



TERMS OF REFERENCE

Reference number	TOR-VNM-2021-004 (please refer to this number when you send the application)
Post Title	International Consultant on Gender Equality
Purpose	Provide technical support to Coordination, Policy Advocacy and Partnership Building and Resource Mobilization efforts of the Viet Nam Country Office
Location	GOUNH, Hanoi, Vietnam* <i>*The consultant is expected to be in Hanoi at the time of the consultancy - Travel costs to/from the duty station are not included.</i>
Contract duration	1 February – 15 December 2021 (for a maximum of 191 working days)
Contract supervision	UN Women Programme Specialist
Application deadline	<u>15 January 2021</u>

I. Background

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 Viet Nam, UN Women's country strategy focuses on two areas: (i) Remove structural barriers that inhibit women's economic empowerment and resilience to economic shifts, disasters, and climate change; and (ii) End Discrimination and Violence Against Women and Girls. As part of the first area of work, UN Women focuses on supporting evidence-based advocacy for gender-responsive normative frameworks, as well as coordinating high-level policy advocacy with strategic development partners.

UN Women will lead the joint efforts with UN agencies and other gender advocates from government, development partners, and CSOs and community-based organizations to advocate for improved compliance with international standards on human rights and gender equality through the provision of evidenced-based technical support to law drafting and policy making bodies.

An **Informal Ambassadors and Heads of Agencies Gender Policy Coordination Group** was established in December 2012 to enable a coordinated high-level policy engagement with government on gender equality issues. The group aims to exchange evidence and analysis on gender issues and promote coherent and coordinated dialogue with various national counterparts such as government, legislators, etc. around key priorities for gender equality in Viet Nam. The group meets 3 times a year under the leadership of two co-chairs (the UN Resident Coordinators and one Ambassador), and UN Women serving as Secretariat of the group.

In 2020 Viet Nam has seen the outbreak of the novel coronavirus (COVID-19) to become a national emergency and later, a global pandemic. As a response measure, UN Women has developed joint programming on Gender-Based Violence and Domestic Violence, in addition to the programme on the **Essential Services Package**. These programmes are vital to the response and recovery of Viet Nam to the COVID-19 pandemic. Moreover, UN Women has developed and will be **developing proposals** for (joint) programming on various thematic areas in which there are disproportionate gendered impacts of COVID-19 as well as natural disasters or climate change, and there is a need for development assistance to women to ensure no one is left behind.

Under the **WeEmpower Asia** programme, UN Women in Viet Nam has achieved notable successes in 2020 such as doubling the amount of WEPs (Women's Empowerment Principles) signatories in the country. For 2021, focus on the promoting of the WEPs will continue and in that context a WEPs championship and network will be set up with the objective of ensuring the sustainability of the programmes frameworks beyond the duration of the programme.

UN Women's work in Viet Nam is guided by a Strategic Note and an Annual Work Plan based on UN Women's Global Strategic Plan and is also aligned with the One Strategic Plan between the Government of Viet Nam and the United Nations in Viet Nam. The current Strategic Note ends in 2021 and the next Strategic Note will cover 2022-2026. The financial sustainability of the office depends on a diverse source of funding at global, regional, and national levels. Therefore, in 2021 the office will update its **Strategic Note** for the upcoming years.

II. Objective of the Consultancy

The consultancy is aimed at providing technical and logistical support for the implementation three concrete areas of work under the UN Women Vietnam's Annual Work Plan: 1) the management and technical support of the Informal Ambassadors and Heads of Agencies Gender Policy Coordination Group, 2) supporting the implementation of the strategic partnerships and resource mobilization strategy and workplan for 2021 and beyond to ensure the financial sustainability of the office by developing programme proposals and a new Strategic Note and 3) support UN Women in specific implementation aspects of programmes relating to both Women's Economic Empowerment as well as Elimination of Violence Against Women.

III. Scope of Work and Expected Tasks

The international consultant will work under the technical supervision of UN Women Head of Office, in close guidance by the Programme Specialist (who will manage her/him administratively) and in collaboration with designated Programme Officers to provide services for the three areas outlined below. The following tasks are not exhaustive, nor are they listed in sequential order, and will require action and deliverables at different times.

