## 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.

In March 2018, in Bangkok, SIDA, UN Environment and UN Women launched a new programme on “Strengthening Human Rights and Gender Equality through climate change actions and disaster risk management.”. The regional programme will run for five years, starting 2018, and focus on three countries in Asia- Bangladesh, Cambodia and Viet Nam; and regional level activities. The Project aims to contribute to the overall Outcome of ‘Implementation of climate change and DRR actions in Asia and the Pacific address key drivers of gender-based vulnerabilities and enhance human rights’.

---

### Reference number

**TOR-VNM-2020-065**

*(Please refer to this number in the application)*

### Assignment title

National gender consultant to provide the technical and administrative support for the organization on the consultation workshop to finalize the CEDAW periodic report number 9th for the period 2015 – 2019

### Purpose

To support the Department of Legal Affairs/Ministry of Labor, Invalids and Social Affairs (MOLISA) to provide the technical and administrative support for the organization on the consultation workshop to finalize the CEDAW periodic report number 9th for the period 2015 – 2019

### Location

Home-based, Hanoi, and support the workshop to be organized in Ho Chi Minh on 22 October 2020

### Contract duration

12 October to 30 October 2020 (maximum 12 working days)

### Contract supervision

UN Women Programme Specialist
In Viet Nam, under the UN Women’s component, the project focus on three output areas as follows:

- **Output 1**: Women and marginalised groups are able to exercise their rights to lead, meaningfully participate in, and influence climate change and DRR decision-making processes;
- **Output 2**: Governments and key stakeholders are able to generate, analyse and use sex, age, and diversity disaggregated data to inform climate change and disaster risks and actions;
- **Output 3**: National institutions develop/revise climate change and DRR regulatory and policy frameworks and climate change financing to integrate and enhance responsiveness to human rights and gender equality commitments.

**Country context**

The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) is the authoritative legal instrument on women’s human rights and a binding source of international law for those States that have ratified it, while its implementation is monitored by the Committee on the Elimination of All Forms of Discrimination against Women. CEDAW can be seen as a key pillar Convention of the United Nation. It can be seen as a comprehensive treaty of women human rights.

Viet Nam has ratified CEDAW in 1982 and has been demonstrating strong commitment to fulfil international standards on women’s rights and gender equality. To implement its obligation to CEDAW, Viet Nam regularly submitted its periodic reports and received constructive Concluding Observations from the CEDAW Committee. In 2015, one the key recommendations of the CEDAW Committee to Viet Nam was to enhance legislation and take appropriate measure to address gender-based violence and enhance legal aid for women victims and their access to justice. Since then, Viet Nam always demonstrates its high commitment in eliminating all forms of discrimination against women responding CEDAW requirements.

Viet Nam submitted CEDAW Committee the combined report 7-8 on its implementation of CEDAW. Later upon the request of the CEDAW Committee Viet Nam submitted the updated report for the period of 2011-2014 before the Viet Nam dialogue session in Geneva in July 2015.

According to CEDAW Committee’s recommendation, Viet Nam will have to submit its periodic report number 9th for the period 2015 – 2019, which will be due in October 2020. In order to develop a comprehensive report, Vietnamese government should conduct a review and assessment of Viet Nam related legislation and on the areas mentioned in CEDAW from 2015 up to now.

UN Women played active role to support MOLISA to prepare for government delegations to participate the 61th Session of the Committee in Geneva in 2015 through drafting update report and mock up session. In 2015, UN Women supported MOLISA to develop National Plan of Action from 2017- 2020, which was approved by Prime Minister in May 2017.

2020 will be a pivotal year for the accelerating gender equality and the empowerment of all women and girls. As the global community marks the twenty-fifth anniversary of the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform for Action (BPFA) of 1995¹, and five years of the 2030 Agenda for Sustainable Development² and its Sustainable Development Goals, the moment is

---

¹ *Report of the Fourth World Conference on Women*, Beijing, 4–15 September 1995, chap. I, resolution 1, annexes I and II.
² General Assembly resolution 70/1.
right to achieve irreversible and measurable progress towards these universal commitments to all women and girls, everywhere. In Viet Nam, 2020 will be the final year of the implementation of its first National Strategy on Gender Equality and preparation for a new strategy for the period 2021-2030. Viet Nam report on Beijing +25 is comprehensive covering 12 topics of the Beijing Platform for Action, but mostly mentioned what Viet Nam achieved according to the format of the report.

2020 will be an important year for Viet Nam to submit the 9th CEDAW periodic report to response to the Committee’s recommendations to Viet Nam regarding 03 areas namely ending violence against women, migrant workers and rural women.

In this context, UN Women is seeking for one national consultant to provide technical and administrative support to the Department of Legal Affairs under Ministry of Labour- Invalid and Social Affair on the organization of the public consultation on the draft CEDAW periodic report number 9th for the period 2015 – 2019 of the Government of Viet Nam.

II. Objectives of the consultancy


III. Specific Tasks

The consultant is expected to meet the following tasks:

- Technical support to Legal Department (MOLISA) in preparation and finalize the consultation workshop agenda, which will be organized on 22 October 2020 in Ho Chi Minh
- Identify the key stakeholders and representative from the line ministries, provincial levels, trade unions and employers that should be invited to the workshop
- Liaise and work with independent experts who will be invited to the workshop to collect comments and inputs
- Liaise and provide technical support to MOLISA to prepare guiding questions for the technical discussions of the consultation workshop
- Prepare a workshop report which include comments from experts and participants and conclusions from MOLISA on taking these recommendations into consideration for the CEDAW report.

IV. Institutional Arrangement

The consultant will work under the supervision of UN Women Programme Specialist and will be ultimately responsible for the UN Women Viet Nam Country Representative. UN Women will cover the travelling cost to Ho Chi Minh based on the UN-EU cost norms to attend the consultation meeting.
V. Deliverables and Schedule of Payment

The payment will be provided in two instalments as bellow:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Deliverables</th>
<th>Timeframe for payment</th>
</tr>
</thead>
</table>
| 100% of payment  | • Agenda of the consultation workshop developed in consultation with MOLISA.  
                      • Final list of the participants with the representatives from key stakeholders from the line ministries, provincial levels, trade union and employers.  
                      • Consultation workshop report which include comments from experts and participants and conclusions from MOLISA on taking these recommendations into consideration to finalize the CEDAW report (in Vietnamese). | 30 October 2020           |

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 12 October to 30 October 2020, home-based and in Hanoi, Ho Chi Minh city, 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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree in sociology, development studies, gender, human rights or relevant fields</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>At least 10 years of working experience with government for gender equality and women advancement</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Experience with the governmental and inter-ministerial organization processes for the development of the periodic CEDAW report</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Good understanding on international commitment on gender equality, including CEDAW, and other international instruments. Familiar with CEDAW report process, procedures and contents of the report.</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Having good knowledge on stakeholders working on gender equality in Viet Nam</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Good writing skills</td>
<td>10 points</td>
</tr>
<tr>
<td>---</td>
<td>---------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100 points</td>
</tr>
</tbody>
</table>

**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:

1. Responsive/compliant/acceptable; and
2. 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:** 24 September 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](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.