical assistance and coordination to Ho Chi Minh Department of Labor-Invalids and Social Affairs (DOLISA HCMC) in instructing the speakers to prepare and submit their presentations and organizing a city’s review workshop on 10 year implementation of National Strategy on Gender Equality 2011-2020 and 5 year implementation of the National Thematic Project on GBV prevention and Response 2016-2020 with the vision 2020 including 4 year implementation of the Safe Cities Programme in Ho Chi Minh city.
- Coordinate and organize the Men’s Forum Breakfast on Role of male front liners in GBV prevention in COVID-19 pandemic to commemorate the 16 days of activism to end violence against women campaign and the National Action month on GE and GBV prevention.
- Support DOLISA HCMC to monitor and prepare the monitor reports of all activities in the agreed workplan with UN Women.
- Provide coordination support for the organization of the technical meetings between Committee for the Gender Equality and the Advancement of Women, Department of Economic and Budgetary Affairs, City Department on Transportation Project/Green Transportation Project and UN Women to apply gender responsive budgeting into the Green Transportation Project.
- Provide coordination support for the organization of training workshop to build capacity of the relevant stakeholders, particularly the City Department on Transportation Project/Green Transportation Project and service providers for Green Transportation Project on the application of gender responsive budgeting into the Green Transportation Project, including the identification of relevant participants;

- Provide coordination support for the organization of consultation workshop on gender responsive public toilets for District 10, HCMC

#### IV. Institutional arrangement

The local consultant will work under the supervision of the UN Women Programme Analyst. The consultant will be ultimately responsible to the UN Women Country Representative in Vietnam. The consultancy is based in Ho Chi Minh City at DOLISA HCMC office.

#### V. Deliverables and Schedule of Payment

The payment will be provided in two instalments as below:

Deadline	Deliverables	Schedule of Payments
15 October 2020	<ul style="list-style-type: none"> <li>• Training documents on the roles of Bus Driver in GBV prevention and response in bus and public spaces to integrate into chapter III of the Transport sector’s training manual for drivers namely Traffic Culture and Code of Conduct for Driver in Vietnamese, agendas and training report in Vietnamese.</li> <li>• Workshop agenda and list of participants, list of facilitators of male clubs received coaching and the contents in Vietnamese.</li> <li>• Timesheet signed by the Head of Children Protection and Gender Equality Unit, DOLISA HCMC.</li> </ul>	25%
20 November 2020	<ul style="list-style-type: none"> <li>• List of the participants and the minutes of the technical meeting on GRB with and between Committee for the Gender Equality and the Advancement of Women, Department of Economic and Budgetary Affairs, City Department on Transportation Project/Green Transportation Project and UN Women to apply gender responsive budgeting into the Green Transportation Project in Vietnamese.</li> <li>• List of the participants and workshop minutes of the training workshop to build capacity of the relevant stakeholders, particularly the City Department on Transportation Project/Green Transportation Project and service providers for Green Transportation Project on the application of gender responsive budgeting into the Green Transportation Project in Vietnamese.</li> <li>• List of the participants and workshop minutes of the consultation workshop in district 10 on gender responsive public toilets in Vietnamese.</li> <li>• Timesheet signed by the Head of Children Protection and Gender Equality Unit, DOLISA HCMC.</li> </ul>	25 %
31 December 2020	<ul style="list-style-type: none"> <li>• Tentative agenda, MC scripts, list of the participants, meeting minutes, a package of presentations of speakers attending the a review workshop on 10 year implementation of National Strategy on Gender Equality 2011-2020 and 5 year implementation of the</li> </ul>	40%

	<p>National Thematic Project on GBV prevention and Response 2016-2020 with the vision 2020 including 4 year implementation of the Safe Cities Programme in HCMC in Vietnamese.</p> <ul style="list-style-type: none"> <li>• Draft workplan of GE programme and GBV project in HCMC in the period of 2021-2025 in Vietnamese</li> <li>• Tentative agenda, MC scripts, list of the participants the Breakfast for Men's Forum on Role of men front liners in GBV prevention in COVID-19 pandemic to commemorate the 16 days of activism to end violence against women campaign and the National Action month on GE and GBV prevention in Vietnamese.</li> <li>• Timesheet signed by the Head of Children Protection and Gender Equality Unit, DOLISA HCMC.</li> </ul>	
28 February 2021	<ul style="list-style-type: none"> <li>• Tentative agenda, MC scripts, meeting minutes, list of the participants, a package of presentations from guests attending Social Work Forum in Hospitals in Ho Chi Minh city in COVID-19 context in Vietnamese.</li> <li>• Timesheet signed by the Head of Children Protection and Gender Equality Unit, DOLISA HCMC.</li> <li>• DOLISA's report of all activities in the agreed workplan with UN Women in both English and Vietnamese.</li> </ul>	10%

## VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 7 September 2020 – 31 December 2020 and office-based at DOLISA HCMC office, including attending attend meetings and workshops in Ho Chi Minh city.

## 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 on Gender and Development Studies, Social Sciences or related fields	20
2	A minimum of 5 year relevant working experience on gender equality and GBV prevention and response.	15
3	Experience in developing training documents and delivering trainings on GBV prevention and response;	20
4	Experience in organizing communication events	25
5	Experience in providing technical advice on gender equality for the government agencies	10
6	Knowledge and working experience especially on development project coordination in Ho Chi Minh city will be an advantage.	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. One report/publication/presentation/article on gender responsive budgeting as an evidence of GRB working experience.
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: 4 September 2020**

**IIX. 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.

**For UN Women only**

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<b>Certified (procurement) by:</b>	Nguyen Thu Huyen /Procurement Assistant
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