



TERM OF REFERENCE

Reference number	<i>TOR-VNM-2020-080</i> <i>(Please refer to this number in the application)</i>
Assignment title	National gender consultant on Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)
Purpose	To technically support the Department of Legal Affairs/Ministry of Labor - Invalids and Social Affairs (MOLISA) to finalize the draft 9 th periodic CEDAW report number 9 th for the period 2015 – 2019
Location	Home based with technical meetings in Hanoi.
Contract duration	15 November 2020 to 30 March 2021 (maximum 20 working days)
Contract supervision	UN Women Programme Specialist

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.

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 61st Session of the Committee in Geneva in 2015 through drafting update report and mockup 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 has been an important year for Viet Nam to prepare the 9th CEDAW periodic report to response to the Committee’s recommendations to Viet Nam regarding three areas namely ending violence against women, migrant workers, and rural women. The first 9th periodic report was presented to the stakeholder meeting in Ho Chi Minh in October 2020. A list of recommendations has been collected for MOLISA to revise the report before sending the revised draft to other line ministries and the Office of the Government for comments. In this context, UN Women is looking for a national consultant on CEDAW who will work closely with the staff from the Department of Legal Affairs to improve the report so that the Department can share the second draft to the line ministries for the written comments.

II. Objectives of the consultancy

The consultancy will aim to support the government to finalize the CEDAW periodic report 9th (2015 – 2019) of the Government of Viet Nam.

III. Specific Tasks

The consultant is expected to meet the following tasks:

- Review the technical comments from the consultation meeting organized by UN Women and Department of Legal Affairs on the draft of the 9th periodic report.
- Work with the Department of Legal Affairs to collect relevant data and analysis from the line ministries to revise the draft report which will be presented to the line ministries for written comments (second draft).
- Review the technical comments from the line ministries and work with the staff from Department of Legal Affairs to produce the third draft which will be submitted to the Office of the Prime Minister for clearance before submitting to the CEDAW Committee.
- Work with the Department of Legal Affairs to revise the third report after receiving the comments from Office of the Prime Minister which will be served as the final report of 9th periodic 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. If the consultant is not based in Hanoi, UN Women will cover the travelling cost to Hanoi to attend the technical meetings organized by MOLISA and UN Women following the UN-EU cost norms.

V. Deliverables and Schedule of Payment

The payment will be provided in two instalments as bellow:

Payment	Deliverables	Timeframe for payment
50% of the payment	<ul style="list-style-type: none">• Inputs to the second draft of the 9th period report (Vietnamese)	15 Dec 2020
50% of the payment	<ul style="list-style-type: none">• Final report of the the 9th period report (Vietnamese)	30 March 2021

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 15 November to 30 March 2020 (maximum 20 working days), home-based and with technical meeting in Hanoi, 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 sociology, development studies, gender, human rights or relevant fields	20 points
2	At least 10 years of working experience in the government	20 points
3	Good understanding on international commitment on gender equality, including CEDAW	20 points
3	Having good knowledge on stakeholders working on gender equality in Viet Nam	20 points
4	Good understanding on the governmental process in producing country report for the international commitments	10 points
5	Good writing skills	10 points
	Total	100 points

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: 10 November 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.