



TERM OF REFERENCE

Reference number	<i>TOR-VNM-2021-014</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 coordinate and provide technical support to non-governmental organizations for the development of the NGOs' report on the implementation of the CEDAW in Viet Nam during the period 2015-2021. The report would be written by NGOs to supplement or present alternative information to the governmental report that governments are required to submit to the CEDAW Committee
Location	Home based with technical meetings in Hanoi
Contract duration	15 May 2021 to 30 October 2021 (maximum 55 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 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.

The years 2020 and 2021 have been an important year for Viet Nam to prepare the 9th CEDAW periodic report to response to the Committee's recommendations to Viet Nam for the period 2015 to date. The draft country report has been consulted with the stakeholders on Oct 2020 and it is proposed that the government will officially report the report on June 2021.

In this process, UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. N Women supports UN Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide.

UN Women Viet Nam is looking for a national consultant to coordinate and provide technical support to non-governmental organizations for the development of the NGOs' report on the implementation of the CEDAW in Viet Nam during the period 2015-2021. The report would be written by NGOs to supplement or present alternative information to the governmental report that governments are required to submit to the CEDAW Committee.

II. Objectives of the consultancy

The consultancy will aim to coordinate and provide technical support to non-governmental organizations for the development of the NGOs' report on the implementation of the CEDAW in Viet Nam during the period 2015-2021.

The NGO report can highlight the progress of the state in meeting its gender equality obligations in the implementation of the CEDAW with crucial information about problems in implementation and areas of government non-compliance. By developing a NGO report to a CEDAW committee, NGOs can highlight issues not raised by their government or point out where the government may be misleading the committee from the real situation. The NGO report can be seen to be a very powerful advocacy tool, especially at the international level.

III. Specific Tasks

The consultant is expected to meet the following tasks:

- Support UN Women to convene a meeting with the like-minded NGOs who are interested in developing a NGOs' report on the implementation of the CEDAW in Viet Nam during the period 2015-2021.
- Conduct a three-day training for representatives of the local NGO on the CEDAW with the objectives to:
 - Increased knowledge about CEDAW, including its core principles, core obligations of States parties to CEDAW, the reporting cycle, domestication of CEDAW at national level, and the use of the optional protocol to CEDAW.
 - Enhanced skills to apply the substantive framework of CEDAW in legislative, policy and institutional analysis and incorporate CEDAW in programming and policy advocacy work.
 - Strengthened awareness of women's rights violations and gender inequality and strengthened commitment to promote women's human rights and gender equality.
- Support the local NGO networks to identify the core members for the development of the NGO report on CEDAW implementation in Viet Nam for the period 2021 to date (Core group).
- Support the core group for the development of the workplan for the development of the NGO report on CEDAW implementation in Viet Nam for the period 2021.
- Technical support for the core group for the development of the NGO report, including the data collection, review the draft and provide comments/inputs during the drafting process.
- Support the NGO network for the organization of the NGO meeting on the report to collect comments from the wider NGO network and other key stakeholders as agreed by the NGOs (one day consultation).
- Technical supports to the core group to finalize the NGO report on CEDAW implementation after the consultation meeting.

UN Women will cover the relevant costs for the organization of the CEDAW training and stakeholder meeting as agreed by NGO networks working on gender equality and the empowerment of women in Viet Nam.

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 UN Women following the UN-EU cost norms.

V. Deliverables and Schedule of Payment

The payment will be provided in the following instalments as below:

Payment	Deliverables	Timeframe for payment
30% of payment	<ul style="list-style-type: none">List of liked mind local NGO that will join the development of the NGO report on the implementation of the CEDAW in Viet Nam (Vietnamese)Draft three-page proposal on CEDAW training, including the background, objectives, participants and agenda (Vietnamese)List of the NGOs participating into the CEDAW trainingPPTs for the training on CEDAW for the NGO representatives (Vietnamese)	15 May 2021
30% of payment	<ul style="list-style-type: none">List of reference documents for the development of sessions of the draft report collected by the NGOs with the support from the consultantDraft NGO report on the implementation of the CEDAW in Viet Nam (Vietnamese and English)Draft agenda on the consultation meeting on the NGO report on the implementation of the CEDAW in Viet Nam (Vietnamese)	30 July 2021
40% of payment	<ul style="list-style-type: none">Final NGO report on the implementation of the CEDAW in Viet Nam (Vietnamese and English)	30 September 2021

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 15 May 2021 to October 2021 (maximum 55 working days), home-based and with technical meetings 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 12 years of working experience in promoting CEDAW implementation in Viet Nam and development of the NGO's CEDAW reports at the national level.	25 points
3	Good understanding on international commitment on gender equality, including CEDAW	15 points
4	Having good knowledge on stakeholders working on gender equality in Viet Nam	15 points
5	Good understanding and hand-one experience on NGO report on CEDAW	15 points
6	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
2. A short report to explain the proposed technical approach to the work (maximum 3 pages – A4, 12 Time New Roman, 1.5 line spacing)
3. Updated CV
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: 17 March 2021

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.