1. Support UN Women's coordination, planning and resource mobilization (60% of time)

- Provide technical and logistical support to the Secretariat of the Informal Ambassadors and Heads of Agencies Gender Policy Coordination Group in accordance with Co-Chairs'

workplan. This includes undertaking background research to develop key advocacy messages in priority areas, as well as supporting with the technical preparation of the group's meetings (3 per year), for priority areas of work of the Group.

- Write proposals for funding independently as well as jointly with other UN agencies in Viet Nam.
- Support development of Office's Strategic Note for 2022-2026 by coordinating with the international consultant and providing inputs with regards to the national context and RM strategy.
- Provide technical inputs to statements, speeches, communication materials, etc. upon request of the Country Representative.

2. Support UN Women's WeEmpower Asia programme in Viet Nam (20% of time)

- Develop new partnerships with private sector organizations and others to advance the WEPs and women's entrepreneurship agenda and seize RM opportunities.
- Develop lesson learnt and best practices from WEPs signatories based on WEPs Awards' winning companies and some other WEPs signatories in Viet Nam in order to create a community of practice on gender-responsive business in Viet Nam

3. Support UN Women's ESP programme on justice system development (20 % time)

- Discuss and prepare the PA prodoc with MOJ on the implementation of justice component of ESP programme.
- Provide technical guidance and inputs for the activities implemented under the above PA with MOJ in line with global standards in ESP.
- Provide technical brief on justice services as one of essential services for survivors of GBV in emergency context response.
- Other technical support related to GBV and COVID-19 efforts as per request of the Country Representative.

IV. Deliverables and Schedule for payment

4.1. Deliverables

Payment will be in **four installments of equal value** made upon satisfactory receipt and approval of the following specific deliverables will be required:

- 1. Support UN Women's coordination and normative mandate at national level (30%):**
 - Annotated agenda, summary notes of meeting, and presentations and technical briefings prepared for the Informal Amb/HoA Group in the quarter in which the meeting took place (3 meetings expected per year).
 - Technical briefs or presentations with regards to the 2021 focus area for the Amb/HoA Group.
- 2. Support UN Women's planning and resource mobilization (30%)**
 - Two proposals for (joint) programming.
 - Inputs to the drafts of Strategic Note 2022-2026 on context analysis and RM strategy, and overall comments in collaboration with an International Consultant.
- 3. Support UN Women's WeEmpower Asia programme (20%)**

- Two partnership and/or resource mobilization opportunities concretized linked to WEPs signatories or women’s entrepreneurship promotion for the VCO (specifically, the We Empower Asia Manager in Vietnam) to finalize.
 - Lesson learnt and best practices from WEPs signatories in Viet Nam developed (about 8-12 pages).
4. **Support UN Women’s ESP programme (20%)**
- Draft PA with MOJ on implementation of ESP’s justice component ready for VCO to finalize.
 - Technical guidance and inputs for the activities implemented under the above PA with MOJ in line with global standards in ESP.
 - Technical brief on justice services as one of essential services for survivors of GBV in context emergency response

4.2. Schedule for payment

Item	Deliverables	Proposed deadline for payment	Amount
1	<p>Support UN Women’s coordination and normative mandate at national level</p> <ul style="list-style-type: none"> • Prepare materials for Informal Amb/HoA Group first meeting. (agenda, annotated agenda, presentations etc) • Technical brief on Amb/HoA Group’s focus area. • Summary notes and follow up on Amb/HoA Group’s first meeting. <p>Support UN Women’s ESP programme</p> <ul style="list-style-type: none"> • Draft PA with MOJ on implementation of ESP’s justice component for VCO to seek signature 	1 April 2021	25%
2	<p>Support UN Women’s planning and resource mobilization</p> <ul style="list-style-type: none"> • Proposal for (joint) programming (1). • Inputs to First Draft Strategic Note 2022-2026. <p>Support UN Women’s WeEmpower Asia programme</p> <ul style="list-style-type: none"> • One formal lead for partnership or resource mobilization linked to WEPs signatories or women’s entrepreneurship promotion for the VCO to finalize. • Lesson learnt and best practices from WEPs signatories in Viet Nam developed (about 8-12 pages) <p>Support UN Women’s ESP programme</p>	1 July 2021	25%

	<ul style="list-style-type: none"> • First draft of technical brief on justice services as one of essential services for survivors of GBV in context emergency response 		
3	<p>Support UN Women’s coordination and normative mandate at national level</p> <ul style="list-style-type: none"> • Prepare materials for Informal Amb/HoA Group first meeting. (agenda, annotated agenda, presentations etc) • Technical brief on Amb/HoA Group’s focus area. • Summary notes and follow up on Amb/HoA Group’s second meeting. <p>Support UN Women’s planning and resource mobilization</p> <ul style="list-style-type: none"> • Proposal for (joint) programming (2) • Inputs to Second Draft Strategic Note 2022-2026. <p>Support UN Women’s ESP programme</p> <ul style="list-style-type: none"> • Final technical brief on justice services as one of essential services for survivors of GBV in context emergency response • Technical guidance and inputs for the activities implemented under the above PA with MOJ in line with global standards in ESP. 	1 Oct 2021	25%
4	<p>Support UN Women’s coordination and normative mandate at national level</p> <ul style="list-style-type: none"> • Prepare materials for Informal Amb/HoA Group first meeting. (agenda, annotated agenda, presentations etc) • Technical brief on Amb/HoA Group’s focus area. • Summary notes and follow up on Amb/HoA Group’s third meeting. <p>Support UN Women’s WeEmpower Asia programme</p> <ul style="list-style-type: none"> • One partnership and/or resource mobilization opportunities concretized linked to WEPs signatories or women’s entrepreneurship promotion for the VCO for finalization. 	10 December 2021	25%

V. Duration of Assignment and Duty Station

The consultancy will be between February to December 2021. The assignment is working at the office at the GOUNH in Hanoi, Vietnam. The consultant is expected to be in Hanoi at the time of the consultancy, therefore, no travel costs to and from the duty station are included in this consultancy.

VI. Contract supervision

The international consultant will be administratively managed by Programme Specialist and work very closely with the Country Representative, the Programme Manager on WEE and the Programme Analyst on EVAW. The international consultant will be ultimately responsible to the UN Women Country Representative in Viet Nam.

VI. Qualification

Fluency in written and spoken English is essential to be considered for the assignment. Additionally, qualified candidates shall fulfill the following requirements:

- Master's Degree in Law, Human Rights, Gender Studies, or other relevant disciplines.
- At least 3 years of relevant experience in the field of law, human rights, gender equality and development.
- Excellent analytical and writing skills in English on human rights and gender equality.
- Working experience in Viet Nam is a must.
- Demonstrated knowledge on Viet Nam's development context and legal frameworks on gender equality and women's rights.
- Prior experience supporting UN agencies for research and policy advocacy.

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 Law, Human Rights, Gender Studies, or other relevant disciplines	20 points
2	At least 3 years of relevant experience in the field of law, human rights, gender equality and development	25 points
3	Excellent analytical and writing skills in English on human rights and gender equality	20 points
4	Working experience in Viet Nam and sound knowledge on Viet Nam's development context and legal frameworks on gender equality and women's rights	25 points
5	Prior experience supporting UN agencies for policy advocacy	10 points
	Total	100 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

Technical component:

- Letter of interest explaining why you are the most suitable for the work and your proposal for the number of working days
- Signed Curriculum vitae with contact details for 3 references

Financial proposal (with your signature)

- The financial proposal shall specify a total lump sum amount in **US Dollar** for the consultancy.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to US Dollar at UN Exchange Rate at the submission deadline.

Complete applications should be sent to <procurement.vietnam@unwomen.org>. Only applications with all items mentioned above will be considered.

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).
- 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 Director prior to taking up their assignment.
- Release letter in case the selected consultant is government official.
- Security Certificate BSAFE: EN: <https://training.dss.un.org/thematicarea/detail?id=19948>